Thank you for selecting the Hyatt Regency Minneapolis to host your Conference and Exhibition. The following contact information is a list of preferred vendors to assist you with hosting a successful event.

The use of exposition services is at the sole discretion of the group to organize and arrange for their Conference & Exposition. Providers of Exposition Services should include services such as: Pipe and drape, tables, carpet, freight/shipping handling, stage hands and all booth and show requirements.

**Drayage/Exhibit Companies:**

**Brede Exposition Services**
2211 Broadway Street NE
Minneapolis, MN 55413
612-331-4540
[www.brede.com](http://www.brede.com)

**Corexpo**
2110 Old Highway 8 NW
New Brighton, MN 55112
800-947-9750
[https://corexpo.com/](https://corexpo.com/)

**Global Experience Specialists (GES)**
7624 Boone Avenue North
Minneapolis, MN 5542
800-533-3456
[http://www.ges.com](http://www.ges.com)

**Freeman**
1024 N. Hazel St.
St. Paul, MN 55119
651-735-7172
[https://www.freeman.com](https://www.freeman.com)

**Design & Décor:**

**Event Lab, LLC**
7251 Washington Ave S.
Minneapolis, MN 55439
952-224-8558
[www.eventlab.net](http://www.eventlab.net)

**Edg Production**
2904 N 2nd St
Minneapolis, MN 55411
612-353-1483
[www.edgproductions.com](http://www.edgproductions.com)

**Audio Visual Services (exclusive provider of select services):**

**Presentation Services Audio Visual (PSAV)**
1300 Nicollet Mall
Minneapolis, MN 55403
612-343-4018
[www.PSAV.com](http://www.PSAV.com)

**Catering (exclusive provider):**

**Hyatt Regency Minneapolis**
1300 Nicollet Mall
Minneapolis, MN 55403
612-596-4530
[www.minneapolis.hyatt.com](http://www.minneapolis.hyatt.com)
As a commitment to the success of your event, and to ensure no property damage is committed during load in/load out, setup/teardown, or duration of program, the following *minimum* standards must be followed in order for any Drayage Company to conduct business within the Hyatt Regency Minneapolis:

**Venue Standards & Damage Control:**

- **Security Check-in:** All outside vendors/company personnel must check in with the Hotel’s security office and obtain a guest pass/badge on a daily basis while present in the Hotel. Failure to obtain a guest pass may result in a delay of access to drayage company assigned event space or removal from Hotel event space.

- **Dress Code:** All outside staff must be identified by company name or other identifier prominently displayed (in addition to guest pass from Hotel security). Dress code and grooming standards should be clean and professional.

- **Conduct:** The drayage company is responsible for the conduct of its employees, agents or invitees. If any such person fails to comply with applicable rules and regulations, the facility may restrict the use of the premises.

- **Storage:** Additional storage that may be requested for equipment used by outside contractors must be submitted to the hotel 10-days prior to load-in. Space is subject to hotel availability. If storage space is available, it can be provided at an additional per day charge; availability and pricing will be confirmed by the Hotel Event Planning/Sales Manager.

- **Noise Level:** Hyatt Regency Minneapolis retains the right to require the immediate cessation or reduction of noise determined to be a nuisance or otherwise interfering with the enjoyment of the Hotel by guests or other groups. A formal show schedule, including Move In/Move Out times must be submitted to the Event Planning/Sales Manager to ensure no disruptions to other groups.

- **Smoking:** Smoking, including E-cigs, is prohibited at the Hyatt Regency Minneapolis and the connected Loring Parking Ramp by Hennepin County Law in all areas inside of the hotel. Designated areas outside of the hotel are available for guests and drayage staff.

