HYATT REGENCY SAN FRANCISCO
TABLE TOP EXHIBIT INFORMATION, REGULATIONS & REQUIREMENTS

The Hyatt Regency San Francisco is able to assist you in managing the exhibit portion of your program up to a maximum of 25 table top exhibits. For groups requiring more than 25 table top exhibits, an approved Exhibit & Drayage Company is required to manage all aspects of the exhibits.

For groups with 25 or fewer tabletop exhibits, the Hyatt Regency San Francisco has established the following regulations and requirements to assist you. In order to be properly prepared, please ensure that this critical information is shared with 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:

Floor Plan

The Hotel will design your exhibit floor plan based on your requirements and the space being used. Once this is completed you can start to assign space to your exhibitors. Please provide a list of your exhibitors and table assignments to your Event Planning Manager no less than three weeks prior to show date.

Exhibit Services

Your exhibitor prospectus must include forms/price lists for box handling, electrical services and communication equipment. The Hyatt Regency San Francisco must provide all such services and/or equipment. Your Event Planning Manager will provide you with appropriate forms.

Cleaning

The Hotel will provide a clean exhibit area at the specified load in time. The Hotel will remove all trash items from exhibit floor after setup is complete. On a nightly basis the Hotel will empty exhibitor trash cans and vacuum aisle ways.

Protection of Facility

No signs or other articles may be affixed, nailed, taped or otherwise attached to Hotel property. Exhibitors violating these regulations will be responsible for any damage incurred, with a minimum fee of $500 will be charged.
Distribution of Advertising and Printed Matter

Neither exhibitors nor non-exhibitors may distribute printed materials, samples, souvenirs etc., except from within their exhibit space. The Group and Hotel must approve special distribution of such material. Upon approval, material distribution to Hotel guest rooms can be coordinated through the Group’s Event Planning Manager. The current cost is $1.50 per item per room for literature delivered under the guest room doors, and $3.00 per item per room for items delivered into the guest rooms. The Group and the Event Planning Manager reserve the right to restrict any exhibit considered inappropriate.

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, we recommend you hire an outside security service. While the Hotel does not provide such services, a list of approved security firms is available through your Event Planning 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.

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.

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.

Shipping

The Hotel will accept crated, boxed or skidded materials. All materials must be delivered directly to the Hotel Receiving Storeroom. Hotel Staff cannot assist with unloading or loading of trucks. Hotel Staff cannot retrieve items from the loading dock.

If materials are being handled by a freight company they must be aware of the Hotel’s load-in and load-out regulations and requirement, which will be provided upon request in a separate document. Delivery and pickup of freight must coincide with the Group’s setup and teardown days/times.

Exhibitors who choose to drive their own materials to the Hotel must use the Hotel Loading Dock on Clay Street. Delivery must either coincide with your scheduled setup time or the open hours of the Receiving Storeroom, Monday – Saturday 6:30am – 4:00pm. Loading or unloading of materials for exhibits is not permitted on the Hotel Driveway. Hotel carts and equipment cannot be used to move your materials.
If exhibitors are shipping materials to the Hotel, they must complete the Table Top Exhibit Order form. Please note these specific with regards to shipping:

- 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.*
- $20 per box, $100 per pallet each way: With advance arrangements
- $25 per box, $150 per pallet each way: Without advance arrangements
- Materials should arrive no more than 3 days prior to scheduled setup day. Proper labeling, advance notice and advance payment will expedite package delivery to exhibit tables.
- Packages will not be delivered unless exhibitor contact is present. Priority will be given to those exhibitors who have made appropriate advance arrangements.

The hotel cannot accept responsibility for damage to exhibitor’s property, lost shipments 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.

*Exhibit Setup Day Inbound Shipping Instructions*

On the designated setup day the Hotel will provide package retrieval instructions for exhibitors. Exhibitors who have completed the advance order form will have their materials delivered first. Exhibitors that have not completed the order form in advance will have to complete and provide payment prior to materials being delivered.

*Exhibit Teardown Day Outbound Shipping Instructions*

On the morning of the designated teardown day the Hotel will provide outbound shipping instructions. Exhibitors shipping from the Hotel should bring their preprinted Fed-Ex or Ups labels. The Hotel will have a limited supply of labels on hand.

Once materials are packed and ready to be picked up, they will contact a Banquet Manager who will verify shipping instructions, review Hotel shipping form and ensure payment is provided. Once completed the Hotel staff will take the materials from their table to the Hotel shipping department. The Business Center does not ship exhibitor boxes.

*Storage*

Any crates, boxes, wrapping materials and shipping containers 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). With advance arrangements Hotel will store empty cases, boxes or crates that do not fit underneath their table. No equipment or cases are to remain in Hotel "back of the house" areas at any time.
**General**

All matters and questions not covered by these regulations are subject to the decision of 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 Hotel to such exhibitors as may be affected by them.

**Group / Client Approval**

Print Name: ___________________________________________________________________

Title: ________________________________________________________________

Group Name: __________________________________________________________

Signature: ____________________________________________________________________ Date: 7/9/20

Allison Tilque
Education Director
Dysphagia Research Society
7/9/20