

BUSINESS CENTER

THE HYATT REGENCY MAUI, KAA NAPALI



DRAYAGE SERVICE FORM

Originating Contact: _____ Receiving Contact: _____

Telephone: (____) _____ Email Address: _____

Conference/Convention/Event Name: _____

Company/Vendor/Exhibitor Name (if applicable): _____

Exhibitor Vendor Guest Speaker Other: _____

Estimated Number of Boxes/Parcels: _____ Estimated Total Weight of Shipment: _____

Estimated Shipment Arrival Date: ____/____/____ Courier Company: _____

Tracking Numbers: _____

Not all courier shipping options and delivery times are available on Maui. Please check with your courier company. It is also recommended to have your shipment arrive 2 to 3 days before your event, in case your shipment is delayed.

Leave this area blank to have your items delivered on the pre-scheduled setup date, time and location for your event.

Requested Delivery Date and Time: ____/____/____ Time: _____ AM PM

Requested Delivery Meeting Room: _____

DELIVERY ADDRESS: HYATT REGENCY MAUI
ATTN: BUSINESS CENTER
200 Nohea Kai Drive
Lahaina, HI 96761

Handling & Drayage services include tracking, receiving, logging, securing, storing, transporting and delivery of your materials. Your items are held in our on-site secured storage facility until the day and time they are scheduled/requested to be delivered.

Handling Fees: \$2 per pound in physical or dimensional weight (whichever is greater). Dimensional Weight is based on current standards (Width x Length x Height + 139).

Storage Fees: \$50 per day.

Delivery Fees: One time delivery - \$25 for 250 LBS or less during normal business hours (8:30am to 4:30pm, Monday - Friday). If delivery weighs more than 250 LBS, the delivery is required outside the listed normal business hours, the delivery is required the same day as the arrival date from your shipping courier company, or if you require additional deliveries made after the first delivery, then the fee is 50¢ per pound with a minimum charge of \$50.

This area is to be completed by PSAV Business Center

Handling Fee \$ _____

Storage Fee \$ _____

Delivery Fee \$ _____

Surcharge Fee \$ _____

Sub-total \$ _____

Hawaii Excise Tax (4.167%) \$ _____

Drayage & Shipping Total \$ _____

24 hours Automated. Credit cards accepted: Visa, MasterCard, AMEX. All transactions are subject to Hawai'i 4.167% Sales Tax.

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