

PACKAGE CHARGE AUTHORIZATION

PLEASE NOTE: ALL EXHIBITORS MUST COMPLETE, SIGN AND RETURN THIS FORM BY:  
November 28<sup>th</sup>, 2017

SHIPMENTS RECEIVED BEFORE October 3<sup>rd</sup>, 2017 will incur storage fees

Please return completed form to: [kraig.margulies@hyatt.com](mailto:kraig.margulies@hyatt.com) and CC  
[Leighann.milutinovich@hyatt.com](mailto:Leighann.milutinovich@hyatt.com)  
949.729.6068

Please ship Packages to:  
Hyatt Regency Newport Beach – Leigh Ann Milutinovich  
CANA – Plaza Arbor & Plaza Office  
**(FILL OUT ) On-Site Contact Person**  
1107 Jamboree Road  
Newport Beach, CA 92660

GUEST NAME: \_\_\_\_\_

CONVENTION NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FUNCTION DATES: \_\_\_\_\_

All exhibit boxes and freight are subject to the following handling fees from Hyatt Regency Newport Beach:

- All Envelopes \$3.00 (each way, receiving in and shipment out)
- All Boxes \$5.00/box (each way, receiving in and shipment out)
- All Pallets \$50.00 (each way, receiving in and shipment out)

**BILLING:**

\_\_\_\_ Charges billed to room of: \_\_\_\_\_

Authorized by Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Bill my credit card:

Account Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

# Boxes \_\_\_\_\_ Ship Date: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Carrier: \_\_\_\_\_ Tracking #: \_\_\_\_\_