

RECEIVING OR SHIPPING

Special arrangements must be made for receiving any equipment, goods, displays or other materials that 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.) Failure to do this may result in deliveries being refused or materials being unavailable when required. The Hotel's receiving entrance is open from 8am to 5pm, Monday-Friday. Any materials being sent to the Hotel must be marked as follows:

1. Hold for Arrival- Attn: Guest's Name, Organization Name
2. Complete Return Address
3. Number of Boxes (Example: Box 1 of 2, and Box 2 of 2)
4. Address Package to Hotel as Follows:

Hyatt Regency Baltimore on the Inner Harbor

300 Light Street

Baltimore, MD 21202

The following charges will apply as a receiving charge:

Package Weight	Price
0-5 lbs	\$5
6-20 lbs	\$10 each
21-50 lbs	\$25 each
51-100 lbs	\$50 each
101+ lbs	\$75 each
Pallets	\$200 each

The Hotel does not accept any liability for equipment, goods, displays, or other materials that arrive unmarked or fail to arrive to the Hotel. The Group is responsible for insuring its property for loss or damage. Please notify the Hotel in advance of shipments in excess of 200lbs. The charge for guests shipping from the Hotel without their own account is the standard shipping rate, depending upon shipper, plus handling charges. Handling charges are subject to change without notice. Due to limited storage space, additional storage charges will be applied to packages stored more than three business days.

When Packages are ready to be shipped out from hotel, Guest or Group must make pick up reservation with any UPS or Fed Ex Ground. Fed Ex Express is the only courier who picks up without reservation.