- **Hotel Structure/Non-Permitted Items:** Drilling, nailing, or physical changes of any hotel staging, flooring, walls or hotel structure is not permitted for any reason. Painting of any materials, objects, or other items is not permitted within any area of the hotel. Use of anything other than masking tape to mark booths is not permitted. Any other use of materials for marking booths must be approved by the hotel’s Event Planning/Sales Manager. Liquids, biohazard, open flame items/materials, non-flame retardant or combustible materials (i.e. needles, hay, live needle trees) are not permitted in the hotel at any time. Any damages to hotel property or materials will result in a fee to either the Drayage Company or contracting group.

The Exhibitor/Exhibit Company is responsible for supplying any and all carpeting coverings, plastic and/or plywood sheeting deemed necessary to protect the Exhibit Hall carpet from damage due to moisture, dirt, oil, debris, or other damages that may be caused by the move in, placement, or move out of exhibits.
The following items may be allowed based on approval and adhering to the following requirements:

- **Waste Materials**: Under no circumstances may grease or other waste material be poured into drains. Grease or other waste material must be removed by the client in proper containers in accordance with applicable regulations and ordinances.

- **Non-Flammable Materials**: All materials used in the Hyatt Regency Minneapolis must be non-flammable in order to conform to the fire regulations of the City of Minneapolis Minnesota.

- **Compressed Gases**: Tanks containing compressed gases may not exceed 2.5 points LPG capacity and must have a 2A 10BC extinguisher. All use of compressed gases must be approved by the Minneapolis Fire Marshall and Hyatt Regency Minneapolis.

- **Trash Removal Move In/Load Out**: Trash removal during show setup/move in and teardown/move out is the responsibility of contracted Drayage Company. In the event that the Exhibit Hall, or other show rooms utilized, is not returned to the hotel in the manner in which it was received, the Group will be charged a cleaning fee of no less than $750.00. This includes removal of all empty boxes, vendor booth waste, left over products and expo packaging materials. Additional amounts may be assessed for excessive clean-up.

- **Trash Removal during Show**: All trash removal inside of exhibitor booths during Exhibit Show is the responsibility of contracted Drayage Company. Hotel is responsible only for the show aisles and public areas. Should Drayage Company wish to contract cleaning daily by hotel inside of Exhibit booths, this service can be provided at $250.00 per day. Arrangements can be made in advance of the show with the Hotel Event Planning Manager.

- **Hired Security**: The hotel will not be held liable for any items or equipment left inside of event space overnight or in between group’s sessions. Entrance doors to event space can be locked by hotel security but does not guarantee secure space or that items left inside the room or overnight are secure as the hotels security department does not monitor meeting rooms, and the Hyatt Regency Minneapolis is not responsible for any losses.

  Additional security can be arranged through your Event Planning/Sales Manager. An hourly rate will be assessed for additional security. Should the group choose to select their own security company, proof of license and bonding is required. Armed security is not permitted at any time. All outside security companies must be approved by our Director of Security.

- **Liability**: Hyatt Regency Minneapolis is not responsible for any injury, loss, or damage that may occur to the Drayage Company, the Company’s agent, employees or property, or to any person’s property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by willful negligence of an employee of the Hyatt Regency Minneapolis. Each Drayage Company hereby expressly releases Hyatt Regency Minneapolis from such liabilities and agrees to indemnify the hotel against all claims for such injury, loss or damage.

- **Insurance**: Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense. Hyatt Regency Minneapolis is not liable for any items left in exhibit or meeting space during events or overnight. All materials handled and managed by outside Drayage Company will be considered under the insurance of the Drayage Company. A copy of Drayage Company’s Certificate
of Insurance is required to be on file with Hyatt Regency Minneapolis prior to arrival. Liability Insurance: A certificate of comprehensive General Liability Insurance, including Contractual Liability, Products and Completed Operations and Automobile Liability to the Facility, evidencing minimum limits of $2,000,000 combined single limit must be presented (21) days prior to arrival. Hyatt Regency Minneapolis and its ownership must be named as an additional insured.

