



## GUIDELINES FOR SHIPPING AND RECEIVING BUSINESS PACKAGES AND MATERIALS

Please feel welcome to send any *business* packages or materials to the hotel prior to your arrival. We will receive them on your behalf and have them in safekeeping until your check in, at which point you can request they be brought up to your room or event space.

### **INBOUND RECEIVING/SHIPPING:**

As a guide, please address the package(s) as follows:

**ATTN: YOUR NAME & Hold for Arrival (date)**  
**Hyatt Regency Bellevue**  
**900 Bellevue Way NE Bellevue, WA**  
**98004**

All business group packages should also include a label with the following information:

- **Company name**
- **Your name**
- **Event name**
- **Tradeshow dates**
- **Function room**
- **Event Planning Manager (event specific)**
- ***If shipping multiple boxes please label 1 of 10, 2 of 10 etc.***

1. *Bring Tracking Numbers with you!* These are critical to locating a package or determining if they are in transit.
2. Come prepared with all pertinent shipping information (carrier, company, name on package, quantity, basic description, etc.). This will aid in the location of your packages in a timely manner.
3. It is highly recommended you create and bring with you the return shipping labels to make shipping your items back a smoother process at the conclusion of your event.
4. If you are a guest of the hotel and wish to pick up your package upon check-in please label the package(s) as a Guest Package with your name only (do not reference the event). The package(s) will be stored by the front desk for you to request at time of check-in.
5. If you would like your package(s) delivered to the exhibit area you must label as noted above with event information. The hotel will make every effort to deliver your package(s) by setup time to the exhibit area based on vendor lists and maps provided by event management.
6. If at any time you need your package(s) please ask for an Event Set-up representative or Meeting Concierge and they can assist in pulling your package(s).
7. Deliveries for events will be accepted 5 business days prior to the event. All vendors will be responsible for their own shipping/receiving charges as follows in addition to charges incurred through shipping provider (i.e. FedEx, UPS, etc.).



8. They will also be subject to the following handling fees:

- \$10.00 per box weighing less than 25lbs
- \$15.00 per box weighing 25- 100lbs
- \$30.00 per box weighing more than 100lbs
- \$200 for each pallet the hotel ships and/or receives

Storage of both boxes and pallets is complimentary for up to 5 days prior to the start date and following the event end date.

Additional days will be charged \$5 per day per box and \$25 per day per pallet and will be stored only if secure storage space is available (this space is limited).

**DRAYAGE COMPANIES\FERN:**

1. When groups ship through a drayage company, those packages, pallets etc., are handled exclusively by them. Please make sure you have their contact information to coordinate the delivery of the packages to the event space. Hyatt Shipping & Receiving personnel do not have access to this information.

**SHIPPING COMPANIES:**

To schedule pickups with FedEx and UPS:

FedEx 1-(800)742-5877

UPS 1-(800)463-3339

Deliveries are Monday – Friday throughout the day

**OUTGOING SHIPPING PROCEDURES AND INFO:**

1. It is highly recommended you create and bring with you the return shipping labels to make shipping your items back a smoother process at the conclusion of your event.
  - a. Paper shipping forms for FedEx\UPS are available if needed.
  - b. All hand written paper shipping labels must include account information for payment.
  - c. It is the responsibility of the shipper to keep their copy of the shipping label for tracking purposes.
  - d. Hyatt does not have the ability to track outgoing shipments that are not on our accounts.
  - e. After you have securely packaged your boxes and labeled them you may leave them at your booth/table and we will relocate them to the loading dock to be shipped out.
  - f. ONLY packages which are clearly labeled with payment information will be shipped.
  - g. If shipping out through FedEx or UPS, it is the responsibility of the shipper to schedule a pickup online or call for a pickup of your packages.
2. All arrangements with private carriers are the responsibility of the individual exhibitor. Please ensure you have made the appropriate arrangements including a pick-up time on the last day of the event.
3. Your package(s) must be relocated to the loading dock and will need to be picked up the morning after your event if arrangements cannot be made day of due to the carrier or show hours.



- Note: The only shipping materials available on-site are FedEx and UPS bill of lading. The hotel does not have shrink wrap, packing tape, packing foam, etc. available for exhibitor use.

## LOADING DOCK INFORMATION

- Hyatt Shipping \ Receiving Hours of operation: Monday-Friday 6:30am – 3:30pm. Loading docks gates are closed daily between 11:00pm and 5:00am. *If gate is closed, please contact security by pushing button located at the gate for access.*
- Hyatt Shipping\Receiving is at the bottom of the ramp straight ahead. Look for the sign “Hyatt Shipping\Receiving” and park next to either side of the yellow painted walls. This is level P2.
- The south side of the loading dock belongs to Bellevue Collection, therefore all Hyatt deliveries need to unload in one of the two bays that belong to Hyatt.
- The hotel has a loading dock lift gate for use. Maximum weight capacity is 5,500 lbs.
- Truck Size Limitations: 40ft Truck without adjustable axle, 48ft Truck with adjustable axle.

### **Loading Dock Policies:**

- Loading Dock is for loading/unloading vehicles only. No long-term parking on the loading dock is permitted.***
- The hotel does not own a fork lift or lend any equipment (electric or manual pallet jacks, hand carts, flatbed carts etc.)***
- Hyatt Regency Bellevue employees are not permitted to off load or load vehicles due to liability and safety policies.***
- All deliveries must be made through loading dock (P2). No deliveries are permitted via the front drive of the hotel or at the front desk.***

## DIRECTIONS TO THE LOADING DOCK

There are three (3) freeways that access the hotel.

