

GRAND | HYATT™

The meeting planner should send this document to any vendors who plan to ship packages to the Grand Hyatt prior to the event date. If there are any last-minute packages that arrive on site, this form will be handed directly to the vendors to complete and submit payment.

Vendors must be in direct contact with the Banquet Manager regarding payment.



Package Handling Payment

Our hotel charges a package handling fee for all packages received. For guests staying at the hotel, this fee is charged directly to the guest folio. If you are not a registered guest, an invoice will be sent to the email address provided below. Packages cannot be handled or released until payment has been received in full.

Recipient Information

Full Name: _____ Phone Number (optional): _____

Email Address: _____ Room #: _____

Number of Packages: _____ Event Name: _____

Pay Handling Fees Online:

Scan the QR code to select your package types and pay for package handling fees online.



Follow these steps to complete payment before the event date

GRAND
HYATT

Seamless Shipping to the Grand Hyatt San Francisco

Whether you're attending a corporate retreat or enjoying a luxurious getaway, TripHero ensures your belongings arrive safely and on time at The Grand Hyatt San Francisco.

SHIP TO THE HOTEL SHIP FROM THE HOTEL SHIP WITH MY OWN LABELS **PAY HANDLING FEES**

Step 1:

Once you scan the QR code, you will be taken to the home page. Select "Pay Handling Fee."



HOTEL PACKAGE HANDLING FEES

Any items shipped or delivered to the hotel will be associated with a fee. If you are staying at the hotel, fees will be charged to your room. If you are not staying at the hotel or would prefer to pay online, please select your package types and quantity, and proceed to the payment page.

Envelope	\$5.00	0 ▾	Small (0.1-10lbs)	\$15.00	0 ▾
Medium (11-20lbs)	\$20.00	0 ▾	Large (20-50lbs)	\$25.00	0 ▾
Oversize (50+ lbs)	\$50.00	0 ▾	Crate / Pallet	\$350.00	0 ▾
Plastic Cases / Golf Clubs / Luggage	\$80.00	0 ▾	Double Pallet	\$650.00	0 ▾
Outgoing	\$10.00	0 ▾	Group Event	\$20.00	0 ▾
Airline Crew				\$15.00	0 ▾

Step 2:

You will land on the payment page. Under “Group Event,” select the number of packages you are expecting to deliver.

SUMMARY	
Group Event x 1	\$20.00
Total	\$20.00

[CONTINUE TO PAYMENT](#)

Step 3:

Complete the final payment form with all required information.

Please reach out to the hotel contact directly if you experience any issues making payment using the QR code.