

Shipping Instructions

Hyatt Regency Minneapolis

* We recommend that shipments be limited to no sooner than two (2) working days from the first day of the event.

* 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.

* Our receiving entrance is open from 6:30am until 3:00pm Monday through Friday.

* Any materials being sent to the hotel must be marked as follows:

1. **Hold for arrival**
Attn: [guest's name and organization]
Arrival Date: [date]
2. **Complete return address**
3. [Hyatt convention service manager:] **Cindy Lathrop**
Number of boxes (i.e. box 1 of 1, box 1 of 2, etc.)
4. Address package as follows:
Receiving Department
Hyatt Regency Minneapolis
1300 Nicollet Mall
Minneapolis, MN 55403

* All boxes must be less than 35 lb. in weight each.

* The following charges will apply for deliveries:

5 boxes or less.....\$5.00 / each

6-10 boxes.....\$50.00

11-30 boxes.....\$200.00

31-50 boxes.....\$300.00

* Boxes arriving on wrapped pallets and moveable by hand-powered jack: \$175.00; any other special deliveries must be approved prior to shipping by the group assigned catering/convention service manager.

*Please contact the hotel operator to have your shipment delivered to your booth.