Shipping Instructions

When shipping items to the Hotel for your upcoming event, please be sure to include the following on your label:

Conference Name
Exhibitor/Company Name
co: On-site Contact/Hotel Event Manager
Hyatt Regency McCormick Place
2233 S. Martin Luther King Dr
Chicago, IL 60616

HYATT REGENCY
McCORMICK PLACE

This section pertains to packages for sole use within the Hyatt Regency McCormick Place. Contact your Event Planning Manager for shipment of packages, equipment, booths, etc., to be used within McCormick Place Complex. Hyatt Regency McCormick Place will only accept pre-paid packages. The Hotel will refuse any packages delivered C.O.D. and the Hotel will not make notification to the shipper.

All packages must contain a label giving the following minimum information:

1.Return Address
2.Name of group as listed on contract
3.Name of person that will claim package(s)
4.Date of that persons arrival

A handling fee will be assessed on all incoming and outgoing packages.
The following charges will apply based on a per package(s):

Incoming Packages:

Letters/Envelopes - All Carriers	No Charge

Packages/Boxes/Crates/Containers - Weight Pricing Structure

One to Five Pounds	$7.50 *per piece*
Six to Twenty Pounds	$13.50 *per piece*
Twenty-One to Fifty Pounds	$24.50 *per piece*
Fifty-One and up	$60.00 *per piece*
Pallet and/or Skid	$250.00 *per piece*

Service fees include receipt and logging of all items and securing/storage until guest pick-up

Outgoing Packages:

Letters/Envelopes - All Carriers	No Charge

Packages/Boxes/Crates/Containers - Weight Pricing Structure

One and up pounds	$5.00 *per piece*
Pallet and/or Skid	*Charged by piece by weight*

The pricing above includes handling and storage of outgoing packages, which are ready for shipment

Packing/Packaging of any Box/Crate/Container $5.00 *additional per piece*

Service fees include receipt and logging of all items and securing/storage until carrier pick-up. Any items not picked up within two weeks of receopt, may incur a storage fee up to $400/00 per month (price subject to change without notice.

Hyatt Regency McCormick Place 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 to check to ensure that the contents are intact. Hyatt Regency McCormick Place accepts no liability for lost, stolen, or damaged goods. Packages may be shipped to the hotel no more than one (1) week prior to event start date