

Shipping Information for Hyatt Regency Louisville

Special arrangements should be made with the Event Planning Manager (Cara Sariscsany: cara.sariscsany@hyatt.com) for receiving any equipment, goods, display or other materials that 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. **The Hotel's receiving entrance is open from 8:00 am to 4:00 pm, Monday through Friday.** Any materials being sent to the Hotel must be marked as follows:

To ensure prompt delivery, all materials should be addressed as follows:

Hyatt Regency Louisville 320 West Jefferson Street Louisville, KY 40202 Attn.: (Guest's Name) (Guest's Arrival Date) ALA Chapter Leadership Institute (Your Exhibiting Company Name) Event Planning Manager: Cara Sariscsany (Number of Boxes – Example: Box 1 of 2 and Box 2 of 2)

Deliveries should arrive at the Hotel no more than (3) days prior to Group's arrival. Handling charges may apply. The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The group or individual is responsible for insuring its property for loss or damage. The hotel will assess a handling fee per package for incoming and outgoing parcels. The fee scale is based on the weight and size of the package:

Box less than 50 lbs - \$5.00 each	Pallet / Skid - \$75.00 each
Box between 50 – 75 lbs - \$8.00 each	Small Display - \$25.00 each
Box between 75 and 150 lbs - \$10.00 each	Large Display - \$50.00 each

UPS

UPS will not pick up any packages unless the shipper schedules a pickup at the hotel. The hotel cannot call nor will UPS schedule the pickup. UPS will charge their own package pickup for which the guest is responsible.

FED EX

FEDEX no longer has automatic pick up. Anyone wanting to ship FedEx will have to call to schedule a pick-up, Including Hotel clients, the # is 1-800-GO FED EX. (1-800-463-3339.)

NOTE:

Upon Arrival – As long as your packages are labeled as described above, they will be waiting for you at your exhibit table in the Regency Ballroom.

Upon Departure – As long as your packages are properly labeled, pick-up has been scheduled, and trash has been properly disposed of, you may leave your packages to be shipped out on top of your exhibit table in the Regency Ballroom and the hotel staff will pick them up after the conference.