

Hyatt Regency Los Angeles International Airport Shipping Instructions

Incoming Materials: Hotel will accept only pre-paid packages. The Hotel will refuse any packages delivered COD and the Hotel will make no notification to the shipper. All packages must contain a label giving the following information. The person/name listed should be a person who is attending, and staying at the hotel for the meeting:

TO: Burkhart Annual Sales Meeting

[SPONSOR NAME WHO IS STAYING AT THE HOTEL]

6225 West Century Blvd.

Los Angeles, CA. 90045

[Guest Name / Arrival Date]

Please take note of tracking number. Otherwise packages may not be found at hotel.

Packages/Package Handling: Due to lack of storage space, the hotel is unable to accept shipments earlier than **three** calendar days prior to the meeting. A handling charge of \$7.50 per box or \$150.00 per pallet each way will apply to all incoming and outgoing boxes. Boxes stored longer than three days will incur a charge of \$7.50 per box, per day.

Hotel will not deliver any shipments to the groups designated meeting space without an authorized contact in the room to sign for the boxes.

The Hotel shall not be liable for safe 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 any packages and to check to ensure that the contents are intact. The Hotel accepts no liability for lost, stolen or damaged goods.