



## HYATT REGENCY SCOTTSDALE RESORT & SPA

### PACKAGE PROCEDURES

Shipping and Receiving Instructions  
For Meetings and Conferences

Mail To:  
HYATT REGENCY SCOTTSDALE RESORT & SPA  
AT GAINEY RANCH  
7500 E. Doubletree Ranch Rd.  
Scottsdale, AZ 85258  
(480) 444-1234

All boxes and materials shipped to the hotel for your Conference will need to be delivered three (3) working days prior to your meeting dates. Due to the limitations on storage, please notify us of any large shipments of oversized items so that the appropriate arrangements may be made.

Additionally, all boxes, materials, and equipment shipped to the Hyatt Regency Scottsdale will require the following information:

1. Hotel Name and Address
2. On-Site Contact (person designated to receive items) with the word "Guest" next to it.
3. Name of Group/Conference
4. Event Sales Manager/Event Planning Manager
5. Special Delivery Notes
6. Complete Return Address

The Hyatt Regency Scottsdale will not accept packages or shipments arriving C.O.D. Any shipments not prepaid will be refused by the hotel and no notification will be made by the hotel to the shipper. Additionally, the hotel assumes no responsibility for any loss or damage to packages, boxes, or shipments received prior to, or following, your event unless arrangements have been made.

In an effort to protect and control the delivery of these boxes, a designated person from your organization will be required to sign for any box upon receipt. In addition, any boxes opened must be signed for, and are no longer the responsibility of the hotel.

Our Event Set-Up Department will deliver boxes to your designated location on property at the listed prices: \$10.00 /Box, \$125.00/Rolling Case or \$225.00 /Pallet at a one-time fee. If you require Laborers they will be available at a rate of \$35.00 per person, per hour, (One-Hour Minimum), to assist with large shipments. Please advise the Events Department in advance so that the appropriate arrangements can be made. If you have any questions regarding the above, please contact your Event Sales Manager/Event Planning Manager or our Receiving Department directly at (480) 444-1234, ext 8850.

It will most helpful if you send your tracking number(s) to your Event Sales Manager/Event Planning Manager prior to your arrival. This will help with tracking your packages and ensure they are placed in the appropriate location.