

# Shipping And Receiving

## Price Guide

Below are some guidelines for shipping packages to and from the Hyatt Regency Chicago.  
The labeling on your packages should include:

Group Name/ On-Site Contact Name (or person claiming  
packages) ORGANIZATION NAME and DATES OF FUNCTION

Hyatt Regency Chicago  
151 East Wacker Dr.  
Chicago, IL 60601

Please do not put hotel contact name on package.  
ANY PACKAGES ADDRESSED TO EXHIBITION COMPANIES WILL BE REJECTED BY Encore.

Arrange to have your packages arrive to the hotel at least 2-3 days prior to your event to allow for necessary processing time. Your packages will be held in the Package Room until pickup or delivery. Contact the Package Room to arrange the delivery of your materials. For deliveries to meeting space, please allow 45–60-minute delivery time. Pallets of materials may require higher delivery times. You must be present to accept the delivery. Packages will not be left in an unattended space and will be returned to the Package Room until arrangements are made for repeat delivery.

## RECEIVING/SHIPPING PACKAGES - HANDLING FEES

Letter \$5.00

Inbound   Receiving		Outbound   Shipping	
Packages up to 5 lbs	\$7.00	Packages up to 5 lbs	\$7.00
Packages 6- 20 lbs	\$13.00	Packages 6- 20 lbs	\$13.00
Packages 21-50 lbs	\$24.00	Packages 21-50 lbs	\$24.00
Packages 51 lbs & over	\$60.00	Packages 51 lbs & over	\$60.00
Skids/ Pallets	\$250.00	Skids/ Pallets	\$250.00

*The fees are subject to change without notice.*

Exhibitors shipping packages participating in your event will need to provide credit card information prior to obtaining their packages.

The normal business staffing hours of the Business Center are:  
Monday through Friday - 6:00am - 7:00pm  
Saturday/Sunday - 7:00am - 3:00pm

Advanced notice required for large deliveries or freight scheduled outside of normal business hours.



Business Center Services and Package Room  
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