



# SHIPPING INSTRUCTIONS

When shipping items to the Hotel for your upcoming event, please be sure to include the following on your label:

Conference Name  
Exhibitor/Company Name  
co: On-site Contact/Hotel Event Manager  
**Hyatt Regency McCormick Place**  
**2233 S. Martin Luther King Dr**  
**Chicago, IL 60616**

This section pertains to packages for sole use within the Hyatt Regency McCormick Place. Contact your Event Planning Manager for shipment of packages, equipment, booths, etc., to be used within McCormick Place Complex. Hyatt Regency McCormick Place will only accept pre-paid packages. The Hotel will refuse any packages delivered C.O.D. and the Hotel will not make notification to the shipper. All packages must contain a label giving the following minimum information:

- 1.Return Address
- 2.Name of group as listed on contract
- 3.Name of person that will claim package(s)
- 4.Date of that persons arrival

A handling fee will be assessed on all incoming and outgoing packages. The following charges will apply based on a per package(s):

## Incoming Packages:

Letters/Envelopes – All carriers	NO CHARGE	
Packages/Boxes/Crates /Containers - Weight Pricing Structure		
ONE to FIVE Pounds	\$7.50	Per Piece
SIX to TWENTY Pounds	\$13.50	Per Piece
TWENTY ONE to FIFTY Pounds	\$24.50	Per Piece
FIFTY-ONE and up	\$60.00	Per Piece
PALLET and/or SKID	\$250.00	Inclusive

*Service fees include receipt and logging of all items and securing /storage until guest pickup.*

## Outgoing Packages:

Letters/Envelopes – All carriers	NO CHARGE	
Packages/Boxes/Crates /Containers - Weight Pricing Structure		
ONE and Up Pounds	\$5.00	Per Piece
PALLET and/or SKID	Charge per Piece by weight	

*The pricing above includes handling and storage of outgoing packages, which are ready for shipment.*

Packing/Packaging of any Box/Crate/Container	\$5.00	Additional Per Piece
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Service fees include receipt and logging of all items and securing /storage until carrier pickup.

Any items not picked up within two weeks of receipt, may incur a storage fee of up to \$400.00 per month. (Prices Subject to change without notice)

Hyatt Regency McCormick Place shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the Group's responsibility to check on the arrival of any packages and to check to insure that the contents are intact. Hyatt Regency McCormick Place accepts no liability for lost, stolen, or damaged goods. Packages may be shipped to the Hotel not more than one (1) week prior to the meeting.