

Shipping and Tracking Form

RETURN TO: **Events Office (Fax# 703.413.6873)**

Manager: Loren Schields

Phone: 703.418.7233

Please provide the contact information for the person responsible for your boxes. As this person may be contacted after business hours and on the weekend, please provide their cell phone number.

Contact Person's Name: _____

Company: _____

Address: _____

City: _____

State: _____

Zip: _____

Work Number: _____

Cell Phone Number: _____

Email: _____

Shipping and Tracking Information:

Box 1

Shipping Vendor (FedEx, UPS, Other): _____

Tracking #: _____

Expected Arrival Date: _____

Description of Contents: _____

Box 2

Shipping Vendor (FedEx, UPS, Other): _____

Tracking #: _____

Expected Arrival Date: _____

Description of Contents: _____

Box 3

Shipping Vendor (FedEx, UPS, Other): _____

Tracking #: _____

Expected Arrival Date: _____

Description of Contents: _____

Box 4

Shipping Vendor (FedEx, UPS, Other): _____

Tracking #: _____

Expected Arrival Date: _____

Description of Contents: _____

**** Please carefully review the shipping guidelines and pricing information on page 2 of this form. Shipments received by the hotel more than three days prior to the conference will be returned.**

Please complete for associated hotel receiving and handling charges:

MC Visa American Express

Account Number: _____

Name (as it appears on card): _____

Expiration Date: _____ Signature: _____

PLEASE DO NOT EMAIL. TRANSMIT ALL CC INFORMATION VIA FAX OR CALL.

Important Shipping Information

Shipping Guidelines for the Hyatt Regency Crystal City:

- Limit of 10 boxes per sponsor weighing no more than 50 pounds each can be shipped to the hotel three days prior to the event.
- Larger packages must arrive on setup day.
- All packages being shipped from the hotel must be prepaid, addressed, labeled and ready for mailing.
- Packages must arrive no earlier than three days prior to the conference
- Outgoing packages that are prepaid may be left on your exhibit table for pick-up. For shipping assistance, see our Concierge Desk on the Lobby Level.

Pricing charged by the hotel for packages, boxes and pallets (incoming and outgoing):

- Box - \$6.00 with 2 business days of free storage
- Pallet - \$75.00 with 3 business days free storage
- After two business days, the hotel will charge \$6.00/box/day in storage fees
- After three business days, the hotel will charge \$75.00/pallet/day in storage fees

To assist in the timely delivery of your boxes, please attach this label to all boxes.

SHIP TO:

<NAME OF PERSON RECEIVING THE BOX>

<COMPANY NAME>

HEALTHCARE RATINGS SUMMIT

/ Table#

Hyatt Regency Crystal City

c/o Loren Schields

2799 Jefferson Davis Highway

Arlington, VA 22202

Box # _____ of _____