



**HYATT
REGENCY®**

COCONUT POINT
RESORT & SPA

SHIPPING/RECEIVING OF PACKAGES AND BOXES

The Hyatt Coconut Point Resort and Spa has limited amount of storage space. For this reason, any packages sent to the hotel should arrive no earlier than three days prior to the start of your event.

Each received package will be subject to a \$25.00 per box handling Fee. Pallets will be charged at a rate of \$250.00 each. A 15% Service charge & 6.5% Sales Tax will apply to all shipments.

Please label all materials as follows:

Hyatt Regency Coconut Point Resort & Spa

5001 Coconut Road

Bonita Springs, FL 34134

Hold For: Group Name / Dates of Meeting

Name of the individual who will ask for the box(s) on property

Box(s) # ____ of ____

Exhibit Name & booth number if applicable.

****Note: All Box charges will automatically be charged to the guest room as provided by the Group upon delivery to appropriate Exhibit Booth.**

At the conclusion of your conference, packages may be shipped out through our Business Center. There is a handling fee of \$20.00 per box for all outgoing shipments, plus the cost of the shipping. A 6.5% Sales Tax will apply to all shipments. A form will be left at your table to complete. After the show box up all items. A ENCORE representative will pick up the boxes from you table for shipout via Fed Ex or UPS. If you need forms stop by the business center.

Freight: We do not handle any outgoing freight. Freight can be moved to the loading dock with the Bill of Lading attached for pick-up by your prearranged freight company. Please ensure Bill of Lading is attached to all freight.

**Hotel Shipping Questions: Contact _____
_____@hyatt.com**

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239-444-1234