



**MATERIAL DELIVERY – CHARGE FORM**

Vendor(s) will be assessed a delivery fee for the transportation of materials to meeting rooms from Loading Dock and from meeting rooms back to Loading Dock based on the following :

- Boxes-----\$10.00 per box
  - Rolling Cargo Cases-----\$125.00/case
  - Flat Rate Pallet-----\$225.00/pallet
- \*The price listed do not include a 8.05% sales tax

The charges listed above can be billed to the following:

**Credit Card Charge**

Name on Card: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_  
 Credit Card Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**OR**

**Guestroom Charge**

Name on Reservation: \_\_\_\_\_  
 Room #: \_\_\_\_\_ Check-out Date: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Location:  
 Client Name:

\*Total Charge (Based on final shipments):

All boxes and materials shipped to the hotel for your Conference will need to be delivered three (3) working days prior to your meeting dates. Due to the limitations on storage, please notify us of any large shipments of oversized items so that the appropriate arrangements may be made. Shipping & Receiving may be reached at (480) 444-1234 ext. 6013 or emailed to [jeff.paez@hyatt.com](mailto:jeff.paez@hyatt.com). Additionally, all boxes, materials, and equipment shipped to the Hyatt Regency Scottsdale should require the following information:

1. Hotel Name and Address
2. On-Site Contact (person designated to receive items) with the word "Guest" next to it.
3. Name of Group/Conference
4. Special Delivery Notes
5. Complete Return Address

Completed forms may be turned in on site to the Convention Setup Manager, or emailed to: [scott.gehrke@hyatt.com](mailto:scott.gehrke@hyatt.com) and [erin.hutchinson@hyatt.com](mailto:erin.hutchinson@hyatt.com)