

SHIPPING OF PACKAGES

The resort's receiving entrance is open from 9:00a.m. - 5:00 p.m. Monday through Friday and packages should be scheduled to arrive at the hotel on Monday, February 12, 2016. Advance arrangements must be made through the Catering office for weekend deliveries. Current package handling/delivery fees are \$5.00 per box, \$25 per container and \$100.00 per pallet.

All materials being sent to the resort must be marked as follows:

1. Return address, including company name
2. HPA 2016 Tech Retreat
3. Hyatt Conference Center 2/15/16
4. Group contact – Elise Colson/Alicia Rock
5. Name of person that will claim package
6. Date of that person's arrival
7. Number of boxes (Example: Box 1 of 2 and Box 2 of 2)
8. **ALSO, you must send an email to elise.colson@hyatt.com, cc: arock@hpaonline.com with the following information:**
 - Shipper/Carrier**
 - Onsite Contact Person, cell phone number and email address**
 - Number of packages**
 - Date of Arrival at hotel**

SHIP TO:

Hyatt Regency
Hyatt Conference Center no earlier than 2/9/16
ATTN: Elise Colson & Your Representative
Group: 2016 HPA Tech Retreat
44-600 Indian Wells Lane
Indian Wells, CA 92210

Due to lack of storage space, all packages should be sent to arrive no more than three days prior to function dates. There is a \$10.00 storage charge per box for affiliate and exhibitors.

It is the representative's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. The Hyatt Regency Indian Wells accepts no liability for lost, stolen or damaged goods.