



Shipping Guidelines

Hyatt Regency New Brunswick is not responsible for any potential shipping charges nor lost items in transit due to incorrectly completed vendor shipping forms. In addition, box handling charges may apply should Hyatt be required to re-ship items due to vendor error.

FedEx

- Shipping labels must be completed by vendor to ensure prompt service
 - You **MUST** call and arrange shipment return in advance and use your own FedEx shipping label (Hyatt Regency New Brunswick will provide you with blank forms and shipping sleeves)
 - <http://www.fedex.com/us/>
 - Vendors are responsible for affixing all labels to the packages
- Fill out the Shipping Label with the following information:
 - Recipient's Name
 - Company
 - Account Number
 - Address, City & State,
 - Phone Number
 - Payment Method – Company Account Number or Credit Card Number
 - **Please note that all shipment needs to have a form of payment i.e. Credit Card, Fed Ex Account Number**
- **International Packages - It is Mandatory to Complete the Commercial Invoice for Customs**
 - If you do not have this form, one will be provided to you at the hotel.

UPS

Shipping labels must be completed and provided by vendor to ensure prompt service

- Hyatt does not maintain a UPS account and is unable to provide UPS shipping labels
- Pre-Arranged Shipping Label should include the following information:
 - Recipient's Name
 - Company
 - Address, City & State,
 - Phone Number
 - Payment Method – Company Account Number or Credit Card Number
 - **Please note that all shipment needs to have a form of payment i.e. Credit Card, UPS Account Number**
- **International Packages - Visit UPS website for applicable forms regarding Customs**
- https://www.ups.com/intl/forms?loc=en_US&InvoiceRequiredInd=false&client=TAWEB

Guest Package Shipping Authorization Form

Courier

- Please complete the Guest Package Shipment Authorization Form below
 - Payment for pick-up must be pre-arranged
 - Include information regarding scheduled pick-up date, time and location
 - Attach one form per box to be picked up

Contract Pharma Vendor Details	
Name	
Phone	
Email	
Date of Pickup:	
Courier Details	
Name	
Phone	
Email	
# Packages for Pick-up	
Please have courier pick-up at loading dock and not Front Desk	