



## Hyatt Regency Washington Package Handling Policies and Procedures

Any package being shipped to the Hyatt Regency Washington **must be prepaid**. A surcharge fee of 10% will apply for payments received on site. Packages without Receiver's name and phone number will be rejected. Please label all packages as follows:

**On Site Receiver's Name**  
**Sender's Company**  
**(202) 719-8405**  
**Group Name / Convention Attending**  
 C/O: Rachel McCarty, Catering/CS Manager  
 Hyatt Regency Washington  
 400 New Jersey Avenue, NW  
 Washington, DC 20001

Since the Hotel has very limited storage facilities, a limit of ten (10) boxes weighing no more than 50 pounds each can be shipped to the Hotel two (2) days prior to the function. Shipments received prior to the three (3) days will be returned. For shipments larger than this, please call National Healthy Start Association for assistance. Larger packages must arrive on the day of setup.

Any package being shipped OUT of the Hotel must be prepaid, addressed, labeled and ready for mailing. A Convention Services staff member will distribute Shipping Request Forms to be completed prior to the end of the exhibit show.

**The following are the prices for letters, boxes and pallets shipped to and from the Hotel:**

Items	Fee	Outgoing (3 Days After Departure)
<b>Package Handling Fee</b>	<b>\$11.00 per box/\$165.00 per Pallet \$65.00 per Display Case/Crates/Large Boxes</b>	<b>\$11.00 each box/\$165.00 each pallet \$65.00 per Display Case/Crates/Large Boxes + Shipping Charges</b>
<b>Storage Fee (Up to Two Days)</b>	Free	
<b>Box/Pallet Storage Fee (More than Two Business Days)</b>	<b>\$11.00 per box / \$165.00 pallet per day</b>	<b>\$11.00 each box/\$165.00 each pallet (After 3 Days)</b>