



Shipping of Packages

The Hyatt Regency Reston will only accept pre-paid packages (not applicable to shipping of exhibits and materials). The Hotel will refuse any packages delivered C.O.D. and the Hotel will make no notification to the shipper. All packages must contain a label giving the following information:

- 1) Return Address
- 2) Name of Group associated with
- 3) Room where meeting is to be held and when
- 4) Group Contact (Catering or Convention Service Manager)
- 5) Name of person that will claim the package(s)
- 6) Date of person's arrival

Fees

Storage: Collateral and materials received prior to three days before the start date of the event will be assessed a \$5.00 per box per day storage fee OR a \$100.00 per day flat rate per pallet. Storage charges are subject to 5% tax. If boxes are left after the event longer than three days, this storage fee will also be assessed.

Handling: The fee structure is \$5.00 for boxes from 0 – 15 pounds; \$15.00 for boxes from 16 – 49 pounds; \$20 for boxes 50 pounds and up. There is a flat rate of \$95.00 per pallet. These charges apply both in and out. Handling charges are tax exempt.

The Hyatt Regency Reston shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the Group's responsibility to check on the arrival of any packages and check to insure that the contents are intact. The Hyatt Regency Reston accepts no liability for lost, stolen or damaged goods.