



Hyatt Regency Minneapolis
On Nicollet Mall
1300 Nicollet Mall
Minneapolis, MN 55403 USA

Telephone: 612.370.1234

Memorandum

DATE: December 18, 2005

TO:

FROM:

RE:

Shipments are to arrive no sooner than two (2) working days from the first day of the event. Each box must weigh less than 35 pounds. Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be delivered or brought in to the Hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required. Any materials being sent to the Hotel must be marked as follows:

Hyatt Regency Minneapolis
1300 Nicollet Mall
Minneapolis MN 55403

HOLD FOR: *(Name of On-site Contact/Company)*
(Group, Conference or Seminar Name)
(Date of Function)
(Number of Boxes, ex: 1 of 2)

RETURN ADDRESS: *(Complete Company and Contact name)*

Group will be assessed a delivery fee (50% of delivery fee is distributed to Convention Service Set-up Staff and the remainder is retained by the Hotel) for the storage/transportation of boxes and materials to Meeting/Function/Exhibit space is based on the following scale:

5 Boxes or less	\$5.00 / Each
6 – 10 Boxes	\$50.00
11 –20 Boxes	\$100.00
21 – 30 Boxes	\$200.00
31 – 50 Boxes	\$300.00

Boxes arriving on wrapped pallets and moveable by hand-powered pallet jack ... \$175.00

Any other special deliveries must be approved prior to shipping by the Group's assigned Sales/Convention Service/Catering Manager. Appropriate delivery fees will apply.

Box or Material Handling/Delivery Fees are distributed in the following manner: 50% of any fees are distributed to the Hotel and 50% are distributed to CS Floor Staff.

To follow up on package arrivals or shipments please contact the Hyatt Regency Minneapolis' Shipping and Receiving Department at (612) 370-1222 during regular business hours.