

Dear Exhibitor:

The Manchester Grand Hyatt San Diego is pleased to be the host facility for the San Diego exhibit show! We take great pride in our facility and will work with show management to make this the “best show ever”! We also take great pride in our facility partners to maintain high service standard levels to each exhibitor. Please take a minute to review all pertinent information regarding the hotel and its policies. We do need strict adherence to ensure that you are receiving the service that is required from Global Experience Specialists (GES).

Please find on the reverse side Manchester Grand Hyatt San Diego’s “do’s and don’ts” list to help answer several questions that you may have prior to your arrival. One additional comment regarding receiving and shipping. All packages are to be sent directly to Global Experience Specialists (GES), advance shipping to the warehouse for show delivery or to the hotel directly, addressed to Global Experience Specialists (GES) on **exhibitor “move-in” day only**. Any deliveries to Global Experience Specialists (GES) at hotel address prior to “move-in” date will be refused. Due to limited storage available, Manchester Grand Hyatt San Diego **WILL NOT** accept direct delivery of packages for any exhibition show. Please utilize the forms from Global Experience Specialists (GES) included in this kit to ship all freight including crates, boxes and packages. Manchester Grand Hyatt San Diego reserves the right to **consign** to Global Experience Specialists (GES) and charge additional handling fees for any packages or freight sent to the hotel address for any exhibition or display.

We do look forward to working with your next exhibition in San Diego.

Sincerely,



Rick Mitrovich
Director of Catering and Convention Services

encl.: see reverse