



DATA SHEET FOR EXHIBITORS
 All exhibitors sending materials to Grand Hyatt San Francisco must fill out the information below and send directly to:
Jeanette Moran, Event Planning Manager at jeanette.moran@hyatt.com
Phone: (415) 848-6074
Fax: (415) 848-6091

Exhibitor/Company Name: _____ Function Dates: _____

Credit Card Information: _____ Expiration: _____ / _____

(required)

Cardholder Name: _____ Phone Number: _____

On-Site Contact: _____ Phone Number: _____

Email: _____ Fax Number: _____

Card Holder Signature: _____

Shipping Requirements

Due to limited storage space, please do not ship packages that will be delivered more than (3) days prior to your arrival. Any packages that are shipped without a form submitted will result in a delay in receiving packages on-site.

EXHIBIT TABLE, BOX, PACKAGE, PALLET HANDLING	QTY
Estimated boxes to be shipped to the hotel (Delivery Fee, \$10/box one-way)	
Estimated crates/pallets, over 51 lbs to be shipped to hotel (\$150 handling fee will apply)	

Packages that are shipped to the hotel should be addressed as follows:

Grand Hyatt San Francisco
 345 Stockton Street
 San Francisco, CA 94108
 Attn: (Exhibitor Name)
 Group Name:
 Event Dates:

**Loading of equipment is only permitted at the hotel loading dock at the lower level of the hotel and must be arranged through your Event Planning Manager.
 Front door access is not permitted.**