

Hyatt Regency Greenville Exhibition Rules

- **All boxes should be shipped to the hotel via the drayage company chosen by SERMACS. Boxes or Exhibitor Materials shipped to the hotel are subject to drayage fees as follows:**

\$3.00 per Box
\$10.00 per Exhibitor Case
\$50.00 per Pallet

- Security is pre-arranged by SERMACS, and the hotel will not be held liable for any lost or damage to any merchandise or materials.
- It is highly recommended that a representative from the organization be present throughout all exhibitor set-up and strike times.
- All shipping rules noted below apply for all exhibits.
- The hotel is not liable for any merchandise or materials in function rooms prior to, during or after events. Please alert your vendors as to the importance of securing their areas.
- The organization is solely responsible for the collection of all exhibitor fees.
- Due to the limited storage space, special arrangements must be made for receiving equipment, goods, displays and other materials. Please notify your Convention Service Manager of any large quantities or oversized items so that the appropriate arrangements may be made.
- No exhibits will be received by the hotel. Please use the drayage company chosen by SERMACS. (Please see Exhibit Information above)
- All boxes and materials shipped to the hotel for your convention may be delivered three (3) working days prior to your meeting dates. **The hotel will not accept shipments arriving more than (3) working days prior to your meeting dates. The hotel is unable to accept shipments over 50 pounds or shipments that may require a forklift or other power lifting movement.**
- The receiving entrance is open from 7:30 AM to 5:00 PM.
- Any materials being sent to the hotel must be marked as follows:
 - Hyatt Regency Greenville
 - 220 North Main Street
 - Greenville, SC 29601
 - a. Name of Organization
 - b. Guest's Name (Person Designated to Receive Item)
 - c. Date of Meeting
 - d. CS Manager
 - e. Booth #
- Upon check-in, please verify receipt of shipped materials with the Front Office personnel.
- The hotel will not accept packages or shipments arriving C.O.D. **Any shipments not prepaid will be refused by the hotel and no notification will be made by the hotel to the shipper.**
- The hotel assumes no liability for any loss or damage to packages, boxes, or shipments received prior to, during or after your event.
- **Movement of boxes and or pallets is subject to drayage fees that are listed above.**
- When shipping materials from the hotel upon the conclusion of your program, please do not forget your labels if you utilize a specific shipping company and have labels with your pre-printed account number on them. Otherwise, the hotel will provide shipping forms so that outbound charges may be applied to your master account.