



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.