

# HYATT CENTRIC™

## FISHERMAN'S WHARF SAN FRANCISCO

### SHIPPING OF PACKAGES AND FEES

Please have mailing label addressed to:  
Hyatt Centric Fisherman's Wharf  
555 North Point Street  
San Francisco, CA 94133

**Please note on each package:**

**Event: CDAO Spring (April 22-24)**

**ATTN: Sales/Catering Department**

**Company:** \_\_\_\_\_

**Company Individual:** \_\_\_\_\_

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

**PLEASE NOTE** - If your package is NOT addressed as shown above it may not be refused and returned.

**All packages shipped to the hotel will be charged as follows:**

- **Standard size Boxes:** 11 ½ "W x 18"L x 10"H up to 20 lbs. @ **\$10.00 each**
- **Large/Oversized Boxes:** Any boxes larger and/or heavier than listed above @ **\$35.00 each**
- **Crates (including equipment cases):** **\$100.00 each**
- **\*\*Pallet(s):** **\$250.00 each**

Prices are subject to change based on hotel's judgment of items shipped

**\*\*Pallet(s)** charge will apply regardless if client or hotel staff breakdown or move pallet(s)

**ALL EXHIBITORS MUST SET UP PAYMENT PRIOR TO ARRIVAL OR PACKAGES WILL NOT BE  
DELIVERED TO MEETING ROOM.**

We request that boxes **be shipped to the hotel no more than (3) business days prior, THURSDAY, APRIL 18<sup>th</sup>** without the prior consent of the hotel. If boxes are shipped prior to (3) business days to the event date, a **storage fee minimum of \$250.00 per day** will be applied above and beyond the normal fee's listed above.

### RETURN SHIPPING:

- (1) Form PER BOX being shipped out is required. Please do not fill-out one form for multiple boxes.
- Exhibitor shipping address and form of payment/account number are to be clearly labeled on each box.
- When it is possible the hotel asks that you fill out your forms and pre-pay online via Fedex.com or UPS.com to ensure the proper information has been given for pick up.
  - **Hotel does not offer paper shipment forms; however, our 24 hour complimentary Business Center is available for you to print online labels.**
- Please secure the form to the box and ensure the box is securely taped closed for transport.

- Any boxes that do not have shipping information on them or are left open may not be shipped by the hotel and may be discarded 24 hours after your event should items not be claimed. The hotel may not accept responsibility of boxes prior to, during and after shipment.
- Should boxes be left at the hotel for **more than 72 hours** after your event date, there will be a **minimum \$150.00 storage fee per day** posted to the group master account should storage arrangements be made.
- Any excess garbage, product and/or materials left may be subject to a **labor charge minimum of \$75.00** posted to the master account.
- Any shipments of equipment/large pallets must be prearranged and delivered to area directed by hotel. Hotel cannot be responsible for moving equipment and or pallets. Should the hotel be required to move equipment/pallets group master will be charged **a minimum of \$75.00 per item.**

For any Shipping of Packages, a **Credit Card Authorization Form** must be received through our 3<sup>rd</sup> party, Sertifi prior to the event date. Any incomplete order forms that are missing information or a complete credit card authorization will be sent back to sender.

### CREDIT CARD AUTHORIZATION

Exhibitor must secure its order with a credit card for payment. Since Exhibitor must provide Hotel with a credit card number, Hotel has employed a third party website (Sertifi) to upload the form in an extremely secure manner. **Please do not fax or email credit card information directly to the hotel.**

**If sending boxes to the Hotel, please complete below and send to**

**Jenn Kwong,**

Sales Manager - Hyatt Centric Fisherman's Wharf San Francisco

415-486-4411 | [jenn.kwong@hyatt.com](mailto:jenn.kwong@hyatt.com)

<b>Onsite Email Address:</b> <b>(For Credit Card</b> <b>Payment Link from</b> <b>Sertifi &amp; receipt</b> <b>purposes)</b>	
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