

Packages and Storage Policies and Procedures

This supplement to the Hotel Sales Agreement defines the general policies and procedures of the Hotel. It is provided solely for informational purposes. None of the topics are negotiable as they reflect operational procedures of the Hotel. All items are current as of the dates of the Group Sales Agreement and items may be subject to change.

Packages and Storage -Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do this may result in deliveries being refused or materials unavailable when required. The Hotel's receiving department is open 8:00am - 2:00pm, Monday - Friday. Any materials being sent to the Hotel must be marked as follows:

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| 1. HOLD FOR ARRIVAL
ATTN: GUEST'S NAME AND ORGANIZATION
ARRIVAL DATE
HOTEL CONTACT/CONVENTION SERVICE MGR
NO. OF BOXES: (i.e. Box 1 of 2, etc) | 2. COMPLETE RETURN
ADDRESS with
CONTACT NUMBER | 3. ADDRESS
RECEIVING DEPARTMENT
HYATT REGENCY BETHESDA
ONE BETHESDA METRO
CENTER
BETHESDA, MD 20814 |
|--|--|--|

A package should be defined as any carton, case, box or crate weighing at least two pounds, but not to exceed 100 pounds. For anything that exceeds the definition of the package, a determination shall be made in conjunction with the hotel contact whether handling shall be done by the Hotel personnel or by an outside source. The Hyatt Regency Bethesda will not accept shipments of freight, crates, boxes, etc. from exhibitors or shipping firms exceeding 100 pounds. Arrangements for shipments to exhibit in excess of 100 pounds should be made through a drayage company. This would also include transporting of exhibit materials from the receiving area to the exhibit site and returned to the receiving area at the end of the convention.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

Box Handling Fee: \$10.00 for the first 100 lbs, \$10.00 each additional 50 lbs.

Box Storage Fee: \$5.00 storage fee per box, per day prior to actual event date in excess of 5 days.

Pallet Handling Fee: \$50.00 per pallet

Pallet Storage Fee: \$100.00 storage fee per day prior to actual event date in excess of 5 days.

The guest/client will be charged for the box upon delivery of the box to them personally and will be required to sign a release form stating charges are acceptable. Boxes will not be delivered if guest/client does not sign the release form. Guest/client may pay for box charges either via Master Account, Credit Card, Room Charge, or Cash. Guest will receive receipt upon request. As far as hotel guest packages (guests who are not using meeting space etc.), they will not be charged any fees. The box charges only apply to events or those having events in the hotel.