

Shipments, Deliveries and Handling

Shipments: Sponsors/Exhibitors and Workshop Hosts for PIUG Conferences are responsible for any shipping costs for your printed materials or other equipment, as well as, any storage, delivery or handling costs for your equipment and/or supplies. Please be sure to address the shipped materials to someone in your group who will be there to receive them. **Do NOT address materials to PIUG.** PIUG is not responsible for receiving materials. PIUG is not responsible for any lost or stolen materials.

Deliveries. Special arrangements with the Hotel must be made for receiving any equipment, goods, displays or other materials which will be sent, delivered or brought into the Hotel. (This excludes delivery of any food or beverage items that are also sold or furnished by the Hotel. The Hotel will not accept delivery of such items.) Failure to do this may result in deliveries being refused or materials being unavailable when required.

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 lb. Any materials being sent to the Hotel must be marked as follows:

Hyatt Regency New Brunswick
2 Albany Street
New Brunswick NJ

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/box
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 New Brunswick Shipping and Receiving Department at +1 732-873-1234 during regular business hours.