**2019 NICE K12 Cybersecurity Education Conference Exhibitor Shipping Information**

Exhibit shipping/receiving facilitation, logistics, and all costs incurred shall be the sole responsibility of the Exhibitor.

***\*\*\*\*NOTE: Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be sent, delivered or brought into the Hotel. Failure to do so this may result in deliveries being refused or materials being unavailable when required.\*\*\*\****

**For questions and arrangements, call the Deborah Fisher, Hyatt Regency Event Planning Manager directly at (714) 750-1234 or** [**Deborah.Fisher@Hyatt.com**](http://Deborah.Fisher@hyatt.com)**.**

**To ship items to the hotel, return the attached shipping form on page 2 no later than two weeks prior to the conference.**

The Hotel's receiving entrance is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Any materials being sent to the Hotel must be marked as follows:

1. Hold for arrival - ATTN: (Guest's Name who will claim the shipment at hotel)
2. Date of claim persons arrival
3. Name of Group, preferably the posting name of the group
4. Complete Return Address
5. Hyatt Manager's Name: **Deborah Fisher, Hyatt Regency Event Planning Manager**
6. Number of Boxes (Example: Box 1 of 2 and Box 2 of 2)
7. Address Package to Hotel as follows:

**Hyatt Regency Orange County**

***11999 Harbor Blvd.***

**Garden Grove, CA 92840**

**YOU MAY USE THE PRE-ADDRESSED SHIPPING LABEL INCLUDED IN THIS PACKET on page 3**

Packages received will be charged to each registered hotel guest as follows (**the hotel cannot accept packages for non-registered guests**):

$10.00 per Box for 0-20 Pounds $20.00 per Box for 21-30 Pounds $30.00 per Box for 31-50 Pounds $50.00 per Box for 51-100 Pounds $100.00 per Box for over 100 Pounds $50.00 per Standard Rolling Case $75.00 per Large Rolling Case $150.00 per Pallets/Crates/Extra-Large Rolling Case Additional Fees:

* Third Party Drayage Companies
	+ Guest must coordinate receiving of packages or incur inbound handling rates
	+ Requests for storage of 3rd party delivered items - $25/day fee
	+ Outbound packages not picked up within 2 days - $25/day fee.

***If you need packages shipped out at the conclusion of your meeting, please advise your Deborah Fisher, Hyatt Regency Event Planning Manager at least one week in advance.*** The same charges outlined above will be charged for the shipping of these packages. The charges will be billed to each registered hotel guest **(the hotel cannot ship packages for non-registered guests)**.



Hyatt Regency Orange County

Exhibitor Data Sheet for: **NICE K12 CYBERSECURITY EDUCATION CONFERENCE**

**DECEMBER 9-10, 2019**

**\*MUST BE COMPLETED AND RETURNED 2 WEEKS BEFORE CONFERENCE\***

|  |
| --- |
| **HOTEL CONTACTS:** |
| Deborah Fisher, Event Planning Manager  | Doris Tam, Event Planning Coordinator |
| Deborah.fisher@Hyatt.com  | Doris.Tam@Hyatt.com |
| 11999 Harbor Boulevard, Garden Grove, CA 92840 | 11999 Harbor Boulevard, Garden Grove, CA 92840 |
| **CONTACT INFORMATION:** |
| **Company Name:** |  |
| **Phone:** |  | **Onsite Contact:** |  |
| **Convention Name:** |  | **Fax:** |  |
| **Email Address:** |  | **Booth Or Table #:** |  |
| **FOOD & BEVERAGE:** |
| All Food And Beverage **Must** Be Provided By The **Hyatt Regency Orange County.**  |
| Outside Food And Beverage Is **Not** Permitted In The Meeting Space. Please Contact Deborah Fisher for Banquet Menus. |
| All Orders Must Be Received A Minimum of Seven (7) Working Days Before The Event. |
| All Vendors Are Required To Load And Unload At The Loading Dock Only. Unloading Is **Not** Permitted On The Front Drive.  |
| **SHIPPING:** |
| Send completed form to: Jeffrey.Neilson@Hyatt.com |
| Boxes must be shipped no earlier than 3 days prior to event |
| **Qty.** | **Type Of Service / Equipment** | **Cost**  | Amount |
|  | Boxes 0-20Lbs. | $8.00 per box |  |
|  | Boxes 20-30Lbs. | $18.00 per box |  |
|  | Boxes/Cases 30-50Lbs. | $25.00 per box/case |  |
|  | Boxes/Cases 50-100Lbs.  | $50.00 per box/case |  |
|  | Pallet/Rolling Case  | 150.00 per pallet/rolling case  |  |
| **AUDIO VISUAL & INTERNET:** |
| Please contact Amanda Cagigas **PSAV** Sales Manager at (714) 383-6306 or Amanda.Cagigas@psav.com  |
| **POWER:** |
| Send completed form to: Kelsey.Reay@hyatt.com |
| **Qty.** | **Item** | **Cost** | **Amount** |
|  | 20 amp (single phase/Edison) | $125/day |  |

PLEASE FILL OUT ADDRESS LABEL

CUT ALONG LINE AND ADHERE TO BOXES

Hyatt Regency Orange County

11999 Harbor Blvd, Garden Grove, CA 92840

|  |  |
| --- | --- |
| Event Name | **NICE K12 CYBERSECURITY EDUCATION CONFERENCE** |
| Event Manager | **DEBORAH FISHER** |
| Exhibitor Booth Name/Booth |  |
| Exhibitor Onsite Contact |  |

Box #\_\_\_\_Of #\_\_\_\_

PLEASE FILL OUT ADDRESS LABEL

CUT ALONG LINE AND ADHERE TO BOXES