



## EXHIBITOR OUTBOUND SHIPPING

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

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If you are shipping boxes/materials from the Hotel, please follow the instructions noted below:

- The Hotel shipping form (see other side) must be completely filled out to insure proper and timely shipment. One form per destination is required. Ask a Banquet Manager for additional forms.
- 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.
- All boxes must be packed and taped
- Each box must have a courier label i.e. FedEx, UPS etc., if you do not have a label, please ask a Banquet Manager
- All boxes MUST be picked up from your table. Call a Banquet Manager through the Hotel Operator by dialing 0 from any available house phone once your boxes are packed and ready to be picked up.
- Note the Hotel Business Center does NOT ship exhibitor boxes.
- Boxes must not be left unattended on your table
- Any freight pick up must be arranged and coordinated by you and picked up from the Hotel Receiving storeroom. Hotel box or pallet handling fees will apply to move materials from exhibit floor to the Hotel Receiving storeroom.



## EXHIBITOR OUTBOUND SHIPPING FORM

HYATT REGENCY SAN FRANCISCO, 5 EMBARCADERO CENTER  
SAN FRANCISCO, CA 94111 · 415.788.1234 / FAX 415.676-5659

**FAILURE TO COMPLETE THIS FORM MAY RESULT IN DELAY OR POSSIBLE LOSS OF YOUR SHIPMENT**

|   |   |
|---|---|
| <b>FROM:</b>  | <b>TO:</b>  |
| <b>COMPANY:</b>   | <b>COMPANY:</b>   |
| <b>ADDRESS:</b>   | <b>ADDRESS:</b>   |
| <b>CITY:</b>  | <b>CITY:</b>  |
| <b>STATE:</b>   | <b>STATE:</b>   |
| <b>ZIP:</b>   | <b>ZIP:</b>   |
| <b>PHONE:</b>   | <b>PHONE:</b>   |
| <b>E MAIL ADDRESS:</b>  | <b>E MAIL ADDRESS:</b>  |
| <b>SHIPPING METHOD</b>  | <b>PAYMENT METHOD</b>   |
| <b>FEDEX:</b><br><input type="checkbox"/> Priority <input type="checkbox"/> Economy 2 Day<br><input type="checkbox"/> Standard Overnight  | <b>NAME:</b> _____<br><b>TYPE OF CC:</b> _____<br><b>CC #:</b> _____<br><b>EXP. DATE:</b> _____   |
| <b>UPS:</b><br><input type="checkbox"/> Next Day (Red) <input type="checkbox"/> 2 <sup>nd</sup> Day (Blu<br><input type="checkbox"/> Ground Track <input type="checkbox"/> 3 Day Select | <b>TOTAL CHARGES:</b><br>⇒ A \$15.00 per box / \$100.00 per pallet handling fee will apply for those who have made advance arrangements with the Hotel.<br>⇒ A \$25.00 per box / \$150.00 per pallet handling fee will apply for those who have not made advance arrangements with the Hotel. |

NUMBER OF PACKAGE(S) BEING SHIPPED: \_\_\_\_\_

| PACKAGE #  | 1 | 2 | 3 | 4 | 5 | 6                                 | 7 | 8 | 9 | 10 |
|--|---|---|---|---|---|-----------------------------------|---|---|---|----|
| <b>WEIGHT</b>  |   |   |   |   |   |                                   |   |   |   |    |
| <b>INSURANCE</b>   |   |   |   |   |   |                                   |   |   |   |    |
| <b>SHIPMENTS TO INTERNATIONAL DESTINATIONS: (NOTE: Additional paperwork may be required)</b> |   |   |   |   |   |                                   |   |   |   |    |
| <b>FULL DESCRIPTION OF CONTENTS &amp; DECLARED VALUE:</b>                                    |   |   |   |   |   |                                   |   |   |   |    |
| <b>SENDER'S NAME:</b>  |   |   |   |   |   |                                   |   |   |   |    |
| <b>AUTHORIZED BY:</b>  |   |   |   |   |   |                                   |   |   |   |    |
| <b>DATE OF SHIPMENT:</b>   |   |   |   |   |   | <b>SHIPPED BY (internal use):</b> |   |   |   |    |

**NOTE:** This form must accompany all packages, which need to be shipped. All packages must be taped and labeled. Parcel and freight companies will not deliver to Post Office Boxes. Pick-up time is 1:00pm. No pick up is available on Saturday or Sunday. *This form must include the Sender's Name/Signature/Payment Method as well as a Banquet Manager's signature to confirm receipt.*