



**PACKAGE INSTRUCTIONS**

Below are some guidelines for shipping packages into and/or out from the Hyatt Regency Chicago. The labeling on your packages should include:

**YOUR NAME (or person claiming packages)**  
**ORGANIZATION NAME and DATES OF FUNCTION**  
**HYATT REGENCY CHICAGO**  
**151 EAST WACKER DRIVE**  
**CHICAGO, IL 60601**

Do not put hotel contact name on package.

Arrange to have your packages arrive to the hotel at least 2 – 3 days prior to your event to allow for necessary processing time. Your packages will be held in the Package Room until pickup or delivery. Contact the Package Room to arrange the delivery of your materials. For deliveries to guest rooms or meeting space, please allow 45-60 minute delivery time. Pallets of materials may require higher delivery times. You must be present to accept the delivery. Packages will not be left in an unattended space and will be returned to the Package Room until arrangements are made for repeat delivery.

The Hyatt Regency Chicago’s current handling fee structure, for all incoming and outgoing packages, based upon the weight of the package are as follows:

- Receiving & Shipping Packages – Handling fees**
- **Letter -----\$6.00**
  - **Packages up to 5 lbs-----\$7.00**
  - **Packages between 6 – 20 lbs-----\$13.00**
  - **Packages between 21 - 50 lbs-----\$24.00**
  - **Packages 51 lbs & over-----\$60.00**
  - **Skids/Pallets-----\$240.00**
- Shipping International Packages ---(add)-----\$12.00**
- The fees are subject to change with or without notice.*

Exhibitors shipping packages participating in your event will need to provide credit card information prior to obtaining their packages.

Following your event, the Package Room can provide pickup service from your guest room or meeting space with a 45 minute pickup time. The handling fees listed above will apply for pickup per box.

The normal business hours of the Package Room are:

**Monday through Friday – 6:15am – 7:00pm**  
**Saturday & Sunday - 8:00am – 5:00pm**

Special accommodations can be made for service beyond the normal business hours at \$35.00 per hour per person with advance notice.



Date: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Contact Fax #: \_\_\_\_\_

As a vendor of \_\_\_\_\_, it is understood that you will be shipping packages into and/or out from the Hyatt Regency Chicago. Please label as follows:

**YOUR NAME** (or person claiming packages)  
**ORGANIZATION NAME and DATES OF FUNCTION**  
**HYATT REGENCY CHICAGO**  
**151 EAST WACKER DRIVE**  
**CHICAGO IL 60601**

The Hyatt Regency Chicago assesses handling fees for all incoming and outgoing packages based upon the weight of the package.

**Receiving & Shipping Packages – Handling fees**

- Letter -----\$6.00
- Packages up to 5 lbs-----\$7.00
- Packages between 6 – 20 lbs-----\$13.00
- Packages between 21 - 50 lbs-----\$24.00
- Packages 51 lbs & over-----\$60.00
- Skids-----\$240.00
- Shipping International Packages ---(add)-----\$12.00**

In order to retrieve any packages for you or your company for this event, we will require prepayment information in the form of a credit card with your signature authorizing the charges.

Please complete the section below and fax it back at your earliest convenience. Without this form of payment available, your packages will not be retrieved from the exhibit space and will be responsibility of the exhibitor to remove the remaining items at show’s end.

Name on Credit Card: \_\_\_\_\_  
 Type of Card: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Authorization to apply charges: \_\_\_\_\_  
 (Signature)

Return Fax : **312-239-4414**, Attention: Package Room, Hyatt Regency Chicago  
 Business Center, Phone: 312-239-4410