



EXHIBITOR INBOUND SHIPPING

Hyatt Regency San Francisco, 5 Embarcadero Center
San Francisco, CA 94111 · 415.788.1234

If you have shipped boxes/materials to the Hotel, please follow the instructions noted below:

- Please call a Banquet Manager through the Hotel Operator by dialing 0 from any available house phone.
- Provide to Banquets the addressee, company name and number of boxes.
- You must be present to receive boxes since the Hotel cannot leave boxes unattended.
- A \$15.00 per box / \$100.00 per pallet handling fee will apply for those who have made advance arrangements with the Hotel.
- A \$25.00 per box / \$150.00 per pallet handling fee will apply for those who have not made advance arrangements with the Hotel.
- If you have not completed the advance Exhibitor request form, please fill out the order form (see other side). Paperwork must be completed for your boxes / pallets to be delivered.



EXHIBITOR INBOUND SHIPPING

Hyatt Regency San Francisco, 5 Embarcadero Center
San Francisco, CA 94111 · 415.788.1234 / Fax 415.676.5659

EXHIBITOR NAME/COMPANY: _____ TABLE TOP # _____

GROUP/SHOW NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

PACKAGE HANDLING BY HYATT REGENCY SAN FRANCISCO

A package or per pallet fee (each way) will be applied to all items received into and shipped out of the Hotel. This fee does not include prevailing shipping fees.

With Advance Arrangements:

In-Bound Packages # _____ \$15.00 per box _____ \$100.00 per pallet

Out-Bound Packages # _____ \$15.00 per box _____ \$100.00 per pallet
(Estimated count; exact number determined on-site)

Estimated Total Package Services \$ _____

Without Advance Arrangements:

In-Bound Packages # _____ \$25.00 per box _____ \$150.00 per pallet

Out-Bound Packages # _____ \$25.00 per box _____ \$150.00 per pallet
(Estimated count; exact number determined on-site)

Estimated Total Package Services \$ _____

BILLING INFORMATION:

Credit Card: Visa Mastercard Amex Discover

Credit Card Number _____ Expiration Date _____

I hereby authorize the Hyatt Regency San Francisco _____ and Freeman _____
(initial) (initial)
to utilize my credit card for the detailed billing as noted above.

Signature: _____ Date _____

Billing Address: _____
