

## **HYATT REGENCY ATLANTA RULES AND REGULATIONS**

Hyatt Regency Atlanta's 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.

**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 GES. All hanging signs and truss must be hung by GES. No other firm will be allowed to access to the Hotel's ceiling. GES 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 Hall or any other part of the Hotel must be non-flammable in order to conform with the fire regulations of the City of Atlanta.

**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.

**Motorized Vehicles** - All motorized vehicles are to have comprehensive general liability insurance in a minimum amount of \$2,000,000 in addition to a signed waiver for indemnification/hold harmless. Both of these documents must be supplied to the hotel prior to arrival/set up date. All cars, trucks or other types of fuel powered engines on display must have the least amount of fuel possible (between 1/8 of a tank and empty). The gas cap must be a locking type or taped to prevent the leakage of fumes from the tank. Battery cables must be disconnected. Vehicles may not be started, run or moved during event hours. Transfer of fuel must be accomplished outside the building.

**Liability** - The Hotel is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor'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 Exhibitor 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 exhibition show. In addition the Hotel has the right to consign any deliveries to GES and charge an additional handling fee.

**Storage** - The Hotel has no facilities for the storage of exhibits. All shipments must be directed to GES.

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

**Balloons** - Helium filled balloons are not permitted in the Grand Hall.

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

**Smoking** - Due to the Fulton County "Clean Air Ordinance", smoking is not allowed in the Grand Hall or in any public area of the Hotel. Smoking is allowed in assigned areas of all restaurants (Kafe, Polaris and Avanzare) and lounges (Parasol) at Hyatt Regency Atlanta.

**Right to Inspect** - The Hotel's Security personnel reserves the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of the Grand Hall.

**Exhibitor Equipment** - 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.

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