



2 Fountain Plaza Buffalo NY 14202
(716) 856-1234

******The hotel does not provide outbound shipping materials. Each Vendor must provide their own shipping labels to place on ALL outbound boxes. The hotel business center is available complimentary. All UPS/FedEx pickups must be called in by the person shipping out******

Porterage Order Form

Date of Function: _____ Event Name: _____

Charge to Hotel Room (Y or N): _____ Hotel Guest Name: _____

Contact Information:

Guest Name: _____ Company: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Email Address: _____

Shipping:

How many:	Description	Cost	Total
	1 – Box Receipt and Storage	\$10.00	
	Prior to 72 Hours of Event Start (Additional)	\$5.00	
	1 – Case Receipt and Storage	\$75.00	
	Prior to 72 Hours. Receipt and Storage (Additional)	\$50.00	
	1 – Pallet/Package +200 lbs. Receipt and Storage	\$200.00	
	Prior to 72 Hours of Event Start (Additional)	\$100.00	

Special Instructions: _____

Order Authorized By: _____
Signature Department

Financial Responsibility: (name) _____

A 8.75% sales tax will be added to all orders

Tracking Numbers: Must be provided to the hotel for all packages prior to arrival

Labeling Instructions:

******The hotel will only accept shipments 3 days prior to event, or fees apply******

Name of Meeting and On-site Contact
C/O (Event Managers Name)/Hyatt Regency Buffalo
2 Fountain Plaza
Buffalo, NY 14202

Freight Elevator Size:

Width of elevator (inside)	72"	Depth of elevator (panel to panel)	68.25"
Depth of elevator (door to door)	106"	Height of elevator (doors)	84"
MAX WEIGHT of 4,500 lbs			