HYATT REGENCY CINCINNATI
PACKAGE SHIPPING & RECEIVING

When it becomes necessary to ship packages to or from the hotel the following information will be helpful to you.

Hyatt Regency Cincinnati is a standard pickup station for UPS, and Federal Express packages. Other shipping agencies will pick up or deliver packages on a “will call” basis. Shipping and Receiving is open Monday through Friday 7:30 AM to 3:00 PM. Package handling charges will be assessed per our Rate Sheet included in this document. (This pricing is in addition to the cost of shipping.)

When shipping packages TO the hotel please specify the following on EACH package:

- Name of the guest that will be receiving on property
- Date of guest arrival
- Organization name that is shipping the materials
- Appropriate Program at property the materials are for.
- Number of boxes: example, box 1 of 1, box 1 of 2, etc.
- Hotel Address as follows:
  Hyatt Regency Cincinnati
  151 West 5th Street
  Cincinnati, Ohio 45202

Due to storage limitations and liability reasons, boxes will be received up to 5 days prior to your conference, if longer storage is necessary please contact your convention services manager.

All packages to be shipped FROM the hotel must be accompanied by a Hyatt Shipping Request Form and Loading Dock Office. Shipping Request forms are available at the front desk. Hyatt Regency Cincinnati is not equipped to box, wrap or tape multiple box shipments. Shipping labels are available at the front desk for those guests who wish to use their own account numbers for Federal Express and UPS.

We understand that on occasion small items may be left behind in the hotel. We will attempt to ship the items to you as long as a valid credit card number and expiration date is provided for payment. You may call 513-579-1234 and a Hyatt operator will connect you to Housekeeping who will obtain the necessary information for returning your property.

Forms of Payment for Shipping:

- UPS, FedEx – using your account number – completed labels must be attached to each box
- Credit card number and expiration date
- Master account number (with permission from accounting)
Package Handling Charges*

**Incoming Packages**

- Boxes for in-house delivery - $10.00 each
- Boxes convention center delivery - $35.00 each
- Full Skid for in-house delivery – Flat rate of $125.00 each skid
- Full Skid to the Convention Center – Flat rate of $175.00 each skid
- Envelopes are complimentary
- Small Boxes

**Outgoing Packages (If Hyatt boxes material)**

- Boxes from in-house location - $10.00 each + carrier fees
- Boxes from convention center location - $10.00 each + carrier fees
- Envelopes are complimentary + carrier fees
- Small boxes

**NOTE:** Hyatt Regency does not have equipment available for transporting skids to the Convention Center.