

## Grand Hyatt San Diego

### Shipping information

The Grand Hyatt San Diego will only accept pre-paid packages. Any packages coming in C.O.D. will be refused by the hotel and no notification will be made by the hotel to the shipper. At the Grand Hyatt we ask that you follow these simple guidelines for shipping and receiving anything. All materials, literature, products, etc. that will be shipped to the hotel for your group's meeting should be sent to the following address:

**MANCHESTER GRAND HYATT SAN DIEGO**

**ONE MARKET PLACE**

**SAN DIEGO, CA 92101**

**HOLD FOR:**

**Name of Guest Onsite**

**Your company/Organization name**

**Arrival date**

**Name of Event**

**Box \_\_ of \_\_**

A handling and storage fee will apply for each package received by the hotel. The Manchester Grand Hyatt San Diego shall not be liable for late 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 packages and to check to insure that the contents are intact. The Manchester Grand Hyatt San Diego accepts no liability for lost, stolen or damaged goods.

Guest shipping services are available for both Fed-Ex and UPS.

Pricing:

Envelope	\$3.00
Pack	\$5.00
Box (Under 17")	\$10.00
Box (Over 17")	\$20.00
Display booth, luggage, golf clubs	\$35.00
Crates	\$50.00 and up
Pallets	\$125.00

Note: Any material that arrives more than 4 days out from guest arrival/conference date will be subject to a one time double charge fee. Storage of empty large items will also be subject to additional fees. **The charge for Drayage services (receiving and meeting room set up) the prices will double in the handling fee.** For large crates or heavy equipment special arrangement will need to be made in advance.