RECEIVING and SHIPPING

The hotel will not accept packages more than five days prior to the guest arrival. All packages shipped prior to 5 Business days will be billed an additional $25 per day per package and $250 per day for pallets.

All incoming and outgoing packages will be subject to a handling fee priced by weight:
Package Fees by weight
1-25# - $25.00
26-50# - $50.00
51-75# - $75.00
76 and over - $100.00
Pallets - $300.00

Please label all materials as follows or utilize the Exhibit Shipping Label below
Hyatt Regency Coconut Point Resort & Spa
Guest Name & Conference Name
5001 Coconut Road
Bonita Springs, FL 34134
Box(s) #_____ of _____
Exhibit Name & booth number if applicable.

At the Conclusion of your event the hotel will hold boxes UPS and FedEx pickup. There will be a handling fee priced by weight as listed above per box for all PRE Labeled Boxes. Boxes will go out the next business day unless special arrangements are made directly with the Hotel Purchasing Department.

If you do not have a Pre Labeled Box – the hotel works directly with Fedex and can provide Labels generated via Fedex.com. The hotel will not provide Hand Written Labels. You will be charged the Published Fedex rate PLUS a Handling Fee priced by weight PER BOX. All boxes will go out the next business day via Fedex Express Saver unless special arrangements are made directly with the Hotel Purchasing Department. If you require an Overnight Shipment you must speak directly with a member of the Purchasing Team to pre-arrange.

The hotel does not supply boxes and shipping supplies.

All Box charges will be billed directly to the guest room.

All Freight shipments must be scheduled by the guest. The hotel will store freight on the loading dock for same day or next day pickup. All Freight is billed at $300 per pallet. Freight not picked up in 24hours will be billed an additional $250 per day.

Please contact the Hotel Purchasing Department with any questions at 239-390-4250.

Hyatt Regency Coconut Point

5001 Coconut Road

Bonita Springs, FL 34134

Guest Name_____

Show Name_____

Booth Name_____

Booth Number_____