



**HYATT
REGENCY®**
GREENVILLE

Shipping and Receiving Instructions

PACKAGES – The Hyatt Regency Greenville will store your packages a **MAXIMUM OF 3 DAYS PRIOR** to your arrival. Please observe the following instructions to ensure proper handling of your meeting materials. Each item should be clearly marked with the following:

- A. Your Organization + Name of Event
- B. Hold for Arrival 00/00/00
- C. On-Site Contact Receiving Package
- D. C/O Hyatt Regency Greenville
220 North Main Street
Greenville, SC 29601

Please note that Hyatt Regency Greenville has limited storage space available and **DOES NOT** have a forklift on site and **will not be responsible** for **unloading deliveries** from shipping companies. Hyatt Regency Greenville does have a loading dock and a pallet jack available to shipping companies to unload deliveries. Packages will be accepted **UP TO THREE DAYS PRIOR** to your scheduled event. Anything arriving more than three days prior will not be accepted and consequently returned to sender. The hotel is not responsible for perishable items. Please let the Front Desk know at check in that you have confirmed packages at the hotel and where you would like them delivered.

FEES FOR STORING/HANDLING OF BOXES

(This fee includes moving the boxes from storage to destination determined by group:

- \$5/box per day
- \$10/exhibitor case per day
- \$50/pallet per day

BEFORE YOUR DEPARTURE: If you are leaving packages to be shipped, they must have a shipping label with the proper shipment information on the package. Pick up must be scheduled with the courier of your choice before you depart the hotel.