

# Conference Price List Mailroom Services Grand Hyatt New York

## **Mailroom business hours**

Monday through Friday: 6am to 10pm

Saturday & Sunday: 7am to 7pm

## **SHIPPING GUIDELINES**

Boxes sent for the event must be addressed and labeled as follows:

**Grand Hyatt New York**

**109 East 42<sup>nd</sup> street**

**New York, NY 10017**

**Hold for (Event Name)**

**Event Date:**

**EXHIBITOR: Your company name: \_\_\_\_\_;**

**Table(s)#: \_\_\_\_\_**

**Your company onsite contact: \_\_\_\_\_**

**Tel: \_\_\_\_\_**

**Group contact: \_\_\_\_\_**

**Hotel contact manager: Megan Cseh**

All group materials (boxes/crates) should arrive no more than 3 -5 days prior to the conference.

**Incoming boxes/packages:**

Packages/Boxes/Crates/Containers – Weight Pricing Structure

Letters/Envelopes – All Carriers	<b>\$ 5.00</b>
ONE to FIVE Pounds	<b>\$ 10.00</b>
SIX to TWENTY Pounds	<b>\$ 13.50</b>
TWENTY ONE to FIFTY Pounds	<b>\$ 24.50</b>
FIFTY ONE and up	<b>\$ 65.00</b>
PALLET and/or SKID	<b>\$150.00</b>

*(The breakdown of pallets is \$10. per box)*

**Postage:**

Letter Postage – USA	<b>\$.44ea</b>
Letter Postage – International	<b>\$.95 ea</b>
Post Card Postage – USA	<b>\$.35 ea</b>
Post Card Postage – International	<b>\$.77 ea</b>

**Empty Brown Boxes:**

Small	<b>12x12x4</b>	<b>\$ 6.00</b>
Medium	<b>12x12x12</b>	<b>\$ 8.00</b>
Large	<b>15x15x15</b>	<b>\$10.00</b>
Extra Large	<b>20x20x20</b>	<b>\$15.00</b>

Packaging Tape 2” **\$ 6.00**

**Outgoing Packages:**

Packages/Boxes/Crates/Containers – Weight Pricing Structure

Letters/Envelopes – All Carriers	<b>\$ 5.00</b>
ONE to TWENTY Pounds	<b>\$ 10.00</b>
TWENTY ONE and Up	<b>\$ 20.00</b>
PALLET and/or SKID	Charge per Piece by weight

*The pricing above includes handling and storage of outgoing packages, which are ready for shipment.*

Packaging/Packaging of any Box/Crate/Container **\$ 5.00**

**Luggage Storage:**

Luggage may be stored for a fee of \$30 per piece.

Guest will need to leave their name, date of return and a contact phone number

**Mailroom Attendant**

A mailroom attendant can work exclusively for a conference at the rate of \$75 per hour & per person with a 4-hour minimum.

**Storage Policy**

Please be aware, Packages left for pick-up via courier will be held for five days. After five days, management reserves the right to discard merchandise. All unclaimed packages will be sent back to the sender after five days of arrival only if sender's information is available. If sender's information is unavailable, management reserves the right to discard package. Thank you for your cooperation in this matter.

**Crates/Pallets/Skids**

Any shipment of wooden crates, skids, or pallets must be informed the hotel mailroom 1 week prior to the delivery. The freight carrier is responsible for the inside delivery of exhibit crate, skid, or pallet to the storage area or the function room. If the mailroom has to pick up crates/pallets/skids from the lading dock or the service area, the additional receiving and handling fee will be applied by weight of each item. Any early delivery (2 days prior to the event) will be refused unless the hotel was informed its arrival prior to the delivery.