- **Pre-Show/Post Show Walk Through**: Damage to the Hyatt Regency Minneapolis property and equipment is the responsibility of the Drayage Company or customer. Event management is invited to inspect licensed areas prior to move-in and following move-out. No damages to the facility allegedly observed during such inspection may be subsequently be asserted by the customer to predate its events unless reported in writing to the Event Planning/Sales Manager.

**Timeline & Loading Standards:**

- **Diagram Review / Obstructions**: A Fire Marshall approved floor plan of exhibit setup must be provided to the hotel’s Event Planning/Sales Manager a minimum of **21 business days** prior to show start. Floor plan must include dimensions, any unique set pieces or large booth setups. Set-up of event may not obstruct restrooms, fire exits, fire extinguishers, electrical closets or entry point to exhibit space (See “Public Safety” for additional information).

- **Load In / Load Out Access**: Use of hotel loading dock is limited to the approved time(s) by Event Planning/Sales Manager of Hyatt Regency Minneapolis. Only one vehicle at a time is permitted in loading dock and must be reserved through the hotel. The loading dock is accessible from 1317 LaSalle Street and features one bay with a permanent dock plate and one bay with a moveable dock plate. No extended or overnight parking is permitted in the loading dock. Once shipments have been unloaded all vehicles must be removed immediately.

  Additional off street Load In/Load Out access is available off of Grant Street with approved permit from the City of Minneapolis (seasonal limitations may apply).

  Coordination of the move-in and move-out of shows is the responsibility of the Hyatt Regency Event Planning/Sales Manager and Exhibitor Company. All move-in and move-out times must be specified at a minimum of **21 business days** prior to show start and confirmed in writing by hotel Event Planning/Sales Manager. Requests for load in/load out dates or times prior to and beyond the contracted dates and/or times are subject to availability and at an additional cost. The group contract signer must sign off on and be held responsible for any applicable charges. A show manager must be on-site during setup/opening and closing/teardown of show.

- **Loading/Lifting Devices**: Hi-lows or forklifts will **NOT** be permitted to be used **BOTH** inside and outside the Exhibit Hall. A forklift/hi-low may be used exclusively inside the Exhibit Hall or exclusively outside the Exhibit Hall. An outside forklift/hi-low is not permitted past the garage door inside the Exhibit Hall. An inside forklift/hi-low must have tape applied to its wheels to prevent matting of the carpet.

  Hi-lows and forklifts are not permitted in any meeting space outside of the Exhibit Hall.
All fork lifts, hi-lifts, or other material handling devices operated in the Exhibit Hall must be a certified operator of the approved agency. Proper protection of the carpet areas with plywood or similar material must be maintained. Damages resulting from the operation of such equipment shall be reported immediately to the Hyatt Regency Minneapolis Event Planning/Sales Manager. Applicable fees due to damages will be applied.

- **Electrical:** All electrical cords must be grounded and at least 16 gauge wire without exception. No 3-outlet extension or cube tapes will be allowed. Only U.L. approved power strips with fuses no larger than 15 amps or circuit breakers no larger than 15 amps will be allowed. Electrical connections must be made by a qualified electrician contracted through Hyatt Regency Minneapolis/Presentation Services Audio Visual. No electrical cords may pass through egress areas. Electrical connections must be in compliance with Minneapolis Fire Codes.

- **Shipping/Handling:** All exhibits, supplies and meeting materials should be handled and received/shipped via the Exhibitor Contractor. Shipments for booths are not the responsibility of the Hotel. Any onsite deliveries requested by individual exhibitors will be directed to show management. Any shipments that show management will not handle will be assessed a fee per item by the hotel (*Shipping/Handling form can be provided by your Event Planning/Sales Manager for reference of current charges*).

- **Exhibit Contractor Service Booth (if applicable):** Hyatt Regency Minneapolis will provide to the Exhibitor Contractor Service Booth one (1) telephone with outside direct dial access; local access provided at no charge. The hotel will also provide one (1) 3 outlet 110 volt power line to the service booth at no charge. Any other telephone or electrical service needs may be provided and billed to the Exhibit Contractor directly or placed on their group’s master account.

