

**Exhibitor Request Sheet for Shipment Handling during the following Conference:**

**AUCCCD**

**October 8 – October 16**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HOTEL CONTACT:** | | | | | |
| Ruby Garcia | | Event Manager | | |
| 714.740.6011 Direct Phone | | [Ruby.garcia@hyatt.com](mailto:Ruby.garcia@hyatt.com) | | |
| **CONTACT INFORMATION:** | | | | | |
| Organization: |  | | | | |
| Phone: |  | Onsite Contact: |  | |
| Email Address: |  | Room Name | Booth #: |  | |
| **FOOD & BEVERAGE:** | | | | | |
| All Food And Beverage **Must** be provided by the **Hyatt Regency Orange County.** Outside Food & Beverage Is **Not** Permitted. | | | | | |
| **SHIPPING:** | | | | | |
| **Please notify ruby.garcia@hyatt.com of any items being shipped to the hotel. Packages must not arrive before October 5th.**  **The Hotel's receiving entrance is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.**  **Incorrect labeling of boxes may result in delayed delivery.**  **All Vendors are required to Load/Unload at the Loading Dock only. Unloading is NOT permitted on the Front Drive.**  **Outgoing Shipments must be pre-labeled, taped closed, and pickup scheduled by the Exhibitor.**  **Hotel Staff will bring outgoing shipments to the Shipping/Receiving area to be picked up by Exhibitor’s arranged carrier.** | | | | |
| **Qty.** | **Item** | **Cost** | | **Total** |
|  | Boxes 0 – 20 pounds | $10.00 per box | |  |
|  | Boxes 20 – 30 pounds | $20.00 per box | |  |
|  | Boxes 30 – 50 pounds | $30.00 per box | |  |
|  | Boxes 50 – 100 pounds/Standard Rolling Case | $50.00 per box/case | |  |
|  | Boxes over 100 pounds | $100.00 per box | |  |
|  | Large Rolling Case | $75.00 per case | |  |
|  | Pallet/Crates/Extra Large Rolling Case | $150.00 each | |  |
|  |  | **GRAND TOTAL:** | |  |
| **AUDIO VISUAL & INTERNET:** | | | | | |
| Please contact **Encore AV -**  Hung Tran at hung.tran@encoreglobal.com | | | | | |

**\*MUST BE COMPLETED AND RETURNED TO EVENT MANAGER FOURTEEN (14) DAYS PRIOR TO EVENT\***

A secured link for payment will be sent via Sertifi. Requests will not be processed until full pre-payment is received.