



## Shipping and Receiving Instructions

**PACKAGES** – The Hyatt Regency Greenville will store your packages a **MAXIMUM OF 3 DAYS PRIOR** to your arrival. Please observe the following instructions to ensure proper handling of your meeting materials. each item should be clearly marked with the following:

- A. YOUR ORGANIZATION NAME AND/OR NAME OF THE EVENT
- B. HOLD FOR ARRIVAL mm/dd/yyyy
- C. THE NAME OF YOUR ORGANIZATION'S ON-SITE CONTACT
- D. C/O HYATT REGENCY, 220 NORTH MAIN STREET, GREENVILLE, SC 29601

The Hyatt Regency Greenville has limited storage space available. packages will be accepted **UP TO THREE DAYS PRIOR** to your scheduled event. Anything arriving more than three days prior will not be accepted and consequently returned to sender. The hotel is not responsible for perishable items. Please let front desk know at check in that you have confirmed packages at the hotel and that you need them brought to you.

### **FEES FOR STORING/HANDLING OF BOXES:**

(This fee includes moving the boxes from storage to destination determined by group:

PER DAY: \$3.00 PER BOX / \$10.00 PER EXHIBITOR CASE / \$50.00 PER PALLET

**BEFORE YOUR DEPARTURE:** If you are leaving packages to be shipped, they must be labeled with the proper shipment information and scheduled for pick up with the courier of your choice before you depart the hotel. Your package(s) can be brought to the front desk for your shipper pick-up.