**Show Standards:**

- **Cleaning Services:** Housekeeping services will be provided during the event hours in the public restroom areas and lobby areas of the Exhibit Hall facility. Hotel provided trash cans in walkways in the exhibit hall area will be emptied and replenished throughout the course of the expo by the hotel. Hotel will be responsible for vacuuming the aisle ways of the Exhibit Hall in the evenings when the show floor is closed. Individual booth areas, rented carpet and trash removal will not be refreshed by hotel staff and is the responsibility of the Drayage/Exposition Company.

- **Trash Removal during Show:** All trash removal *inside* of exhibitor booths during Exhibit Show is the responsibility of contracted Drayage Company. Hotel is responsible only for the show aisles and public areas. Should Drayage Company wish to contract cleaning daily by hotel inside of Exhibit booths, this service can be provided at $250.00 per day. Arrangements can be made in advance of the show with the Hotel Event Planning Manager.

- **ID Badges/Controlled Access:** Identification badges are at the discretion and responsibility of show management. Show management is responsible for controlling attendee access to show floor space. The Hyatt Regency Minneapolis retains the right to access the exhibit hall twenty-four hours per day, seven days a week.
• **Animals:** Animals and pets are not permitted in the facility except in conjunction with an approved exhibit, display or performance legitimately requiring the use of the animals. Approval must be made in writing by the Event Planning/Sales Manager with Hyatt Regency Minneapolis after valid completion and receipt of “Attachment A” Animal Events Indemnification & Insurance Form. Service Animals with proper credentials are exempt.

**Vehicles:**
Requests to bring vehicles into the exhibit hall or main level ballroom space must be received **21 days** in advance and follow guidelines and permit requirements.

Written acceptance must be given through your Event Planning/Sales Manager after valid completion and receipt of “Attachment B” Automobiles Indemnification & Insurance Form.

The following information is also required for approval

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<th># of axles</th>
<th>Weight per axle</th>
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<tbody>
<tr>
<td>Distance between axles</td>
<td>Which axles are single/dual axles</td>
</tr>
<tr>
<td>Total weight of vehicle</td>
<td>Dimension of Vehicle – Height, Length, &amp; Width*</td>
</tr>
</tbody>
</table>

*Maximum height is 10 feet, length is 57 feet, and width is 12 feet. Weight must be approved by the Hotel Event Planning/Sales Manager.

Automobiles may only be brought into the Exhibit Hall and Nicollet Ballroom areas for fundraising, product promotion and other events of this nature.

All vehicles must enter the hotel via the Exhibit Hall Loading Ramp (corner of Grant and LaSalle). The ramp door is 10 feet high and 12 feet wide (length subject to placement of approved vehicle).

*Additional fee may be assessed if space is not contracted to group for move in and move out dates

Vehicle must be free of snow and mud covering. Load-in/out time is subject to change pending weather. The vehicle must be pushed or driven in. An authorized representative from the Group is responsible for transporting the vehicle into the building. Hotel staff will not handle vehicle for liability or safety purposes. Placement of vehicle must be approved by hotel Engineering department and in compliance with Minneapolis Fire Code.

Vehicle Gas tank must be no more than (1/4) full. All fuel tanks and fill openings must be closed and sealed to avoid tampering. Any transfer of fuel must be accomplished outside of the building. The gas cap must be in compliance with Minneapolis Fire Codes. The vehicle battery cables must be unplugged and at no point may the vehicle(s) be started, run or moved during event hours.

