



## **HYATT REGENCY GREENVILLE LOAD IN/LOAD OUT PROCEDURES**

### **ROLL UP DOOR ACCESS**

USE OF ROLL UP DOOR IN REGENCY A&B IS ONLY PERMITTED FOR BOX TRUCKS OR SMALLER VEHICLES AND MUST BE COORDINATED WITH EVENT MANAGER AT LEAST 7 DAYS IN ADVANCE.

ONLY ONE VEHICLE AT A TIME IS PERMITTED TO PARK ON THE SIDE RAMP. IF MORE THAN ONE VEHICLE WILL BE UNLOADING/LOADING, THE SECOND VEHICLE MUST PARK AT THE LOADING DOCK.

THERE IS A 2 HOUR MAXIMUM FOR PARKING WHEN UNLOADING/LOADING ON SIDE RAMP. ONCE LOADED/UNLOADED, VEHICLE MUST MOVE IMMEDIATELY.

### **OVER-SIZED VEHICLE PARKING**

PARKING FOR OVERSIZED VEHICLES CAN BE REQUESTED WITH THE CITY OF GREENVILLE ON ELFORD STREET. REQUESTS MUST BE SUBMITTED AT LEAST 7 DAYS IN ADVANCE AND IS PENDING APPROVAL FROM THE CITY THE FOLLOWING INFORMATION IS NEEDED FOR EACH REQUEST:

- VEHICLE DESCRIPTION
- DATES AND TIMES TO BE PARKED
- LICENSE PLATE NUMBER

### **SENDING PACKAGES**

THE HYATT REGENCY GREENVILLE WILL STORE YOUR PACKAGES A **MAXIMUM OF 3 DAYS PRIOR** TO YOUR ARRIVAL. EACH ITEM SHOULD BE CLEARLY MARKED WITH THE FOLLOWING:

- A. YOUR ORGANIZATION NAME AND/OR NAME OF THE EVENT
- B. HOLD FOR ARRIVAL 00/00/00
- C. THE NAME OF YOUR ORGANIZATION'S ON-SITE CONTACT
- D. C/O HYATT REGENCY GREENVILLE  
220 NORTH MAIN STREET  
GREENVILLE, SC 29601

PACKAGES WILL BE ACCEPTED **UP TO THREE DAYS PRIOR** TO YOUR SCHEDULED EVENT. ANYTHING ARRIVING MORE THAN THREE DAYS PRIOR WILL NOT BE ACCEPTED AND CONSEQUENTLY RETURNED TO SENDER. THE HOTEL IS NOT RESPONSIBLE FOR PERISHABLE ITEMS.

### **FEES FOR STORING/HANDLING OF BOXES**

THE FEE BELOW INCLUDES MOVING THE BOXES FROM STORAGE TO DESTINATION DETERMINED BY GROUP:

- \$5.00 PER BOX PER DAY
- \$10.00 PER EXHIBITOR CASE PER DAY
- \$50.00 PER PALLET PER DAY

### **SHIPPING PACKAGES FROM THE HOTEL**

ALL OUTGOING PACKAGES MUST BE SEALED AND LABELED. PICKUP SHOULD BE SCHEDULED BY THE CLIENT/VENDOR WITH THE APPROPRIATE SHIPPING AND RECEIVING COMPANY. HOTEL WILL ENSURE THE PACKAGE GETS THE LOADING DOCK FOR PICKUP.

Signature\_\_\_\_\_

Date\_\_\_\_\_