

HYATT REGENCY SCOTTSDALE RESORT & SPA

PACKAGE PROCEDURES

Mail To:

HYATT REGENCY SCOTTSDALE RESORT & SPA

AT GAINEY RANCH

7500 E. Doubletree Ranch Rd.

Scottsdale, AZ 85258

(480) 444-1234

All boxes and materials shipped to the hotel for your Event will need to be delivered no more than three (3) working days prior to your meeting dates. Due to the limitations on storage, please notify us of any large shipments or oversized items so that the appropriate arrangements may be made.

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

1. Hotel Name & Address – *Hyatt Regency Scottsdale Resort & Spa – 7500 East Doubletree Ranch Road Scottsdale Arizona 85258*
2. On-Site Contact (person designated to receive items): (the name of the registered exhibitor attending the conference) with the word “Guest” next to it.
3. Name of Group/Conference/Event: *AzTAP AT Summer Institute – Putting AT to Work Conference – July 12 -14, 2015*
4. Event Planning/Sales Managers Name: *Sury Beck – Event Planning Manager*
5. Special Delivery Notes
6. Complete Return Address

It will most helpful if you send your tracking number(s) to your Event Manager Sury Beck – Sury.Beck@hyatt.com prior to your arrival. This will help with tracking your packages and ensure they are placed in the appropriate location.

Please note the following:

- 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 control the delivery of these boxes, a designated person from your organization will be required to sign for any box upon receipt once it leaves our possession. In addition, any boxes opened must be signed for, and are no longer the responsibility of the hotel. Our Events Department will deliver boxes to your designated location on property at the listed prices: \$7.00 / Box or \$150.00 /Pallet.

□ If you require Laborers they will be available at a rate of \$20.00 per person, per hour, (One Hour Minimum), to assist with large shipments. Please advise the Events Department in advance so that the appropriate arrangements can be made.

If you have any questions regarding the above, please contact your Event Manager Sury Beck at 480.483.5529 or our Receiving Department directly at 480.444.1234, ext. 6013.