Thick plastic must be placed on the floor underneath where vehicle will be parked. The plastic must cover the entire length and width of the vehicle. Plastic covering must be placed over the floor for the entire route vehicle is being moved as well as the width of the vehicle. The Hotel will place the plastic covering based on the dimensions of the vehicle, route of transport, and agreed upon parked location of the vehicle. Plastic covering is used as protection from any oil or grease that may leak. No silicon may be sprayed on wheels. A flat fee of $500 will apply for placement of the plastic covering within the Exhibit Hall. A flat fee of $750 will apply for placement of the plastic covering to the Nicollet Ballroom and Nicollet Promenade.
Exclusive Services – Provided by Presentation Services Audio Visual (PSAV)
For all audio visual needs, Presentation Services Audio Visual (PSAV) is an on-site Audio Visual Provider at the Hyatt Regency Minneapolis. Their information, and applicable order forms, will be included in the exhibitor packet provided by your Event Planning/Sales Manager.

- **Rigging/Truss:** All rigging performed within Hyatt Regency Minneapolis’ event space will be designed per specification, installed and removed exclusively by the hotel’s exclusive rigging provider, PSAV. Under no circumstances will entry to any ceiling be granted to any other person. All rigging equipment, including truss/scaffolding, motors, span sets, wire ropes, shackles, skyjacks and any fasteners will be supplied exclusively by PSAV. The PSAV Rigging Advance must be filled out **21 days** prior to event date. Rigging must be approved by PSAV’s regional rigging supervisor before a proposal is obtained (please see Rigging Guidelines for additional information and Rigging Advance).

- **Electrical:** All specialty power needed within the event space must be coordinated **21 days** prior to event date. Wall outlets are not an acceptable option for Ballroom Productions as many utilize shared circuits. PSAV must advise the power needs according to the production company’s equipment list for each event space. Installation and removal of power must be completed exclusively by the hotel’s power supplier, PSAV. Under no circumstances will access to any power connection be granted to any person. Power must be approved in writing by PSAV. Applicable fees, as quoted by PSAV, will be applied to the group’s master account.

- **Internet:** PSAV offers 200 Mbps of available bandwidth throughout Hyatt Regency Minneapolis’ event space. All internet needs must be arranged through PSAV.

- **Banner Hanging:** All Banner hanging will be installed exclusively by PSAV. Rates vary depending on size and location of desired banner placement. Banner size, location and duration must be coordinated with PSAV a minimum of **21 days** prior to the event date. All banner placements must adhere to fire regulation codes and cannot obstruct any areas of egress.

For further information of PSAV’s Exclusive Services, contact PSAV at 612-343-4018 or hyattRegencyMinneapolis@PSAV.com

Exclusive Services – Provided by Hyatt Regency Minneapolis
Hyatt Regency Minneapolis is the exclusive provider of food and beverage in the Exhibit Hall and all other hotel meeting space. Any food and beverage dispensed of or given away at a booth must be supplied by and arranged through Hyatt Regency Minneapolis; applicable service fees and taxes will apply.

- **Special Circumstances:** Example, Food Show, food may be brought in or used by a group with the proper Food Preparation Indemnification and Insurance form completed. “Attachment C.” All items used must be stored and handled based on FDA guidelines and hotel services fees and taxes will apply. See your Event Planning/Sales Manager for more details.

**Amendments to Rules & Regulations**
Any matters not expressly covered by this policy guide shall be determined by Hyatt Regency Minneapolis.
**Facility Facts & Capacities**

**Loading Dock:**
- The hotel loading dock is located at 1317 LaSalle Ave. Groups are limited to one bay within the loading dock which must be reserved a minimum of **21 days** prior to load in.
- Loading Dock entry/exit doors are 14’ High X 23’6” Wide.
- Loading Dock bay heights are 49”.

**Elevators:**
- Freight Elevator (Services Floors 1-2 only): Door 96” Wide x 84” Tall; Cab 96” Wide x 96” Tall x 138” Deep
- Back of House Elevators (Services Floors 1-5 only):
  - Elevator 1&2: Door 42” Wide x 84” Tall; Cab 80” Deep x 52” Wide x 84” Tall
  - Elevator 3: Door 48 ”Wide x 84” Tall; Cab 80” Deep x 80” Wide x 120” Tall
- Mart Elevators (Services 4th Floor Only): Door 48” Wide x 84” Tall; Cab 64” Wide x 120” Tall x 99” Deep

**Door Heights:**
Door frames throughout the load in/out process are a minimum of 6’5” in height and width. Equipment larger in size than these dimensions will need to be brought in in smaller pieces and built within the hotels event space.

