

EXHIBITOR INFORMATION SHEET

Packages/Shipping - Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do this may result in deliveries being refused or materials unavailable when required. Packages should arrive to the hotel no sooner than 5 days before the first event.

The Hotel's receiving department is open 7:00 a.m.-3:00 p.m., Monday - Friday.

All packages must contain a label giving the following information:

- 1) Return address,
- 2) Name of vendor company
- 3) Name of person that will claim package,
- 4) Conference Dates.

All packages can be shipped at the following address:

C/O Grand Hyatt Tampa Bay
2900 Bayport Drive
Tampa, FL 33607

The Grand Hyatt Tampa Bay will not accept shipments of freight, crates, boxes, etc. from exhibitors or shipping firms exceeding one hundred (100) pounds. Arrangements for shipments to exhibit in excess of one hundred (100) pounds should be made through a drayage company. This would also include transporting of exhibit materials from the receiving area to the exhibit site and returned to the receiving area at the end of the convention.

Each package received or sent associated with a convention, will be assessed handling fee of \$8.00 per box (less than 50 lbs.), \$10.00 per box (50 lbs. – 75 lbs.), \$25.00 per box (over 75 lbs.- 150 lbs.), \$50.00 small display, \$75.00 large display, \$100.00 per pallet / skid. Packages should not arrive more than 3 days prior to the event date. In addition to the handling fees, any outgoing material shipped by Grand Hyatt Tampa Bay for return delivery will be assessed the selected carrier's shipping charges. The guest or group is responsible for filling out shipping labels for each package to include their shipping account or hotel master account number. No credit card numbers are permitted to be on the label. These fees will be noted on the guest package advice slip. The guest signature will represent their acceptance of this fee.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

RETURN SHIPMENT INFORMATION

The guest or group is responsible for filling out shipping labels for each package to include their shipping account. The label must still include the shipping account number and no credit card numbers are permitted to be on the label.

When completing the return label the hotel address is not permitted to be on the Ship from address. This line can be the same as the ship too address.

Once you have properly secured your package please adhere the label to the box and leave on your exhibitor table with the label facing out. All boxes will then be retrieved by the hotel team, logged into our system, and provided for pickup for the selected company.