



SHIPPING GUIDELINES

The Hotel's shipping address is:

Attendee Name
Company Name
C/O Hyatt Regency Albuquerque
330 Tijeras Avenue NW
Albuquerque, New Mexico 87102
GROUP NAME
Hotel Contact Name
Group Meeting Dates
Box ___ of ___

We respectfully request that if you are sending more than one package within a single shipment, please be sure to number in sequence (i.e. one of three, two of three, etc.) Due to limited storage, please do not send packages more than **one (1) week prior to your event.**

CHARGES OF PACKAGES RECEIVED BY THE HOTEL:

<u>Packages</u>	<u>Cost per item</u>
Under 50 Pounds	\$ 7.00 per box
Over 50 Pounds	\$25.00 per box
Over 100 Pounds	\$45.00 per box
Over 150 Pounds	\$85.00 per box
Pallets	\$90.00 per pallet

Any box received by a representative of the Group will require a signature of receipt. This signature will indicate approval of portage charges to be posted to the Group's Master Account, unless otherwise stated by the Group representative upon receipt. 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. All packages should be clearly marked with a return address.

FOR GUESTS NOT STAYING IN THE HOTEL:

Follow the shipping instructions stated above – and note next to the attendee's name – **HOLD FOR PICK-UP**. The guest may then see the bellstand upon their arrival in Albuquerque and pay for the charges at that time.

DOCK HOURS:

Please note that the shipping and receiving dock is only open on Monday through Friday from 7am until 4pm. Any shipments that are expected outside of this time frame must be sent to the Convention Services Manager, so that the proper approval can be obtained from the Dock Master.