**Posted Capacities – People:**
Exhibit Hall: 3,400 chairs
1,899 tables and chairs

**Posted Capacities – Exhibit Booths:**
8’x10’ Booths 10’x10’ Booths
Exhibit Hall 150 133

*Exhibit hall does not have formal air walls as dividers. Pipe & Drape are required if sectioning off the hall is desired.*

**Exhibit Hall Dimensions:**
Exhibit Hall: 30,000 sq. ft (*This space has 22 columns*)
Exhibit Pre-function: 2,091 sq. ft

Ceiling Clearance: Ceiling height is 10’ clear. Ceiling is an open ceiling.

Loading Door (Grant Street): Height is 10’; Width is 12’

**Floor Loads**
The Exhibit Hall and Nicollet Ballroom (if applicable) have no floor load as both rooms are on grade.
I, _______________________, have received a copy of Hyatt Regency Minneapolis’ Exhibit Hall Policy Hotel’s Outside Audio Visual Service Guidelines. I acknowledge that by signing I have read and understand the information contained within the guidelines.

**Guest/Client:**

(Name of Authorize Agent – Printed)  (Event Planning/Sales Manager)

(Name of Authorize Agent – Signature)  (Date)

(Date)

**Third Party Contractor**

(Name of Authorize Agent – Printed)

(Name of Authorize Agent – Signature)

(Date)
Hold Harmless Agreement - Outside Audio Visual Service Guidelines

The Contractor agrees to the fullest extent permitted by law, to protect, indemnify, defend, and hold harmless Hyatt Regency Minneapolis, affiliated and subsidiary from all claims, damages, losses and expenses, howsoever the same may be caused reason for any suit, claim, demand, judgment or cause of action initiated by any person arising or alleged to have arisen directly or indirectly out of the performance of the work by Contractor.

The Contractor also agrees to provide a certificate of comprehensive General Liability Insurance, including Contractual Liability, Products and Completed Operations and Automobile Liability to the Facility, evidencing minimum limits of $2,000,000 combined single limit. The Facility and its ownership is to be named as Additional Insured and the policy is to reference this Hold Harmless Agreement in the contract and specify a requirement for thirty (30) days’ notice of material change, cancellation and non-renewal.

The Contractor also agrees to provide a certificate of insurance to the Facility evidencing Worker’s Compensation and Employers Liability coverage in effect for its employees.

Hyatt Regency Minneapolis

Guest/Client: __________________________  __________________________

(Name of Authorize Agent – Printed)  (Event Planning/Sales Manager)

______________________________

(Name of Authorize Agent – Signature)  __________________________

______________________________

(Date)  (Date)

Third Party/Outside Contractor

______________________________

(Name of Authorize Agent – Printed)

______________________________

(Name of Authorize Agent – Signature)

______________________________

(Date)
“ATTACHMENT A”

ANIMAL EVENTS
INDEMNIFICATION AND INSURANCE

____________________________________ (“Client”) agrees to defend, indemnify and hold harmless Hyatt Corporation and Hyatt Corporation as agent for 1300 Nicollet, LLC and their respective affiliates, subsidiaries, members, officers, directors, agents and employees (collectively “Hyatt”) from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorneys’ fees, arising out of or resulting from the animal show to be held at Hyatt Regency Minneapolis on ______________________.

Client shall carry and maintain, during such period of time, comprehensive general liability insurance in a minimum amount of $1,000,000 and name Hyatt Corporation and Hyatt Corporation as agent for 1300 Nicollet, LLC as additional insured. This insurance will be primary and not contributory with any insurance by Hyatt. Client shall provide a certificate of insurance evidencing compliance with the provisions of this paragraph. The Client shall be responsible for all damage to Hyatt Regency Minneapolis property arising out of or resulting from the animal show.

