

HYATT REGENCY MILWAUKEE SHIPPING/RECEIVING

Payment must be rendered at time of delivery via guest room, master account, or credit card. A Package/Box Delivery Charge Form will be provided for signature.

- Packages for meetings should not be delivered more than three days prior to the meeting's first day. Any packages received prior to this are subject to a \$50 per day storage charge. If this purposes any issues, please reach out to the event manager.
- Be sure to make your event manager aware of any packages you are sending and an estimated arrival date if possible so we can inform our team ahead of time.
- Packages **MUST** be addressed as follows. If they are not, they will be returned to sender.

Hyatt Regency Milwaukee

Ashley Wolfe (Hartung)

Hold for *[Insert Guest Name Here]*

Name of Conference – Conference Start Date

333 W KILBOURN AVENUE

MILWAUKEE, WI 53203

Receiving Fees (*Packages Received by the hotel*):

- Overnight Letters or SoftPacks: No Charge
- Small Box (12" x 12" x 10" or Less): \$5.00
- Medium Box (Previous dimensions up to 20 x 20 x 14): \$7.00
- Large Box (Previous dimensions up to 48 x 15 x 15): \$15.00
- Case (Any Container Larger than 48 x 15 x 15): \$25.00
- Small Pallet (48"x40" or less): \$100.00
- Large Pallet (48"x40" or more) : \$250.00

Shipment Handling Fees (*Packages Shipped from the hotel*):

Please note these fees are paid to the hotel for facilitating the shipment. Additional charges will be required by the shipping service.

- Overnight Letters or SoftPacks: No Charge
- Small Box (12" x 12" x 10" or Less): \$3.00
- Medium Box (Previous dimensions up to 20 x 20 x 14): \$5.00
- Large Box (Previous dimensions up to 48 x 15 x 15): \$10.00
- Case (Any Container Larger than 48 x 15 x 15): \$15.00
- Small Pallet (48"x40" or less): \$100.00
- Large Pallet (48"x40" or more) : \$250.00

EXHIBITOR INFORMATION

Exhibitors are responsible for their own charges for shipping, unless the group is willing to cover these. The Exhibitor will be required to complete a credit card authorization prior to receiving their packages if payment has not already been received or arranged. There will be assistance provided moving their boxes from storage to the exhibit areas at no charge.

Exhibitors are responsible for packaging and labeling all items that are to be shipped out. The hotel does have FedEx Express labels available upon request, but we do not have FedEx Ground. It is the vendor's responsibility to schedule the pickup for any boxes or packages. The hotel is not responsible for scheduling pickups for items.

When packages are ready to be shipped, exhibitors may request assistance with having packages taken to the shipping area. Any packages left in a meeting room after a meeting without instruction will be held for 72 hours then disposed of.