



KNOW BEFORE YOU EXHIBIT

WE LOOK FORWARD TO YOU EXHIBITING WITH US!

A knowledgeable, prepared exhibitor is a successful one. Knowledge is power, which is why we provide you with the resources, answers and tools to make your experience easy.

AUDIO VISUAL

Encore will partner with you for any audio visual, internet and power needs for your booth. Your Encore sales team representative is Steve Smart.
steven.smart@encoreglobal.com
602-741-8335

RETRIEVING BOXES ON SITE

- During your designated set up time, a member of our Event Services Team will be available to retrieve your boxes.
- If you need your boxes outside of this time period, please see the Front Desk.
- Payment is required upon receipt of your box. It may be charged to your guest room or made via credit card.

OUTGOING BOXES

- Save your boxes if they are needed for your return shipment. Please store them under your booth.
- FED EX and UPS pickup's should be scheduled with the courier.
- Please provide your own return shipping labels for any outgoing boxes.
- Once your boxes are ready to go, please place them on top of your booth, labels out.
- Any trash or boxes that are not needed should be placed on the floor under your booth.

WHAT WE INCLUDE FOR EXHIBITORS

One 6-foot table, linen, 2 chairs and a waste basket.

SHIPPING

Incoming/Outgoing shipping is handled internally. Please mail packages / boxes as follows:

Guest Name
Hold for ABC GROUP (Exhibitor)
Hyatt Regency Phoenix
122 North 2nd Street
Phoenix, AZ 85004

If you are sending more than one package within a single shipment, please be sure to number in sequence (i.e. one of three, two of three, etc.)

Due to limited storage, please do not send packages more than one (1) week prior to your event.

Charges of Incoming Packages Received by Hotel:

From (lbs)	To (lbs)	Fee
1	5	\$5.00
5+	20	\$10.00
20+	50	\$15.00
50+	75	\$25.00
75+	100	\$50.00
100	+	\$100.00
Freight handling	Any pallets	\$150.00
Extended Storage	Occurs after 14 days	\$1.00 per day

* The above costs do not include fees by the courier.



We look forward to seeing you.
phoenix.regency.hyatt.com

For additional assistance, please reach out at
cateringphxrp@hyatt.com