

Hyatt Regency New Orleans Exhibitor Do's and Dont's

Hyatt Regency New Orleans 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:

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

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.

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.

Confetti/Streamers/Glitter – Are not allowed at any time throughout the hotel.

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.

Insurance – Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

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

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.

Load In – All load in's into any exhibit space must be supervised by either Freeman or Iron Lace Security, at prevailing rates. Masonite, or other appropriate material must be used by exhibitors, at cost to the exhibitors for any equipment, cars etc. that may be deemed by the Hotel and Freeman to be hazardous to any flooring.

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 1/4 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. It is the Fire Marshal's regulation that a fire watch is present for a motorized vehicle and it is the responsibility of the Group to coordinate with the Exhibit Company the hours that the Fire Watch is needed.

Non-Flammable Materials – All materials used in the Exhibit Hall or any other part of the Hotel must be non-flammable in order to conform to the fire regulations of the City of New Orleans.

Right to Inspect – The Iron Lace Security personnel reserves the right to inspect any carton, container, briefcase, luggage or package brought into or taken out of the Exhibit Hall.

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 Freeman and charge an additional handling fee.

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 Freeman. All hanging signs and truss must be hung by Freeman or Encore AV approved riggers. No other firm will be allowed to access to the Hotel's ceiling. Freeman, Encore AV and the Hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

Smoking – Smoking is not allowed in any area of the Hotel.

Storage – The Hotel has no facilities for the storage of exhibits. All shipments must be directed to Freeman.

Tape – Tape is not allowed on Hotel equipment, surfaces, walls, and ceilings. Any attachments must be done by the Hotel Engineering department.