

## StorePoint<sup>®</sup>Fashion2019

### INCOMING/OUTGOING SMALL PACKAGE SHIPPING PROGRAM

StorePoint Fashion is not a “trade show”, or “product display” type of Event. Materials sent to the Event must be of the size and scope to sit on top of the 30” round table provided for you in your designated One-on-One area and/or be easily transported, setup, and dismantled within the timelines established for your boardroom meeting setup and meeting. The Resort does not have the capacity to receive or store large product displays, nor will this type of product be permitted in your One-on-One area. Rather, what we expect to see are primarily boxes of sales literature, give-away items, and some small product displays (again, that will fit on top of a 30” round).

Hyatt Regency Hill Country Resort & Spa will manage our supplier in-coming packages and we have established a small package handling program with the Resort.

Suppliers should coordinate out-going package shipments with the resort’s Shipping and Receiving office via carriers such as FedEx, etc. The Resort has assigned the **Resort Package Room** as the designated area where StorePoint Fashion shipments will be received and housed during the Event. **Annie Rowley** will manage this area and can be reached at [store5751@theupsstore.com](mailto:store5751@theupsstore.com) or by phone at (210) 647-1234 ext. 6490.

#### Package Handling

The Hyatt Regency Hill Country Resort & Spa agrees to receive and store packages as they are received from StorePoint Fashion participants who have completed and returned the Hotel Shipping Form (see page 3). Hyatt Regency Hill Country Resort & Spa will store these packages in the hotel’s secured storage area and StorePoint Fashion participants may make arrangements for their packages to be delivered to their hotel rooms and/or the StorePoint Fashion One-on-One Meeting Area during the following hours:

- Sunday, February 24<sup>th</sup> 3:00pm–7:00pm
- Monday, February 25<sup>th</sup> 7:00am–6:00pm
- Tuesday February 26<sup>th</sup> 7:00am–6:00pm

StorePoint Fashion participants should send their packages to the following address **not** to arrive before **Thursday, February 21, 2019**:

TO: Hyatt Regency Hill Country Resort & Spa  
StorePoint Fashion 2019 / SUPPLIER COMPANY NAME  
ATTN: NAME OF PERSON THAT WILL CLAIM PACKAGE, MUST BE A REGISTERED GUEST  
FOR BILLING PURPOSES  
ADDRESS: 9800 Hyatt Resort Drive  
San Antonio, Texas 78251

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All packages will be held in the UPS Store until they are delivered to the designated room or until they are picked up by the Supplier during the designated hours herein. In order to retrieve your packages, please contact the UPS Store during business hours, or through Security during non-business hours. Packages can be retrieved 24 hours each day.

#### **Handling Fees**

The Hyatt Regency Hill Country Resort & Spa assesses handling fees as noted below. For your convenience, charges will be posted to the guest room. Charges will appear on your final room bill as Business Center.

#### **Storage Fees**

The hotel cannot store packages for more than three (3) days prior to or three (3) days after a program. A storage fee of \$25.00 per piece, per day (any size or weight), will be applied to all materials shipped earlier than three (3) working days prior to the events.

Due to storage space concerns, Hyatt Regency Hill Country Resort & Spa will not be able to store your empty boxes for outgoing shipping needs on Tuesday.

For packages exceeding the 100-lb. weight limit, StorePoint Fashion participants are requested to contact [Emily.Wangler@cpmgevents.com](mailto:Emily.Wangler@cpmgevents.com) to receive instructions / pricing for special handling charges.

Other than the Storage/Handling fees, there will be no additional charges assessed for the delivery of these packages. Gratuities for the delivery of these packages to the designated areas will be at the guest's discretion. Guest must be present to provide signature.

#### **All items are subject to the following storage/handling fees:**

0 to 10 pounds	\$ 7.00 each
10.1 to 20 pounds	\$11.25 inbound/outbound
20.1 to 30 pounds	\$15.00 inbound/outbound
30.1 to 61+	\$18.75 inbound/outbound
Crates/Pallet under 75 pounds	\$75.00 inbound/outbound
Shrink Wrapped Pallet	\$75.00 inbound/outbound
Crates over 150 pounds	\$150.00 inbound/outbound

The Resort will post this fee to the individual accounts of the sender. As mentioned, due to limited storage space, boxes can be accepted no more than three (3) working days prior to the meeting.

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Shipping notification required before any shipment will be accepted.  
Completed form should be emailed to **Annie Rowley** at [store5751@theupsstore.com](mailto:store5751@theupsstore.com)

Today's Date \_\_\_\_\_ Guest Name \_\_\_\_\_  
Company Name \_\_\_\_\_ Guest Mobile # \_\_\_\_\_  
Guest Email \_\_\_\_\_  
# Boxes Shipped \_\_\_\_\_ # Pallets Shipped \_\_\_\_\_  
Tracking # \_\_\_\_\_ Tracking # \_\_\_\_\_

(TRACKING NUMBERS MUST BE PROVIDED FOR EACH ITEM SHIPPED)

Shipping Date \_\_\_\_\_ Arrival Date \_\_\_\_\_

**DELIVER TO:**

Guest Room  
 Meeting Room Room Name \_\_\_\_\_  
 Hold For Guest Name \_\_\_\_\_

Date to Deliver \_\_\_\_\_  
Time \_\_\_\_\_

**METHOD OF PAYMENT:**

Bill Guest Room Guest Name \_\_\_\_\_  
Guest Hotel Confirmation # \_\_\_\_\_

Credit card Contact **Annie Rowley** at [store5751@theupsstore.com](mailto:store5751@theupsstore.com)  
who will provide a **Unique Secure** On-Line link for Payment.  
DO NOT INCLUDE A CREDIT CARD NUMBER ON THIS DOCUMENT