Client agrees that the animal(s) cannot leave the stage or be displayed tableside. All animals must be caged or leashed at all times and accompanied by a trained and licensed animal handler.

The undersigned acknowledges that he or she fully understands the terms of this agreement and has the authority to sign on behalf of the Client and each of its agents or employees.

Authorized Representative

Hyatt Regency Minneapolis

Authorized Representative

____________________________________  ________________ ___________________
(Name - Printed)     (Name - Printed)

________________________________  _________________ ___________________
(Name – Signed)     (Name – Signed)

____________________________________  ________________
(Date)       (Date)
“ATTACHMENT B”

AUTOMOBILES
INDEMNIFICATION AND INSURANCE

____________________________________ ("Client") agrees to defend, indemnify and hold harmless Hyatt Corporation and **Hyatt Corporation as agent for 1300 Nicollet, LLC** and their respective affiliates, subsidiaries, members, officers, directors, agents and employees (collectively “Hyatt”) from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorneys' fees, arising out of or resulting from transporting, parking and exhibiting an automobile at **Hyatt Regency Minneapolis** on ____________________.

Client shall carry and maintain, during such period of time, comprehensive general liability and automobile liability insurance in a minimum amount of $1,000,000 and name Hyatt Corporation and **Hyatt Corporation as agent for 1300 Nicollet, LLC** as additional insured. This insurance will be primary and not contributory with any insurance by Hyatt. Client shall provide a certificate of insurance evidencing compliance with the provisions of this paragraph. Client assumes the risk of loss for and holds Hyatt harmless from any and all damage or theft to the vehicle while parked on Hyatt premises.

Client shall be responsible for all damage to **Hyatt Regency Minneapolis** property arising out of or resulting from the aforementioned event.

Client agrees that at no time shall Hyatt have custody of the vehicle or the keys to the vehicle. The Client agrees that the fuel tank shall have less than (1) gallon of fuel in the tank and that the battery shall be removed when the vehicle is on Hotel premises. Client also agrees that proper coverage to hotel carpeting/flooring will be made underneath vehicle while on property.

The undersigned acknowledges that he or she fully understands the terms of this agreement and has the authority to sign on behalf of the Client and each of its agents or employees.

Authorized Representative

Hyatt Regency Minneapolis

Authorized Representative

________________________________     ____________________
(Name - Printed)     (Name - Printed)

________________________________     ____________________
(Name – Signed)     (Name – Signed)

________________________________     ____________________
(Date)     (Date)
“ATTACHMENT C”

FOOD PREPERATION
INDEMNIFICATION AND INSURANCE

____________________________________ (“Client”) agrees to defend, indemnify and hold harmless Hyatt Corporation and **Hyatt Corporation as agent for 1300 Nicollet, LLC** and their respective affiliates, subsidiaries, members, officers, directors, agents and employees (collectively “Hyatt”) from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorneys' fees, arising out of or resulting from the Client’s purchase, storage, preparation, distribution, and/or consumption of food at **Hyatt Regency Minneapolis** which is not supplied, prepared or served by Hyatt in connection with the event to be held on ________________.

Client shall carry and maintain, during such period of time, comprehensive general liability and automobile liability insurance in a minimum amount of $1,000,000 and name Hyatt Corporation and **Hyatt Corporation as agent for 1300 Nicollet, LLC** as additional insured. This insurance will be primary and not contributory with any insurance by Hyatt. Client shall provide a certificate of insurance evidencing compliance with the provisions of this paragraph. Client agrees that subrogation shall be waived against Hyatt for all insurance.

The undersigned acknowledges that he or she fully understands the terms of this agreement and has the authority to sign on behalf of the Client and each of its agents or employees.

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<tr>
<th>Authorized Representative</th>
<th>Hyatt Regency Minneapolis</th>
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