

DECORATOR GUIDELINES HYATT REGENCY JACKSONVILLE RIVERFRONT

Hyatt Regency Jacksonville Riverfront display rules and regulations are based on a philosophy that all Exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

The Following apply to all Exhibits/Decorators.

Adhesives - No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Adhesive backed stickers may not be given out by exhibitors.

Signs/Banners - All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations. All pre-assembly of hanging signs and truss must be done by AVT. All hanging signs and truss must be hung by AVT. No other firm will be allowed to access to the Hotel's ceiling. AVT and the Hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

Non-Flammable Materials - All materials used in the Grand Ballroom or any other part of the Hotel must be non-flammable in order to conform with the fire regulations of the City of Jacksonville.

Compressed Gases - Compressed gases are not allowed inside the Hotel. Heavier than air gases like propane, butane or liquefied petroleum gas (LPG) are also not allowed.

Liability - The Hotel is not responsible for any injury, loss or damage that may occur to the Decorator, the Decorator's Agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of the Hotel. Each Decorator hereby expressly releases the Hotel 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.

Shipping - The Hotel has the right to refuse any delivery addressed to Hotel for an event.

Storage - The Hotel has no facilities for the storage of exhibits/decorations. A labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas. The Hotel must be advised if there are any items weighing over 100 lbs. that will be displayed in any function room or area. Arrangements for the storage of large deliveries may be made in advance through your Catering/Convention Services Manager.

Food and Beverage - Any food or beverage dispensed or given away at a booth must be supplied and prepared by the Hotel staff.

Tape - Decorators are responsible for the removal of all tape and residue marks.

Smoking - No smoking is allowed in the hotel at all. **Florida Law.**

Right to Inspect - The Hotel's Security personnel reserve the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of the meeting space.

Exhibitor Equipment - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the Event. Items left behind will be treated as abandoned equipment.

Access for Deliveries - All articles, exhibits, fixtures, displays and property of any kind shall be brought in to, and out of, the meeting space only at and through such approved loading area as the Hotel may designate.

- 1) A Release of Liability must be signed by the client and must be on file (3) weeks prior to the event.
- 2) The decorator must send the Hotel a certificate of insurance (\$1,000,000.00) at least three (3) weeks prior to the event.
- 3) All outside Decorating personnel must check in and check out with Hotel Security and must have proper attire consisting of a uniform, name tag, proper grooming standards, proper shoes (no open toe shoes) and a chef's hat or hair net at all times if applicable. The highest level of professionalism must be upheld at all times, courtesy; dignity and respect amongst personnel and the Hyatt Regency Jacksonville Riverfront staff are required. The hotel management on duty has the right to request the decorator personnel to leave hotel property due to unprofessional attire or behavior.
- 4) All outside Decorators must be completely ready with decorations in place ½ hour prior to the reception and dinner.
- 5) All Diagrams must be approved through the catering manager at the hotel.

Hyatt Regency Jacksonville Riverfront looks forward to your continued support resulting in a long and mutually beneficial relationship.