

SHIPPING SERVICES

INCOMING PACKAGES:

	HOTEL GUESTS	NON-HOTEL GUESTS
Letters/Envelopes – All carriers	Complimentary	\$5.00 per piece
<i>Packages/Boxes/Crates /Containers - Weight Pricing Structure</i>		
ONE to FIVE Pounds	\$ 7.50 per piece	\$15.00 per piece
SIX to TWENTY Pounds	\$ 13.50 per piece	\$27.00 per piece
TWENTY ONE to FIFTY Pounds	\$ 24.50 per piece	\$50.00 per piece
FIFTY-ONE and up	\$ 60.00 per piece	\$120.00 per piece
PALLET and/or SKID	\$250.00 per pallet	Subject to Show Floor Pricing

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

OUTGOING PACKAGES:

There will be a \$5.00 per piece charge for all outgoing packages.

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

All packages must contain a label with the following information:

Name of person who will claim the packages
Name of group associated with
Date of guest's arrival
Date meeting is to be held and location if known
Group contact: **Daniel Wolak**
Return address

The hotel's shipping address is:

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