

## Shipments

To prevent package routing delays, all guest and event packages being shipped to the property must follow the address label standards:

(Guest Name) (Guest Cell Number)  
 c/o Grand Hyatt Nashville  
 1000 Broadway  
 Nashville, TN 37203  
 (Convention/ Conference/ Group/ Event Name)  
 Box \_\_\_\_\_ of \_\_\_\_\_ (Multiple boxes MUST be numbered)

Box deliveries will be assessed a handling fee determined by weight. These charges will be posted to your Guest Room, Master Account or Credit Card Provided. Packages for off-site guests, please email [ghn.shipping@hyatt.com](mailto:ghn.shipping@hyatt.com) for information regarding payment via Credit Card.

### PACKAGE HANDLING AND STORAGE FEES

PACKAGE HANDLING AND STORAGE FEES			
PACKAGE WEIGHT	PACKAGE DELIVERY or PICKUP FEE	PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelope up to 1.0 lb.	\$5.00	Envelope up to 1.0 lbs.	No Charge
0.0-1.0 lbs.	\$5.00	0.0-10.0 lbs.	\$5.00
1.1-10.0 lbs.	\$15.00	10.1-30.0 lbs.	\$10.00
10.1-20.0 lbs.	\$20.00	30.1-60.0 lbs.	\$15.00
20.1-30.0 lbs.	\$30.00	60.0-150.0 lbs.	\$25.00
30.1-40.0 lbs.	\$40.00	Pallets & Crates	\$50.00
40.1-50.0 lbs.	\$50.00	Over 6.5' in size	\$25.00
50.0-60.0 lbs.	\$60.00		
60.1-150.0 lbs.	\$70.00		
Pallets & Crates*	\$150 or \$0.75 lb.>200 lbs.		

\*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75 lb. > 200 lbs. which is applied to each pallet/crate handled.

\*\*Package weights will be rounded up to the nearest pound.

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Conference shipments should arrive within (3) days prior to your program; due to limitations of our storage space, all packages received outside of this window will incur a storage fee. After your event, any boxes to be shipped out of the hotel must be properly packaged and labeled with shipping address, return address and method of payment on your departure date.

Third party vendors delivering office equipment such as copy machines and computers for use in the hotel during your program are responsible for moving the equipment to the final meeting room destination. The Hotel is not responsible for pickup or delivery of any third-party equipment unless contracted directly through the hotel.