



5001 Coconut Road, Bonita Springs, Florida 34134

## **RECEIVING and SHIPPING**

The hotel will not accept packages more than five days prior to the start of your event. All packages shipped prior to 5 Business days will be billed at \$25 per day per package and \$250 per day for pallets.

All incoming and outgoing packages will be subject to a \$25.00 per package handling Fee. Pallets will be charged at a rate of \$250.00 each.

Please label all materials as follows or utilize the Exhibit Shipping Label

*Hyatt Regency Coconut Point Resort & Spa*

*Guest Name & Conference Name*

*5001 Coconut Road*

*Bonita Springs, FL 34134*

*Box(s) # \_\_\_ of \_\_\_*

*Exhibit Name & booth number if applicable.*

At the Conclusion of your event the hotel will hold boxes for next day UPS or FedEx pickup. There will be a handling fee of \$25 Per Box for all PRE Labeled Boxes. Fedex and UPS will NOT accept Hand written labels. All labels must be computer generated. Boxes will go out the next business day unless special arrangements are made directly with the Hotel Purchasing Department.

If you do not have a Pre Labeled Box - the hotel works directly with Fedex and can provide Labels generated via Fedex.com. The hotel will not provide Hand Written Labels. All Outgoing Labels will be printed via Fedex.com and will be shipped via Fedex Express Saver. You will be charged the Published Fedex rate PLUS a \$25 Handling Fee PER BOX. All boxes will go out the next business day unless special arrangements are made directly with the Hotel Purchasing Department. If you require an Overnight Shipment you must speak directly with a member of the Purchasing Team to pre-arrange.

***The hotel will not supply boxes and shipping supplies.***

*All Box charges will be billed directly to the guest room.*

The hotel will not handle any outgoing freight.

Please contact the Hotel Purchasing Department with any questions at 239-390-4250.