



Hyatt Regency San Francisco

EXHIBIT INFORMATION & REGULATIONS

The Hyatt Regency San Francisco has established the following guidelines and regulations to assist you in managing the exhibit portion of your program. In order to be properly prepared, please ensure that this critical information is shared with your selected Exhibit Company as well as your individual exhibitors. To maintain our service standards, employee and guest safety, and the integrity of Hotel property, we require full cooperation with these policies:

1. FLOOR PLAN

Your Exhibit Company will design your exhibit floor plan based on your requirements and the space being used. Once your floor plan has been designed, it must be approved by the San Francisco Fire Marshal's office. Your Exhibit Company will assist in expediting this process. We ask that two copies of your approved floor plan be submitted to your Catering/Convention Services Manager no later than one month prior to the show opening. At that time, please also provide a list of your exhibitors and booth assignments.

The Fire Marshal may inspect your show prior to opening and at anytime during the exhibition.

2. EXHIBIT SERVICES

Included in this packet are order forms and price lists for electrical services and communication equipment available from the Hyatt Regency. The Hyatt Regency must provide all such services and/or equipment. All exhibit services require prepayment. Please ensure that these forms are included in your exhibitor packets.

3. LOAD IN/LOAD OUT

It is important that your agreement with your chosen Exhibit Company coincide with the move in and move out schedules as outlined in your Hotel Agreement. An exhibit floor walkthrough will be conducted by the Banquet Manager and the Exhibit Company's Foreman prior to load in (pre-show) and immediately following load out (post show) to identify any damage to Hotel property. Appropriate repair charges will be assessed to the Exhibit Company. However, should they fail to remit payment, you will be responsible for the charges.

There are three designated load-in and load-out areas:

- LOADING DOCK:** The Hotel must give prior approval for expected deliveries. The largest vehicle that will fit in our loading dock is a bobtail truck no higher than 12' 6". If a vehicle is left on the loading dock without Hyatt permission, it will be towed at the owner's expense.
- PACIFIC CONCOURSE:** Accessed via ramp located on the Hotel property at the base of California Street. The Pacific Concourse Foyer may NOT be used for exhibit load in or load out.
- GRAND BALLROOM:** Accessed on the Hotel property on Market Street between Steuart and Spear Street through roll up door.

The following rules must be adhered to:

- If load-in or load-out will occur at the Market Street side of the Hotel, you must secure the street space and receive permission from the San Francisco Police Department.
- No more than one truck at a time on Hotel property.
- No freight may be staged in this area. All freight must be loaded directly to the designated exhibit space.
- Trucks may be parked on Hotel property only during load-in or load out.
- Appropriate caution tape and stanchions must be used to impede traffic through the load in/load out area.
- All floor surfaces must be protected.
- Use of front of the house exits and entrances is prohibited.

4. STORAGE

Storage space is the sole responsibility of your contracted Exhibit Company. Any crates, boxes, wrapping materials and shipping containers that are not stored off site must be stored underneath the exhibitor's assigned table during the exhibit, in such a manner consistent with fire regulations (i.e., wrapping material such as paper, excelsior, etc. must be completely enclosed within packing containers).

No equipment or cases are to remain in "back of the house" areas at any time. Any equipment or cases not in use are to be removed from the Hotel and brought back for load-out. Unless otherwise agreed to, there is no additional Hotel storage space provided. If meeting space is available for storage, you may reserve such space at prevailing rental rates.

Hotel carts and equipment cannot be used to move outside vendor equipment. Therefore, your Exhibit Company must provide the appropriate equipment to load equipment in and out of Hotel.

5. CLEANING

The Hotel will provide a clean/clear exhibit area at the specified load in time. The contracted Exhibit Company is responsible for cleaning through load in, as agreed to during the show, and upon conclusion of equipment load out. This is a service not generally provided by the Hotel due to Union Labor Agreements. However, in certain circumstances and with arrangements made in advance, the Hotel may be able to vacuum aisle ways at the end of each official show date for the next day. There is an additional charge for this service, beginning at \$500 per day.

The Exhibit Company is responsible for leaving the Hotel facility in the condition as it was given to them. This includes disposal of all trash, props, cardboard, plastic, etc. If a dumpster is required, it needs to be dropped off and picked up on the same day. Cleaning fees starting at \$500 will apply for any additional clean up required.

6. PROTECTION OF FACILITY

Your Exhibit Company must protect all floor surfaces during load in and load out. No signs or other articles may be affixed, nailed, taped or otherwise attached to the tables or surrounding walls, doors, drapery, etc.; likewise, no attachments may be made to tables or floors by nails, screws or other devices that may damage or mar them. Exhibitors violating these regulations will be responsible for any damage incurred, with a minimum fee of \$100 will be charged. Rooms must be returned to the Hotel in the same condition as when first occupied.

7. LABOR JURISDICTION

Union labor is required for certain aspects of your exhibit production. To help you understand the jurisdiction of the various unions, we ask that you carefully read the following:

Material Handling

Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths. Exhibitors may hand carry only what they can manage by themselves (one person) in one trip, using no equipment. Hand carried materials may not come through the freight entrance; therefore your Exhibit Company will designate a specific entrance for hand carried items.

Teamsters Union Local 85 has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks.

