



SHIPPING AND RECEIVING INSTRUCTIONS FOR MEETINGS AND CONFERENCES

All conference boxes and materials should be shipped and scheduled for delivery within (3) business days prior to your meeting dates. Due to the limitations on storage, advance notice of delivery on any oversized shipments or specialty items is required to prepare and make appropriate arrangements at the resort.

Mail To:

HYATT REGENCY SCOTTSDALE RESORT & SPA AT GAINEY RANCH
7500 E. Doubletree Ranch Rd.
Scottsdale, AZ 85258
(480) 444-1234
Box ___ of ___

Additionally, all boxes, materials, and equipment shipped to the Hyatt Regency Scottsdale will require the following information:

1. Hotel Name and Address
2. On-Site Contact (person designated to receive items) with the word "Guest" next to it.
3. Name of Group/Conference
4. Event Sales Manager/Event Planning Manager
5. Special Delivery Notes
6. Complete Return Address

The Hyatt Regency Scottsdale will not accept packages or shipments arriving C.O.D. Any shipments not prepaid will be refused by the hotel and no notification will be made by the hotel to the shipper. Additionally, the hotel assumes no responsibility for any loss or damage to packages, boxes, or shipments received prior to, or following, your event unless arrangements have been made.

In an effort to protect and secure boxes, a signature may be required upon receipt. In addition, any boxes opened must be signed for, and are no longer the responsibility of the hotel.

Our Event Set-Up Department will deliver boxes to your designated location on property at the following prices:

\$10.00 per Box

\$125.00 per Rolling Case

\$225.00 per Pallet

Prices are a one-time fee. Shipments requiring dedicated laborers can be scheduled in advance at a rate of \$35.00 per person, per hour (One-hour minimum required). For questions, please contact your Event Sales Manager/Event Planning Manager or our Receiving Department directly at (480) 444-1234, ext 8850.

It will be most helpful if you send your tracking number(s) to your Event Sales Manager/Event Planning Manager prior to your arrival. This will help with tracking your packages and ensure they are placed in the appropriate location.

****Currently, all Fedex and UPS outbound shipments will require the customer to call and schedule a pickup from the resort.***