



## **SHIPPING GUIDELINES**

### **Package Handling**

Any package being shipped to the Hyatt Regency Crystal City must be prepaid and addressed as follows:

ATTN: Receiver's Name  
Sender's Company / **PIUG** May 16-22, 2008  
c/o Sara Jelsomeno, CS Manager  
Hyatt Regency Crystal City  
2799 Jefferson Davis Highway  
Arlington, VA 22202

As the hotel has very limited storage facilities, a limit of (10) boxes weighing no more than 50 pounds each can be shipped to the hotel three (3) days prior to the function. Shipments received prior to the three- (3) days will be returned. For shipments larger than this please check with your Catering/Conference Services Manager. 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. Please ask your Catering/Conference Services Manager for a Shipping Request Form.

There is a labor charge for receiving, storing and transporting boxes to or from meeting/exhibit locations.

Below are the prices for packages, boxes and pallets shipped to and from the hotel.

### **Incoming:**

#### **Package**

- Letter – Free of Charge
- Box - \$6.00 with (2) Business days of free storage (2 business days)
- Pallet - \$75.00 with (3) business days free storage (after 3 business days)

#### **Storage**

- Letter – Free of Charge
- Box - \$6.00 box/day (after 2 business days)
- Pallet - \$75.00 pallet/day