

SHIPPING AND RECEIVING

The hotel's shipping address is:

Hyatt Regency Chicago
151 East Wacker Drive
Chicago, Illinois 60601
Phone: 312.565.1234
Fax: 312.565.2966

The Package Room is run by AVT's Commerce Concierge and is conveniently located on the Purple Level of the East Tower of the hotel. 312.239.4410.

Handling fees are as follows for all incoming packages:

- Letters \$5.00 / letter
- Packages up to 5lbs \$7.00 / box
- Packages 6 lbs. to 20 lbs \$13.00 / box
- Packages 21 lbs. to 50 lbs \$24.00 / box
- Packages 51 lbs. And over \$60.00 / box
- Skid \$240.00 / skid

The handling fee for all outgoing packages:

- Domestic Less than 10 lb. Box) \$13.00
- Domestic Greater than 10lb. Box \$24.00
- International (add per box) \$12.00 plus Domestic handling fee

All packages must contain a label with the following information:

- Return address
- Name of group/convention (DECA)
- Name of person who will claim the package / HOTEL GUEST
- Date of person's arrival
- Date meeting is to be held and location in hotel (November 24 through December 6, Grand Suite 5)
- Group contact (Terry Schwibinger)

The hotel is not liable for the safe or timely arrival of packages sent to the hotel by or for any group.
The hotel accepts no liability for lost, stolen or damaged goods.

The hotel will not accept cash on delivery (C.O.D.) shipments. Please note that storage is extremely limited. Upon arrival, please contact our Package Room at extension 6406 or your Convention Services or Catering Manager to arrange for delivery.

Federal Express, Airborne and UPS packages are delivered daily at approximately 10:00 a.m. and 1:00 p.m.

Outbound packages are picked up daily at 1:30 p.m. and 4:00 p.m.