

HYATT REGENCY TAMAYA
SHIPMENT HANDLING INFORMATION

SHIPMENT/PACKAGE HANDLING AND STORAGE

The Hyatt Regency TAMAYA will only accept prepaid shipments. The Hotel will refuse any shipment delivered C.O.D. and the Hotel will make no notification to the shipper. Please limit the delivery of package(s) or other items to three (3) days prior to your convention or meeting. The Hotel has the right to refuse any shipment earlier than the three (3) days prior to the convention or meeting date.

Please include the following information when addressing shipment(s) or package(s) to the Hotel:

- Name of Person who will claim package and Organization
- Hotel address:
Hyatt Regency TAMAYA Resort & Spa
1300 Tuyuna Trail
Bernalillo, NM 87004
- Complete Return address
- GCSG (Global Clinical Supplies Group) Conference
- Booth #
- Number of boxes (Example: Box 1 of 2 and Box 2 of 2)
- Conference Dates - April 23-26, 2017

The Hotel contact is Christina Gonzales (Event Planning Manager). The Hotel does not accept liability for equipment, displays or other materials that arrive or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss, damage, and for the return shipping of all packages. The first five (5) boxes/packages are complimentary; then the following handling fees will apply:

LETTERS	\$ No Charge
INCOMING PACKAGES	\$6.00 Each Package
OUT-GOING PACKAGES	\$6.00 Each Package
PALETTES	\$200.00 Each

For those items that are held at the Hotel for more than three (3) business days, the charge for storage is \$0.25 per pound per day. This applies to both incoming and outgoing shipments. Rates are subject to change.

Hotel has limited capability for receiving, handling, and storage of convention materials. It is the responsibility of meeting planner to notify Hotel in advance of estimated volume of materials to be shipped to Hotel. If anticipated volume, or nature of handling requires special service, additional fees may apply. It is the responsibility of meeting planner to arrange drayage service for all exhibits and to include information in Group advance mailings.

**** The Hotel Information is Subject to Change.****
Client will be notified accordingly.