

# 40th Annual MAPMS Conference

Hyatt Regency  
Indianapolis, IN  
February 10-13, 2020

## SHIPPING AND RECEIVING

The Hotel has very limited space to accommodate the storage of packages/boxes; therefore, items should not be shipped to the hotel more than three (3) business days prior to the first arrival date of the meeting. The Hotel reserves the right to refuse any shipment that arrives more than three (3) business days prior to the first arrival date. Receiving charges apply to all shipments and will be posted upon receipt to the group's master account or to the guest room reservation of the person to whom the shipment is addressed.

### ***All materials sent to the Hotel must be marked as follows:***

Hold for arrival: Date of the guest or organization's arrival

Attention: Guest's name, organization, and meeting they are attending

Complete return address

Number of boxes: example, box 1 of 1, box 1 of 2, etc.

### **Shipping address:**

Hyatt Regency Indianapolis

One South Capitol Avenue

Indianapolis, IN 46204

### **General Receiving Information:**

The Hotel's loading dock is standard height. The hotel DOES NOT have an adjustable dock plate, nor does the hotel have a forklift.

The Receiving Department is located on the 2nd level of the hotel. Freight companies must be instructed to make "inside delivery". Deliveries are not allowed to remain on the loading dock; the freight company must take them to the Receiving Department.

The Hotel does not have a freight elevator. The service elevators will accommodate a maximum container/pallet size of 42" Wide x 50" Deep. The elevator frame height is 84".

### **Shipping & Receiving Rates:**

Boxes/Parcels up to 50 lbs	\$5.00
Boxes/Parcels 50-100 lbs	\$10.00
Pallets/Oversized Packages	\$200.00

### **Delivery Procedures:**

Charges for items delivered to meeting rooms by Hotel staff will be posted upon delivery to the group's master account or to the guestroom reservation to which the items are addressed.

There is a \$3.00 per box fee to have your boxes delivered to the meeting space. Exhibit booth display cases, audio-visual or sound equipment cases, wrapped pallets, large crates or any item requiring two (2) people to move/lift will be charged at \$10.00 per item. There is an additional \$50.00 unpacking fee for oversized pallets that must be broken down.