



### Group and Event Shipping and Receiving

This information is provided for Reproductive Health 2009 exhibitors interested in shipping packages and other exhibit items directly to the hotel. If you have any questions please call the Hyatt Regency Atlanta Shipping Department at (404) 460-6320. If your shipping needs cannot be met through the hotel, we suggest using MAX Services, the preferred shipping vendor for Reproductive Health 2010.

### Delivery Date Restrictions

The Hyatt Regency Atlanta will begin accepting shipments from exhibitors on Monday, September 13, 2010. Early shipments will incur charges. If storage exceeds 10 days prior to the scheduled event, then a storage fee of \$5.00 per package per day will be added. For earlier shipping that will require storage and delivery to the conference site, we suggest using MAX Services, the preferred shipping vendor for Reproductive Health 2010.

### Addressing Packages

Please include the hotel name, your event manger's name, recipient's name, group name, hotel address and shipping phone number on all airbills and labels. If multiple packages are being sent please write the number of packages on your shipment.

<b>To:</b>	Hyatt Regency Atlanta
<b>Company:</b>	Event Name and Recipient's
<b>Address:</b>	265 Peachtree Street NE, Atlanta, GA 30303
<b>Phone:</b>	(404) 460-6320
<b>Shipment #:</b>	Box 1 of 4 (for example)

### Receiving and Shipping Price List Prices

#### Receiving Packages

Envelopes	Letters/Legal Size	Complimentary
Boxes	0-25 LBS	\$10.00
Boxes	26-50 LBS	\$20.00
Boxes	51-OVER	38.00 Per 100 LBS
Exhibit	Per Case	\$38.00
Pallets	Per Pallet	\$50.00

**\*\*\*EXHIBIT HALL DELIVERIES ARE AN ADDITIONAL \$25.00, PLUS RECEIVING FEE.**

### Shipping Packages

Envelopes	Letters/Legal Size	Carrier Fee Only
Boxes	0-25 LBS	\$5.00 + Carrier Fee
Boxes	26-50 LBS	\$10.00 + Carrier Fee
Boxes	51-OVER	\$10.00 + Carrier Fee
Exhibit	Per Case	\$10.00 + Carrier Fee
Pallets	Per 100 LBS	\$20.00 + Carrier Fee

**\*\*\*EXHIBIT HALL PICK-UPS ARE AN ADDITIONAL \$25.00, PLUS RECEIVING FEE.**

### Shipping Supplies

Packing Tape	Per Roll	\$5.00
Bubble Wrap	Per SQ. FT	\$1.00
Packing Peanuts	Per Bag	\$3.00
Boxes	10X10X10	\$5.00
Boxes	12X12X12	\$6.00
Boxes	14X14X14	\$7.00
Boxes	16X16X16	\$8.00
Boxes	18X18X18	\$9.00
Boxes	20X20X20	\$10.00

**\*\*PLEASE BE ADVISED THAT THE HOTEL IS NOT RESPONSIBLE FOR PACKAGING.**

### Receiving and Shipping Hours of Operation

Monday-Friday	7:00 AM-8:30 PM
Saturday-Sunday	7:00 AM-5:30 PM

**\*\*PLEASE BE ADVISED THAT HOURS OF OPERATION MAY VARY DUE TO HOTEL FORECAST. SHIPPING/ RECEIVING CAN BE REACHED AT (404) 460-6320.**

### Carrier Drop-off/Pick-up Hours

Carrier	Drop-off	Pick-up	Saturday
DHL	8:00 AM-10:30 AM	6:00 PM	12:00 PM Drop-off & Pick-up
UPS	8:00 AM-12:00 PM	4:00 PM & 6:30 PM	Drop-off only
FEDEX Express	8:00 AM-12:00 PM	6:00-7:00 PM	Drop-off & Pick-up
FEDEX Ground	2:00 PM-3:00 PM	6:00 PM	N/A
USPS	12:00 PM	2:30-3:00 PM	1:00-1:30 PM

**\*\*\*PLEASE BE ADVISED THAT PICK UP TIMES MAY VARY, PLEASE BRING YOUR ITEMS TO SHIPPING/RECEIVING AT LEAST 30 MINUTES PRIOR TO PICK-UP TIME IN ORDER TO ASSURE THAT YOUR PACKAGE IS PICKED UP FOR THAT DAY.**

