

VENDORS

INBOUND:

- Ship to:
 - Aubrey Franklin
ATTN: Group Name – Vendor Name
1107 Jamboree Road
Newport Beach, CA 92660
- Pre-Event Vendor Form & Tracking Information:
 - The attached **Vendor Inventory Sheet** must be completed and returned to:
aubrey.franklin@hyatt.com
 - Tracking information must be provided to the hotel **no less** than (3) days prior to the event to ensure packages will be placed in the vendor space in time
 - The hotel cannot receive packages more than (3) business days prior to the event

OUTBOUND:

- Post Event:
 - The following must be completed by end of day on the final day of the event:
 - Hotel staff will take inventory of all packages. If your packages are not accounted for during inventory, there may be delays in getting packages to the shipping & receiving warehouse
 - The hotel can only hold packages for (3) days after the conclusion of the event
 - Any outgoing packages must be completely packaged and have labels adhered to each
 - Each vendor must schedule their own pickup during warehouse hours
 - Monday – Friday
 - 8:00 am – 3:00 pm