



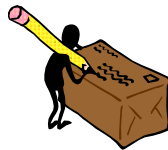
HYATT REGENCY ATLANTA SHIPPING & RECEIVING RATE GUIDE

INBOUND SHIPPING INSTRUCTIONS

TO EXPEDITE THE HANDLING OF YOUR PACKAGES, ADDRESS THEM TO THE ATTENTION OF ONLY THE INDIVIDUALS WHO WILL BE ONSITE TO SIGN FOR PACKAGES. PLEASE DO NOT ADDRESS YOUR PACKAGE TO A HOTEL MANAGER AS THIS COULD CAUSE THE PACKAGE TO BE DELAYED. PLEASE SEE EXAMPLE BELOW.

INDIVIDUAL GUEST:

HYATT REGENCY ATLANTA
{GUEST NAME & PHONE NUMBER}
265 PEACHTREE ST. NE
ATLANTA, GA 30303



MEETINGS/CONVENTIONS:

HYATT REGENCY ATLANTA
[EVENT NAME, ARRIVAL DATE]
{GUEST NAME & PHONE NUMBER}
265 PEACHTREE ST. NE
ATLANTA, GA 30303

HANDLING FEES

WEIGHT/ TYPE	INBOUND RECEIVING FEE	OUTBOUND HANDLING FEE
LETTER ENVELOPE	\$0.00	\$0.00
PACKAGE ENVELOPE	\$5.00	\$5.00
0.0-25.0 LBS	\$10.00	\$5.00
26.0-50.0 LBS	\$20.00	\$5.00
51.0-100.0 LBS	\$38.00	\$10.00
EXHIBIT DISPLAY	\$38.00	\$10.00
PALLETS	\$50.00	\$20.00

*All Inbound and Outbound Fees are applied per package and are in addition to standard shipping rates. All handling fees may be billed to guest room/ master account or credit card.

STORAGE FEES

Packages may ship to the hotel no more than 10 days prior to the start of your arrival or event dates. Should your package arrive before the allotted time, there will be a \$5.00 per package/day storage fee applied.

HOURS OF OPERATION

MON -FRI. 6:30 AM-6:30 PM
SAT- SUN. 8:00 AM-4:30 PM

*HOURS MAY VARY UPON HOTEL BUSINESS

CARRIER	DELIVERY TIMES	PICK UP TIMES
FEDEX EXPRESS	8:00 AM- 12:00 PM	5:00 PM- 6:30 PM
FEDEX GROUND	2:00 PM- 3:00 PM	2:00 PM- 3:00 PM
UPS	8:00 AM- 4:30 PM	4:00PM & 6:00 PM
US POSTAL	12:00 PM-1:30 PM	3:30 PM- 5:00 PM

*PICKUP TIMES MAY VARY, PLEASE MAKE ARRANGEMENTS FOR YOUR PACKAGES 30 MINUTES PRIOR TO PICKUP TIME.



SHIPPING & RECEIVING

265 Peachtree St. NE
Atlanta, GA 30303

Phone: 404.460.6320

Fax: 404.460.6333

Email: shantrice.barlow@hyatt.com

Please call for any additional questions >>>