

EXHIBITOR PACKAGE HANDLING REQUEST

HYATT REGENCY SAN FRANCISCO AIRPORT
1333 BAYSHORE HIGHWAY, BURLINGAME, CA 94010
PHONE: 650.347.1234 / FAX: 650.696.2632

EXHIBITOR NAME/COMPANY: _____

BOOTH/TABLE # _____ ON-SITE CONTACT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

PACKAGE HANDLING

- If your Convention Group has contracted a drayage company, we highly recommend they be utilized to handle your packages. Failure to do so may delay delivery to your booth/table
- A per box handling charge applies to all packages moving to/from vehicle; received by and/or shipped by the Hyatt Regency San Francisco Airport. The fee does not include prevailing shipping fees.
- Packages will not be delivered unless exhibitor contact is present. Priority will be given to those exhibitors who have had appropriate advance arrangements

PACKAGE RATES

- \$4 per box under 25 lbs. For packages 26 lbs to 50 lbs \$12 each. Crates up to 100 lbs \$50 each. Crates over 100 lbs \$150 each. \$100 per pallet each way with advanced arrangements. Additional fee may apply for oversized/weight boxes.

IN/OUT BOUND PACKAGES # _____ TOTAL AMOUNT \$ _____

PAYMENT METHOD: M/C _____ VISA _____ AMEX _____

DISCOVER _____ CHECK _____ ROOM CHARGE _____

Card Number: _____ Expiration Date _____

Card Holder's Name: _____

I hereby authorize the Hyatt Regency San Francisco Airport to utilize my credit card for the detailed billing as noted above.

NAME (print): _____ DATE: _____

SIGNATURE: _____