



MATERIAL HANDLING INFORMATION

HYATT REGENCY CALGARY

The complete success of your conference is extremely important to us so we want to take this opportunity to share with you our material handling information.

Individual packages can be accepted up to three (3) business days prior to your arrival in the receiving department at the loading dock located on the corner of 7th Avenue and 1st Street SE. You will notice our hotel logo next to the TELUS Convention Center logo above the large bay doors. The receiving staff are available from 8:00am – 4:30pm, Monday-Friday.

The hotel charges a handling fee for all boxes received by the Hotel, \$5.00 per box and \$100.00 per pallet/crate.

To ensure that your packages are received and stored properly, please see below for an example of a shipping label:

Hyatt Regency Calgary
700 Centre Street SE
Calgary, Alberta CANADA T2G 5P6

(Company Name and Date) ABC Company
(Conference Name) 2023 Annual Conference – January 1-5, 2024
(Function Room) Stephen Room
(Attention to) Jane Doe, Conference Organizer (or Hotel Guest)
(Event Manager) John Doe
(Number of boxes in the shipment) Box 1 of 4

When shipping your materials to the hotel, we suggest that your WayBills for return shipments are filled out and brought with you. Our Banquet Team is equipped to assist you with your outgoing packages should you require it.

Please remember that the “shipped from” area needs to be filled out with the Hyatt Regency Calgary information for outgoing packages. To best serve you and your delegates, please advise your Event Manager of all expected shipments to the hotel and if you require shipments to take place outside of the receiving hours.

TRADESHOW: If you are organizing a tradeshow or have exhibitors expected as part of your program, we are pleased to assist you with soliciting the services of a Drayage Company to handle all of your incoming and outgoing materials. Hyatt Regency Calgary is unable to provide Drayage Services. Please ask your Event Manager if you require assistance with selecting a Drayage Company.

We look forward to working with you towards a successful event and if you have any questions, please do not hesitate to contact us.