



SHIPPING INSTRUCTIONS & NOTICE TO EXHIBITORS

(EXCERPTS FROM HYATT REGENCY DALLAS GROUP SALES AGREEMENT)

PACKAGES:

The hours of parcel delivery operations are: 6:30am – 7pm Monday through Friday, 7am – 5pm Saturday and 12 noon – 5pm Sunday. Packages (excluding pallets/crates) will be available for pick-up at the FedEx Office Business Center. Delivery of packages can be scheduled after arriving at the hotel by calling 214- 741-2741 or ext. 7241 from a house phone.

FEDEX BUSINESS OFFICE HOURS AND INFORMATION

Monday-Friday	7:00AM-7:00PM
Saturday	10:00AM-5:00PM
Sunday	12:00PM-5:00PM

Phone: 214-712-2763

IN-BOUND SHIPMENTS FOR MEETINGS

Affix a label with the following information in addition to the air bill. . Please do not address your packages to a hotel employee or Show Manager as this could cause the package to be delayed. **To expedite handling of your package, please ensure your package is delivered to the hotel one or more days prior to the start of your event.**

SHIPMENTS FOR MEETINGS:

Affix a label with the following information in addition to the air bill:

Hyatt Regency Dallas
(89TH SHOCK AND VIBRATION SYMPOSIUM) (Arrival Date)
Hold for Guest **(Guest Name) (Guest Cell Number)**
(Guest Company Name) (Booth Number)
300 Reunion Boulevard **(REUNION BALLROOM)**
Dallas, TX 75207

SHIPMENTS FOR INDIVIDUAL GUESTS

Hyatt Regency Dallas
Hold for Guest **(Guest Name) (Arrival Date)**
300 Reunion Boulevard
(Guest Cell Number)
Dallas, TX 75207

OUT-BOUND SHIPPING INSTRUCTIONS

To expedite the process for out-bound shipments please affix a completed carrier air bill to each package. Boxes and FedEx shipping supplies are available through the on-site FedEx Office Business Center. Pickup of out-bound packages by all non-standard couriers (other than FedEx or UPS) must be coordinated with the on-site FedEx Office location. Out-bound Handling Fee will be applied to each package. Fees applied are in addition to standard shipping rates.

Hyatt Regency Dallas
(89TH SHOCK AND VIBRATION SYMPOSIUM)
(Guest Name) (Guest Cell Number)
(Guest Company Name) (Booth Number)
300 Reunion Blvd. **(REUNION BALLROOM)**
Dallas, TX 75207

HANDLING FEES:

Fees applied are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or billed to a credit card. Group is to receive 1 pallet and 30 boxes of materials handling complimentary.

Weight	<u>In-bound Receiving Fee*</u>	<u>In-bound Receiving with Delivery Fee**</u>	<u>Out-bound Handling Fee*</u>
0.0 - 1.0 lbs	\$2.00	\$5.00	\$0.00
1.1 - 10.0 lbs	\$10.00	\$15.00	\$10.00
10.1 - 20.0 lbs	\$15.00	\$20.00	\$15.00
20.1 - 30.0 lbs	\$20.00	\$30.00	\$20.00
30.1 - 40.0 lbs	\$25.00	\$40.00	\$25.00
40.1 - 50.0 lbs	\$25.00	\$50.00	\$25.00
50.1 - 60.0 lbs	\$25.00	\$50.00	\$25.00
60.1 + lbs	\$25.00	\$70.00	\$25.00
Crate/Pallet	\$150.00	\$150.00	\$150.00

STORAGE FEES

Storage Fees apply to each package received more than 5 calendar days before delivery to Recipient. Your convention service manager or FedEx Office can provide you with full details.

Time Period	\$/Day per Package
6-7 Days	\$25.00
7+ Days	\$50.00
Oversized"	\$25.00

* These fees apply per package or per pallet/crate

**Delivery fees are applied when packages are delivered beyond the FedEx Office location

***For inbound pallets or crates, receiving and delivery charges are consolidated into a single \$150 fee that should be applied to each pallet/crate handled. Similarly, for outbound pallets or crates, a single \$150 fee should be charged for pick-up and movement of each pallet/crate to the shipping dock.

"Packages that exceed either 75 inches in length or a total of 180 inches in length and girth (3 ft. square box) will be charged an additional \$25/day. The length and girth of a Package is length plus (two times the height) plus (two times the width).

TERMS & CONDITIONS: Receiving delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither Hyatt Regency no FedEx Office provides such insurance. Neither Hyatt Regency, FedEx Office nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that Hyatt Regency or FedEx Office may establish from time to time for receiving and delivering your packages.

FOR QUESTIONS RELATED TO GENERAL EXHIBITION REQUIREMENTS, EVENT SCHEDULE, REGISTRATION, OR TOPICS NOT DIRECTLY RELATED TO INBOUND/OUTBOUND SHIPMENTS FOR THE HYATT REGENCY DALLAS, PLEASE CONTACT ASHLEY SHUMAKER AT 434.581.3041 OR VIA EMAIL AT ASHLEY.SHUMAKER@SAVECENTER.ORG.