



EXHIBITOR PACKAGE HANDLING REQUEST

HYATT REGENCY SAN FRANCISCO, 5 EMBARCADERO CENTER
SAN FRANCISCO, CA 94111 · 415.788.1234 / FAX 415.291-6577

SHOW NATIONAL ENVIRONMENTAL PARTNERSHIP SUMMIT (5/4-7/09)

EXHIBITOR NAME/COMPANY: _____ BOOTH/TABLE # _____

ON-SITE CONTACT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

- PACKAGE HANDLING:
- A per box handling charge applies to all packages received by and/or shipped by the Hyatt Regency San Francisco. This fee does not include prevailing shipping fees.
 - Exhibit boxes should arrive no more than 3 days prior to scheduled setup day. Proper labeling, advance notice and advance payment will expedite your package delivery to your booth/table.
 - If your Convention Group has contracted a drayage company, we highly recommend they be utilized to handle your packages. Failure to do so may delay delivery to your booth/table.
 - Packages will not be delivered unless exhibitor contact is present. Priority will be given to those exhibitors who have made appropriate advance arrangements.

- RATES:
- **\$15 per box, \$100 per pallet each way: With advance arrangements, and no contracted drayage company**
 - **\$25 per box, \$125 per pallet each way: Without advance arrangements, and/or not using contracted drayage company**
 - **Additional fees will apply to all boxes/freight which require Hotel packaging**

IN-BOUND PACKAGES #: _____

ADDRESS PACKAGES TO: Hyatt Regency San Francisco
5 Embarcadero Center
San Francisco, CA 94111
Convention Name, Date of Show
Exhibitor Company Name, On-Site Contact

OUT-BOUND PACKAGES #: _____
(Estimated count; exact number determined on site)
Freight Forwarding Information form will be provided to you on-site

PAYMENT METHOD: M/C _____ VISA _____ AMEX _____ DISCOVER _____
Cannot accept guest room charges; Cannot accept COD

Card Number: _____ Expiration Date: _____

Card Holders Name: _____

I hereby authorize the Hyatt Regency San Francisco to utilize my credit card for the detailed billing as noted above.

NAME (print): _____ DATE: _____

SIGNATURE: _____