



Dear AHME Conference Exhibitor,

Here is some helpful information for your upcoming stay at Hyatt Regency Savannah.

To make your boxes easy to locate due to the large number of incoming boxes, please label as follows:

**Hyatt Regency Savannah
Attn: Exhibitor Name / Company Name / AHME Conference
2 West Bay Street
Savannah, GA 31401
912-238-1234**

Once you arrive and are ready for your boxes, please contact Guest Services by dialing Ext. 52 from any house phone and they will retrieve your shipment. You may also go to the Front Desk or Bell stand directly.

Incoming freight handling charges are \$7.50 per box and \$100.00 per pallet. You may charge those fees to your room or with a major CC.

For outgoing freight, please bring your pre-completed labels and put on your outgoing boxes. Please leave the boxes at your booth and our S&H Department will take all freight to our outgoing package area at the end of the Expo show.

Once again, thank you for choosing Hyatt Regency Savannah and we look forward to serving you again in the future.

Sincerely,

**Cindy Miletich
Event Planning Manager
912-721-4721**