I-90 (East-West)

I-405 (North, South)

State Route 520 (East-West)

If you are approaching the hotel from a location North or South of Bellevue, take I-405. If you are approaching from downtown Seattle, take I-90 or State Route 520 (East-West).

**I-405:** Take NE 8<sup>th</sup> Street westbound.

**I-90 EASTBOUND:** Take I-405 North. Take NE 8<sup>th</sup> Street westbound.

**S.R. 520 EASTBOUND:** Take I-405 South. Take NE 8<sup>th</sup> Street westbound.



**From I-405:**

- Turn right onto 106<sup>th</sup> Avenue, after taking NE 8<sup>th</sup> Street exit heading west
- The loading dock entrance will be on your left hand side before you get to NE 10<sup>th</sup> St.
- Head down the steep ramp, which will read “Bellevue Place”
- Drive straight ahead to the double gray doors that read “Hyatt Regency Bellevue” (you are now located on level P2)
- Freight elevators for the Olympic Tower, Evergreen Ballroom 1<sup>st</sup> Floor and Grand Ballroom 2<sup>nd</sup> Floor, are located on the right hand side. Freight elevators for the Cascade Tower, Cedar and Regency Ballrooms 2<sup>nd</sup> Floor, are located straight through the grey double doors then to your left.

## **PARKING INFORMATION**

Parking entrances are located on NE 8<sup>th</sup> Street, Bellevue Way NE and NE 10<sup>th</sup> Street.

Parking validation is provided by Hyatt up to 3 hours complimentary self-parking. Valet is not included.

Parking is complimentary beginning Friday after 8:00pm through Sunday at midnight.

**Oversized Vehicles:**

- Vertical clearance inside the garage is 6’10”
- Vehicles more than 14’ long cannot access the parking garage
- The garage cannot accommodate trailers of any size
- Alternate parking for oversized vehicles can be arranged if notification is received at least one week in advance

**Self-Parking Rates:**

Friday and Saturday night stays: Complimentary

Other stays, with in and out privileges \$35.00 daily

**Valet Parking Rates:**

In and out privileges \$45.00 daily



## ADDITIONAL INFORMATION

Hyatt Regency Bellevue's display rules and regulations are based on a philosophy that all Exhibitors should be given an equal opportunity to present their product to their audience in an effective manner. The following applies to all Exhibits:

**Adhesives** – No pins, tacks or adhesives of any kind are permitted on any wall, door or column.

**Signs/Banners** – All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations. Presentation Services Audio Visual (PSAV) staff must do all pre-assembly of hanging signs and truss. PSAV staff must also hang all the hanging signs and truss. No other firm will be allowed access to the Hotel's ceiling. The hotel and PSAV reserves the right to refuse to hang any sign and truss it deems unsafe or inappropriate. Banner/sign charges will apply per item to be hung.

**Non-Flammable Materials** - All materials used in the Ballrooms any other part of the Hotel must be nonflammable in order to conform to the fire regulations of the City of Bellevue.

**Compressed Gases** – Compressed gases are not allowed inside the Hotel. Heavier than air gases like propane, butane or liquefies petroleum gas (LPG) are also not allowed.

**Motorized Vehicles** – All motorized vehicles are to have comprehensive general liability insurance in a minimum amount of \$2,000,000 in addition to a signed waiver for indemnification/hold harmless. Both of these documents must be supplied to the hotel prior to arrival/set up date. All cars, trucks or other types of fuel-powered engines on display must have the least amount of fuel possible (between 1/8 of a tank and empty). The gas cap must be a locking type or taped to prevent the leakage of fumes from the tank. Batter cables must be disconnected. Vehicles may not be started, run or moved during event hours. Transfer of fuel must be accomplished outside the building.

**Liability** – The Hotel is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's Agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of the Hotel. Each Exhibitor hereby expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against all claims for such injury, loss or damage.

**Insurance** – Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

**Shipping** – The Hotel has the right to refuse any delivery addressed to Hotel for and exhibition show.

**Storage** - The Hotel has limited storage available for packages and no facilities for the storage of exhibits.



**Food and Beverage** – Any food or beverage dispensed or given away at a booth must be approved by the Hotel. Exhibitors who distribute food and/or beverage will be responsible for providing their own liability insurance and signing a food preparation waiver.

**Tape** – Approval must be granted prior to using tape on any surface in the hotel and may be prohibited depending on the location and type of tape being used. Exhibitors are responsible for the removal of all tape and residue marks.

**Smoking** – Due to the King County “Clean Air Ordinance”, smoking is not allowed in the Ballrooms or in any public area of the Hotel. Smoking is allowed in designated outdoor areas only.

**Right to Inspect** – The Hotel’s Security personnel reserves the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of Ballrooms.

**Exhibitor Equipment** – All equipment, decorations, freight, banners, direction and meeting room signs , etc. must be removed from the premises at the expiration of the Show.

\*Items left behind will be treated as abandoned equipment and Exhibit Company will be charged **\$500.00** garbage removal fee.

**Access for Deliveries** – All articles, exhibits, fixtures, displays and property of any kind shall be brought in to and out of the Ballrooms only at and through such approved loading area as the Hotel may designate.