Display Labor

The installation or dismantling of exhibits which requires the use of hand tools, or takes one person more than 30 minutes, or exceeds ten feet in any direction, falls within the jurisdiction of the Local 510 Sign Display and Crafts Union. Exhibitors can handle and set out the products; however, all background materials – display boards, backdrops, etc., must be installed by union labor. Your Exhibit Company can make these arrangements in advance.

8. DISTRIBUTION OF ADVERTISING AND PRINTING MATTER

Neither exhibitors nor non-exhibitors may distribute printed materials, samples, souvenirs etc., except from within the rented space. The Show Sponsor and Hotel must approve

special distribution of such material. Upon approval, material distribution to Hotel guest rooms can be coordinated through the appropriate Catering/Convention Services Manager. The current cost is \$1.00 per item per room for literature delivered under the guest room doors, and \$2.50 per item per room for items delivered into the guest rooms. The Show Sponsor and the Catering/Convention Service Manager reserve the right to restrict any exhibit considered inappropriate.

9. INSURANCE

Your Exhibit Company must provide the Hotel with the following insurance documentation:

1. A General Liability Certificate of Insurance with a minimum of \$1,000,000 in coverage must be on file with the Hotel. This certificate must indicate: *"Hyatt Corporation and Strategic Hotel Capital Inc." as additional insured under above policies. Such insurance shall be primary and not contributory with Hyatt insurance.* Certificate holder must indicate: Hyatt Regency San Francisco.
2. A Certificate of Worker's Compensation Policy should be on file to hold the Hyatt Regency San Francisco harmless should an accident occur to any of your employees while on property.

Each exhibitor is responsible to maintain insurance against injury to any person or damage to or loss of property. Insurance protection is not available through either the Hotel or the Exhibit Company.

10. SECURITY

Hyatt Regency San Francisco cannot be responsible for the safekeeping of equipment, supplies, written materials or any other items left in function rooms by the exhibitor, group or its attendees. Therefore, you are encouraged to schedule 24-hour guard service. While the Hotel does not provide such services, a list of approved security firms is available through your Catering/Convention Services Manager.

It is also recommended that small or easily portable articles of value be properly secured or removed from the exhibit area after exhibit hours and placed in safekeeping.

11. EXHIBITOR LIABILITY

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property. The exhibitor is responsible for any and all damage to Hotel property or its equipment incurred through carelessness, or otherwise, of the exhibitor or his/her employees or agents. Exhibitors who wish to carry insurance for their exhibits may do so at their own expense. The Hotel has the right to require certain exhibitors to provide insurance prior to arrival.

12. EXHIBIT SAFETY

Electrical Wiring: All wiring on displays or display fixtures must conform to the minimum standards established by various governmental agencies and standard fire inspection ordinances.

Fire Laws: Exhibitors must strictly adhere to all applicable fire and safety laws. Cloth decorations must be flameproof. Exhibits may not block aisles and fire exits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. No flammable or explosive substances are permitted in the Exhibit Hall.

13. SHIPPING

All exhibit materials must be sent via the designated Exhibit Company. Under certain circumstances, exhibit material may be sent to the Hyatt Regency San Francisco. You may contact the Hotel's Catering & Convention Services Department to determine arrangements for your specific group. Following are package handling guidelines and rates:

Package Handling

- If your Convention Group has contracted a drayage company, we highly recommend they be utilized to handle your packages. Failure to do so may delay delivery to your booth/table as Union labor regulations preclude hotel personnel from delivering materials to exhibit booths when an Exhibit Company has been contracted. See *Labor Jurisdiction* section for further information.
- A per box handling charge applies to all packages received by and/or shipped by the Hyatt Regency San Francisco. *This fee does not include prevailing shipping fees.*
- With advance approval from the Hotel, boxes should arrive no more than 3 days prior to scheduled setup day. Proper labeling, advance notice and advance payment will expedite your package delivery to your booth/table.
- Packages will not be delivered unless exhibitor contact is present. Priority will be given to those exhibitors who have made appropriate advance arrangements.

Rates:

- \$15 per box, \$100 per pallet each way: With advance arrangements, and no contracted drayage company
- \$25 per box, \$125 per pallet each way: Without advance arrangements, and/or not using contracted drayage company
- Additional fees will apply to all boxes/freight which require Hotel packaging
- For any outgoing boxes not sent directly through the designated Exhibit Company, The Hyatt Regency will provide forms and labels; credit card payment must be provided.

The hotel cannot accept responsibility for damage to exhibitor's property or lost shipments either coming or going, if correct procedures are not followed, nor for moving costs. Damage to inadequately packed property is the exhibitor's responsibility. If the exhibitor fails to arrive, the client is responsible for return shipment of materials.

With advance arrangements and corresponding pre-payment, boxes may be sent as follows:

THE HYATT REGENCY SAN FRANCISCO

5 EMBARCADERO CENTER
SAN FRANCISCO, CA 94111
CONVENTION NAME, DATE OF SHOW
EXHIBITOR COMPANY NAME, ON-SITE CONTACT

14. GENERAL

All matters and questions not covered by these regulations are subject to the decision of the Exhibit Company and the Hotel and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendment or additions to these regulations, written notice will be given by the Exhibit Company to such exhibitors as may be affected by them.

Print Name: _____

Title: _____

Name of Company: _____

Name of Client Company: _____

Signature: _____ Date: _____