

SHIPMENT OF BOXES

The following recommendations are provided for you and/or your shipping department's assistance:

THE HYATT WILL STORE YOUR PACKAGES A MAXIMUM OF 3 DAYS PRIOR TO YOUR ARRIVAL. ANYTHING ARRIVING MORE THAN THREE DAYS PRIOR WILL NOT BE ACCEPTED AND CONSEQUENTLY RETURNED TO SENDER. THE HOTEL IS NOT RESPONSIBLE FOR PERISHABLE ITEMS.

1. Labeling boxes/displays for shipment TO the Hyatt Regency are to include the following:
 - Name and date(s) of the event
 - Name of your company's agent/vendor attending the event
 - # of boxes being shipped ... Example: 1 of 5, 2 of 5 etc ...
 - If attending agent/vendor is a guest of the hotel, indicate his/her check-in date
 - Ship to address:
Hyatt Regency Greenville
220 North Main Street
Greenville, SC 29601
Phone: (864) 235-1234
2. Fees for storing/handling of boxes are as follows (this fee includes moving the boxes from storage to destination determined by group):
 - \$3.00 per box per day
 - \$10 00 per exhibitor case per day \$50.00 per pallet per day
3. Your return address should include your company name, address, and phone number.
4. Make sure that your agent/vendor remembers to bring the appropriate forms and shipping labels for forwarding displays and materials to their next destination. You are responsible for shipping items back from the hotel. AATCC and the Hyatt Regency are not responsible for return shipments.
5. It is helpful that in the unlikely event of a shipping mix-up, your attending agent/vendor know the tracking numbers for the receiving department.

Following these simple steps will assist the hotel staff and expedite the handling of your displays and materials.