

Exhibitor and Vendor Requirements
Guidelines for Meeting Space and Public Area Functions**WALLS, COLUMNS AND WINDOWS:**

1. Walls, columns and permanent building utility outlets and/or public function space are not a part of a booth space and are not to be used by exhibitors or in-house groups unless specified otherwise.
2. Only hanging banners are allowed from the tracks that are attached to the columns. Encore is our resource for hanging any such banners. All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations.
3. No nails or bracing wires used in erecting displays may be attached to buildings. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense. An equipment release form shall accompany any tool used from the hotel by an exhibitor.
4. No pins, tacks or adhesives of any kinds are permitted on any wall, door or column. Adhesive backed stickers may not be given out by any purveyor. "Magic" or low tack adhesives are not permitted.
5. Only approved clings are allowed on windows or carpeting. These must be provided by Encore.
6. No Signage is allowed on marble or tile floors in the hotel as these are walkways and exit ways for all hotel guests.

POWER AND ELECTRICAL:

1. Under no circumstances shall anyone other than Encore facilitate electrical without prior approval.
2. All equipment regardless of power source must comply with all federal, state and local safety codes.
3. Under no circumstances shall anyone utilize the operable wall track system.
4. The use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without Encore. However all service connections and overload protection to such equipment, must be made by Encore.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to the show opening time and off at the shows closing time on a daily basis.

HOTEL FURNITURE & EQUIPMENT:

1. All existing hotel furniture on the terraces and in foyer areas may be moved around but not removed from the area.
2. No equipment should be touching any walls. Outside Audio Visual Production and decorators must stay from the walls by at least 12".
3. All equipment, decorations, freight etc. must be removed from the premises at the expiration of the show. Items left behind will be treated as abandoned equipment. Any excess props, displays or crating left on property will be disposed of at the expense of the exhibitor, or production company.

LOAD IN AND LOAD OUT'S:

1. Hotel has 2 loading docks. Please utilize the appropriate freight elevators and dock to the location of the program. Please coordinate with the Event Planning Manager to schedule a load in and out times at the appropriate dock. A window of time will be arranged for your vehicles to load or unload, please adhere to this timeframe.
2. Any company loading into the hotel will be required to supply the appropriate materials to roll equipment into the hotels space. Masonite is required for rolling equipment across any tile floors and inside the ballroom. Visqueen or Polytech multi mill thickness is required to roll on the carpeting. Hotel does not provide these materials.
3. All lifts should have wrapped wheels and be free of leaks or have a diaper on the bottom to catch spills.
4. No vendor may use guest elevators for movement of their gear or freight. They must use authorized freight service elevators only.

ADDITIONAL ITEMS:

1. The hotel assumes no responsibility for security of exhibits. Contact the person (show management) in charge of your trade show or convention to confirm security management.
2. **NON-FLAMMABLE MATERIALS:** All materials used in the Ballroom or any other room of the Hotel **MUST** be non-flammable to conform with all state and federal and local Fire Regulations. Electrical wiring and equipment installation must conform to appropriate N.E.C. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any type of equipment may be operated only with the consent of the Director of Engineering at the Hotel.
3. No Balloons, Glitter, or Confetti. Helium balloons are not permitted in the ballrooms or exhibit areas at any time.
4. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense. Certificate of Insurance must be on file 2 weeks prior to function.
5. Staff provided by vendors must follow hotel's dress code and hygiene guidelines. Staff must be wearing name badges or identification.
6. The Hotel has no facilities for storage of exhibits. All shipment for an exhibit for an exhibit must be directed to the specific recipient and may not be received more than 3 days prior to the event start date.
7. Any food or beverage dispensed or given away at booths must be purchased from or with the consent of Grand Hyatt San Diego.
8. **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, or to any other person, prior, or subsequent to the period covered by the exhibit contract provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of this hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.
9. No claim will be considered unless filed by the user prior to the close of the exhibition or function.
10. **The hotel reserves the right to require a refundable damage deposit from any vendor regardless of history with the property or proof of insurance.**

FIRE EXITS - FIRE DEPARTMENT ENFORCED REGULATIONS:
ALL DOOR & OPENINGS ON OFFICIAL FLOOR PLAN MUST BE KEPT CLEAR.
FIRE ALARM DEVICES AND FIRE EXTINGUISHERS, AND EXIT SIGNS MUST BE VISIBLE AT ALL TIMES

Exhibitor Signature: _____

Date: _____

Printed Exhibitor Name: _____