

SHIPPING INSTRUCTIONS & FEES

All packages should be shipped to the **Package Room** located on the lobby level of the hotel, between the bar and the McCormick Place Convention Center. The hotel will only accept pre-paid packages. The Hotel will refuse any packages delivered C.O.D. and the Hotel will not make notification to the shipper. All packages should be labeled with the following:

- Name of person who will claim the package
- Name of group associated with (ENDURE)
- Date of guest's arrival
- Date meeting is to be held and location if known (October 19, 2019 in Regency Ballrooms AB)
- Group Contact (Taylor McClain)
- Return Address

Package Room

Hyatt Regency McCormick Place – Chicago
 2233 South Martin Luther King Drive
 Chicago, Illinois 60616
 Phone: (312)-567-1234
 Fax: (312) 528-4000

INCOMING PACKAGES

<i>Packages/Boxes/Crates/Containers</i>	Hotel Guest	Non-Hotel Guest
Letters/Envelopes – All carriers	NO CHARGE	\$5.00 per piece
One (1) to Five (5) Pounds	\$7.50 per piece	\$15.00 per piece
Six (6) to Twenty (20) Pounds	\$13.50 per piece	\$27.00 per piece
Twenty-one (21) to Fifty (50) Pounds	\$24.50 per piece	\$50.00 per piece
Fifty-one (51) and up	\$60.00 per piece	\$120.00 per piece
PALLET and/or SKID*	\$250.00 Inclusive	Subject to Show Floor Pricing

-*Hotel cannot guarantee receipt, delivery or storage for Pallets received without two (2) weeks' notice from the sender.

-*Service fees include receipt and logging of all items and securing/storage unit until guest pickup.

OUTGOING PACKAGES

<i>Packages/Boxes/Crates/Containers</i>	Hotel Guest and Non-Hotel Guest
Letters/Envelopes – All carriers	NO CHARGE
ONE to TWENTY Pounds	\$5.00 per piece
TWENTY-ONE and Up	\$10.00 per piece
PALLET and/or SKID	Charge per piece by weight

-The pricing above includes handling and storage of outgoing packages, which are ready for shipment.

-Service fees include receipt and logging of all items and securing/storage until carrier pickup.

-Packing/Packaging of any Box/Crate/Container \$5.00 Additional Per Piece

-Any items not picked up within two weeks of receipt, may incur a storage fee of up to \$400.00 per month.

Hyatt Regency McCormick Place shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the Group's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. Hyatt Regency McCormick Place accepts no liability for lost, stolen, or damaged goods. Packages may be shipped to the Hotel not more than one (1) week prior to the meeting.

No packages will be delivered to McCormick Place Convention Center.