

**SHIPPING & RECEIVING**

**Please consult the following form regarding the facility’s specifications on**

**in-bound shipping, outbound shipping, and payment policy.**

1. Shipments are limited to no sooner than two (2) working days from the first day of the event. Shipments received earlier than this time will be subject to a storage fee.
2. Special arrangements must be made for receiving any equipment, goods, displays or other materials being delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required.
3. Hotel receiving entrance is open from 6:30am until 3:00pm Monday through Friday.
4. The hotel shall not be liable for safe or timely arrivals of packages sent to the hotel by or for the group. It is the group’s responsibility to check and make sure the contents are intact. The hotel accepts no liability for lost, stolen, or damaged goods. The hotel will not accept C.O.D. shipments. Please note that storage space is extremely limited. Upon arrival, please contact Guest Services or Convention Services Floor to arrange for delivery.
5. Normal delivery of Federal Express (FedEx), Airborne and UPS packages occurs between 10:00am and 11:00am.
6. All Exhibitor Shipments must go through the drayage company.

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| **STANDARDS** |
| NON-FLAMMABLE MATERIALS  All materials used in the Hotel must be non-flammable to comply with the Fire Regulations of Minnesota and the city of Minneapolis. Material not confirming to such regulations will be removed immediately at the exhibitor’s expense.  SPECIAL NOTICES  No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor’s expense.  LIABILITY  The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor’s employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage. INSURANCE Exhibitors who desire to carry insurance on their exhibits must place it at their own expense. |

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| **INBOUND SHIPPING AND RECEIVING** | | |
| Handling charges for packages are as follows: | | |
| Weight/Pounds | Charge | |
| Five boxes or less | $5.00/Box | |
| 6-10 Boxes | $50.00 | |
| 11-20 Boxes | $100.00 | |
| 21-30 Boxes | $250.00 | |
| 31-40 Boxes | $350.00 | |
| 41-50 Boxes | $500.00 | |
| 51+ Boxes | Amount determined by Event Planning Manager | |
| Flat Rate for Pallet | $275.00/each | |
| Rolling Cargo Case | $100.00/each | |
| Storage charges for packages are as follows: | | |
| Days | Charge | |
| 0-2 days prior to event date | Complimentary | |
| 3-5 days prior to event date | $50.00 | |
| 6-10 days prior to event date | $75.00 | |
| NOTE:  \*Any other special deliveries must be approved prior to shipping by the group assigned event planning manager.  \*8.025% Sales Tax applies to all shipping/receiving fees. | | |
| All materials being sent to the hotel must be marked as follows: | | |
| 1. Hold for Arrival 2. Attn: Guest’s Name & Organization 3. Conference Name 4. Arrival Date 5. Complete Return Address 6. Hyatt Events Manager: Amanda Halvorson 7. Number of Boxes (i.e. box 1 of 1, box 1 of 2, etc) | |  |
| Packages to hotel are to be addressed as follows: | | |
| Receiving Department  Hyatt Regency Minneapolis  1300 Nicollet Mall  Minneapolis, MN 55403 | | |
| Arrival of shipments is limited to no sooner than two (2) working days from the first day of the event | | |

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| **OUTBOUND SHIPPING** |
| Departure of shipments can be arranged through the hotel:   1. All boxes must be sealed properly. 2. All boxes must contain a secured shipping label with proper address information and account number. 3. Packages can remain at booth and the hotel staff will deliver them to the loading dock for outbound shipment. 4. No packages will be delivered for outbound shipment if they are not sealed and properly labeled. The hotel is not responsible for arrangements of this matter. |
| Departure of shipments can also be arranged through the FedEx/Kinkos Office:   1. FedEx Office is located on the 2nd floor of the hotel. 2. Open Monday – Friday from 8:00am – 5:00pm 3. To make arrangements, call #612-339-5641 |

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| **METHOD OF PAYMENT**  Payment in full must be rendered prior to the start of the Exhibition Show.  CREDIT CARD PAYMENT ONLY – CHECKS AND CASH NOT ACCEPTED | |
| Card Number: |  |
| Expiration Date: |  |
| Cardholder Name: |  |
| Billing Address: |  |
| City, State, Zip Code: |  |
| Telephone: |  |
| Fax: |  |

*I agree to the terms stated above and authorize charges to be made to the above credit card.*

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| **SIGNATURE** | | | |
| Signature: |  | Date: |  |