



KNOW BEFORE YOU GO

Vendor of CSAM Conference 2026



LOADING DOCK LOCATION

Address – 727 1st St SE, T2G 0K7. You will notice the Hyatt logo next to the Calgary TELUS Convention Centre's above the large bay doors. The receiving team are available from 8:00 AM – 4:30 PM, Monday to Friday. [CPA Lot 60 Convention Centre Parkade – Google](#)

LOADING DOCK REGULATIONS

Load-in and load-out is on a first-come, first serve basis. Prescheduling is required for 52 feet trailers. No parking is allowed in the loading dock.

SHIPPING & HANDLING

For boxes shipping, we ask not to ship earlier than 3 days prior to the Conference. To ensure that your packages are received and stored properly, please be guided by this sample shipping label:

HYATT REGENCY CALGARY

700 Centre Street SE, Calgary, AB, Canada T2G 5P6

Company Name

Event Name and Event Date

Hotel's Meeting Space (ex. Imperial Ballroom)

Attention to: Name of Conference Organizer or Guest

Name of Event Manager

Number of boxes in the shipment (ex. Box 1 of 4)

When shipping your materials to the hotel, we suggest that your **WayBills** for return shipments are filled out and brought with you. Our Banquet team is equipped to assist with outgoing packages.

TRADESHOW

If you are organizing a tradeshow or have exhibitors expected, we are pleased to assist in soliciting the services of a **Drayage** company to handle all your incoming and outgoing materials. Please ask your Hyatt Event Manager if you require such service.

SEND BEFORE YOU GO

Please submit the following items to your Hyatt Event Manager at least three (3) weeks prior to arrival:

- Certificate of insurance (COI), if applicable
- Shipment details, if applicable
- Exhibitor on-site contact
- Credit card authorization on file, if applicable

GUIDELINES

- Coordinate all load-in and load-out details with your Hyatt Event Manager.
- Loading through the hotel's main lobby entrance is not permitted.
- Vendors/contractors must provide their own equipment, including carts and dollies, as hotel bell carts are not available.
- The contracted vendor/contractor is responsible for any damages incurred during their use of the areas in contract.

YOUR HYATT EVENT MANAGER

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