

## 2019 PSE NATIONAL CONVENTION SHIPPING INSTRUCTIONS

The Shipping and Receiving Office at the hotel is open from 8:30am to 5:00pm, Monday through Friday, and open on Saturday depending on group demand. The storeroom may also be opened after hours by security. The hotel receives a large volume of boxes so please strictly adhere to their shipping and receiving policy. This will allow them to efficiently deliver boxes and packages.

**PLEASE ADDRESS ANY MATERIALS SENT TO THE HOTEL AS FOLLOWS**

**HYATT REGENCY JACKSONVILLE RIVERFRONT**  
**YOUR NAME & COMPANY**  
**PI SIGMA EPSILON – MARCH 26-30, 2019**  
**225 East Coastline Drive**  
**Jacksonville, FL 32202**

**This line is mandatory**

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To have materials delivered to an attendees' room, please contact the bell stand at extension 4515. To have materials delivered to a meeting room, please call our Event Concierge at 904-316-3603 or the hotel operator.

- Please do not address boxes to a hotel staff member's name.
- The hotel is not responsible for perishable items.
- A labor charge will be assessed if the hotel's assistance is required in unloading vehicles and/or moving items to storage areas.
- The hotel must be advised if there are any items weighing over 100 lbs. that will be displayed in any function room or area.

Handling fees are as follows:

- *Letter, package or envelope (next day) FREE*
- *Small Box (10 lbs. or less) \$8.00*
- *Medium Box (10-50 lbs.) \$12.00*
- *Large Box (over 50 lbs.) \$30.00*
- *Display cases/hard cases w/wheel \$50.00*
- *Pallets \$150.00*

The Event Setup Staff will take all taped and labeled packages from the meeting room to the shipping dock. Please have labels ready to expedite this process. If you need to print labels, you may do so at the FedEx Office business center located on the 3<sup>rd</sup> floor. The hotel does NOT have daily pickups from UPS and FedEx. Guests must schedule pickups for UPS or have their FedEx packages taken to the FedEx Office on the 3<sup>rd</sup> floor.

As a courtesy, after preparing your boxes to ship, please provide PSE Headquarters, [susie.blomquist@pse.org](mailto:susie.blomquist@pse.org) with the information in the table below. Although we cannot be responsible for your boxes, we can assist in locating them if missing.

BOX # (i.e. BOX 1 OF 3)	SHIPPING SERVICE	DATE SHIPPED	INTENDED ARRIVE DATE	TRACKING #