HYATT REGENCY MIAMI SHIPPING POLICIES

Packages:
Special arrangements must be made for receiving any equipment, goods, or other materials, which will be sent, delivered or brought into the hotel. (This excludes delivery of any food or beverage items that are also sold or furnished by the Hotel. The Hotel will not accept delivery of such items.) Failure to do this may result in deliveries being refused or materials being unavailable when required.

Any materials being sent to the Hotel must be marked as follows and should not be scheduled to arrive more than two (2) weeks prior to the Group's conference start date:

Address Package to Hotel as follows:
1. Complete Return Address
2. Number of boxes (i.e. box 1 of 4, box 2 of 4, etc.)
3. Address package to the Hotel as follows:
   Hold for Arrival: Guest's Name, Organization Name, and Arrival Date
   Attention: Denise Harden- Event Planning Manager

Shipping Address:
Hyatt Regency Miami
400 SE 2nd Ave.
Miami Fl, 33131

The handling charge is $10.00 per box/package and $75 per pallet. Handling charges do not include shipping charges. Additional handing charges may apply.

Groups who have contracted the services of a drayage/exhibit services company should furnish the appropriate shipping instructions to their vendors/attendees regarding shipment of exhibit materials to said drayage/Exhibit Services Company. Shipments of this nature should not be sent directly to the Hotel.

The hotel does not accept any liability for equipment, goods, displays, or other materials, which arrive unmarked or fail to arrive at the Hotel. The group is responsible for insuring it properly for loss or damage.

The hotel has a daily 6pm pickup via Federal Express.

Hours of Loading Dock:
Monday – Friday: 8:00am – 5:00pm*
Saturday: Closed*
Sunday: No deliveries
Preferred companies: FedEx, FedEx ground, United States Postal
*If the receiving department staff is not on site, Security staff will receive packages.(24 hour basis)