



HYATT
REGENCY®

SARASOTA

EXHIBITOR PROCEDURES & DISPLAY GUIDELINES

2015 - 2016 SHOW SEASON

Hyatt Regency Sarasota

1000 Blvd of the Arts

Sarasota, FL 34236

Main Hotel Line: (941) 953-1234

Events Department Main Line: (941) 953-1234 ext. 1156

Events Department Fax: (941) 366-8672

Hotel Website: www.Sarasota.Hyatt.com

REVISED JUNE 20, 2015



We welcome the services of many vendors associated with various events hosted on our premises. We also pride ourselves on maintaining the highest standards throughout the hotel. Because safety and security is key to that reputation, it is critical that all vendors and their staff who enter the hotel adhere to all the policies and procedures that are outlined in this document.

- The vendor is completely responsible for leaving our facility in the condition as it was given to them. This included disposal of all trash, props, cardboard, plastic electrical ties, balloons, etc. Cleaning fees may be necessary should rooms require more than traditional sweeping and vacuuming.
- The hotel assumes no responsibility for damage or loss of any merchandise or articles brought into the hotel or items left unattended in a function area, meeting room or service area.
- Sound levels are to be appropriate for the contracted space and are not to interfere with activities of any other group. Please respect any request regarding sound levels you may receive from Hotel Management.
- Storage of equipment (i.e, A/V cases, shipping crates, etc.) will not be allowed in the loading dock, in any service corridors or in any meeting room space without written permission from the Events Department or the Receiving Department of the hotel. It is the contractor's/vendor's responsibility to arrange for storage of these items. At all times, storage of equipment in any area will not hinder accessibility to service areas for hotel employees and will meet all OSHA requirements.
- All deliveries must be made thru the hotel's receiving area, the loading dock and banquet roll-up door located on the east side of building, in the covered parking lot. This includes cakes and flowers- no deliveries are accepted on the front drive/at the front desk. The nature of our loading dock necessitates a "first-come. First-served" policy for load-in and load-out. Space and times at the loading dock cannot be reserved and may be restricted due to levels of hotel business. Loading & unloading of equipment if permitted only at the hotel loading dock. Access through the Guest area doors is specifically prohibited. Outside vendors and contracted employees are to enter and exit the hotel through the loading dock entrance. Vendors must use service elevators to access the upper lobby meeting rooms and front desk. Under no circumstances is a Guest elevator to be used for deliveries or movement of materials.
- It is the responsibility of the vendor to ensure that all equipment and cords are secured in such a manner that it will not pose any potential safety hazard to either guests or Hyatt employees and meet Hotel, State and OSHA fire and safety codes.
- Decorations or displays (including banners, signs, etc.) may not be affixed to any wall, floor or ceiling except by our Engineering staff. Standard charges will apply to such services. All signs must be professionally printed.
- Arrangements can be made through your Convention Services Manager for phone service and electrical power. Standard charges will apply to such services.
- All outside vendors and contracted employees are subject to the standards of conduct and rules of the hotel.

Any violation of these policies and procedures can result in the vendor not being allowed on hotel



EXHIBITOR INFORMATION

SIGNS AND BANNERS

The Hotel has the following policy with respect to signs in the banquet and meeting rooms. The hotel reserves the right to approve all signage. All signs must be professionally printed. No signs are allowed on the guestroom levels, elevators and main lobby areas of the hotel or building exterior. Printing signs outside function rooms on the ballroom level only should be free standing or on an easel. Clients may rent easels from the hotel at \$10.00/each to display any signs. The Hotel will assist in placing all signs and banners. Depending on labor and equipment involved, a charge for the services may apply. The banner(s) must be received 24 hours prior to function.

Banner hanging charges are as follows:

\$25.00 for banners up to 6 feet

\$10.00 for each additional foot

PACKAGE HANDLING AND FEES

There is a charge for the handling of all boxes and packages shipped to and/or from the hotel:

\$5.00/Box (up to 10 lbs)

\$10.00/Box (11 lbs - 50 lbs)

\$15/Box (51 lbs -75 lbs)

\$20/Box (over 75 lbs)

\$100 per Pallet

No charge for letters from FedEx, UPS, USPS, DHL, RPS and airborne

No C.O.D (Cash on Delivery) shipments will be accepted.

Customers are responsible for return shipping of all packages- C.O.D or prepaid only.

The following information should be included on all packages:

Guest Name

Arrival Date

Group Name

Shipped to: Hyatt Regency Sarasota
 1000 Boulevard of the Arts
 Sarasota, FL 34236

No Freight/Drayage/Deliveries will be accepted at any other location other than the one indicated above.

Deliveries will not be accepted at the above address until three (3) days prior to set-up. Items shipped to Hotel prior to this three (3) day period will not be accepted.

COOKING IN MEETING SPACE

If there will be an open flame required for any cooking or heating of products, than a permit is required from the Fire Marshal's office (at an additional cost of approximately \$250 per day).

- Electric hot plates are permissible.
- The only open flame that is authorized for cooking is sterno or other jellied fuels.
- Deep fat fryers, propone or any other gas product is strictly prohibited.
- A fire extinguisher, with current tag from a licensed fire extinguisher contractor must be in the exhibit room for any cooking, open flame or heat production appliances to be permitted (provided by hotel).
- Exhibitor must provide a four-foot (4') space or barrier to separate the public from a cooking, open flame heat-producing appliance.
- To protect the meeting space carpet, a mat or other covering must be placed beneath the cooking prep area.

BALLROOM MOTOR VEHICLE DISPLAY

Listed below are the requirements for displaying a motor vehicle in the Ballroom:

1. Carpet must be protected everywhere the vehicle will come in contact with, i.e, going to and from the display area.
2. A fire extinguisher(s) must be provide and located at every vehicle site.
3. The gas tank must be less than 1/8 tank full.
4. Vehicles must have a locking gas cap (or be taped off), and be kept locked (taped).
5. Batteries must be disconnected before entering the building (the vehicle will have to be pushed in- labor supplied by vendor).
6. Tires must be parked on a wooden platform, as separate piece of carpet or plastic sheet (supplied by vendor).
7. Entire floor underneath the vehicle must be covered with plastic to prevent oil stains to the carpet.
8. Hotel must be provided with date and approximate time of delivery.
9. A hotel engineer must be present when the vehicle enters and leaves the facility.

There will be no exceptions granted to the above conditions.

HIGH SPEED INTERNET CONNECTION

Please contact PSAV (our in-house A/V Company) at least 5 days prior to the arrival date of your meeting for set-up. They can be reached directly at (941) 363-2630.

ELECTRICITY

Please see Utility Service Contract (attached)

PHONE LINES

Please see Telephone Requisition Form (attached)

PAYMENT A form of payment must be established before event. Exhibitor may pre-pay by check made out to Hyatt Regency Sarasota or by credit card. *Please see Credit Card Authorization Form (attached).*



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UTILITY SERVICE CONTRACT

NAME OF SHOW:		BOOTH NUMBER:	
EXHIBITOR NAME:		SHOW DATE:	
NAME:		PHONE NUMBER:	

BILLING ADDRESS:	
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ELECTRICAL SERVICE REQUIREMENT:

Quantity	Description	Advance Order	Floor Order	Total Amount
	120V 20A Single Phase 60 Cycle	\$40.00	\$50.00	
	Distribution Box Three Phase 60 Cycle	\$140.00	\$155.00	

**For Special Requirements, please contact PSAV directly at 941.363.2630

EXTENSION CORDS:

Quantity	Description	Advance Order	Floor Order	Total Amount
	120V Single Outlet	\$15.00	\$30.00	
	120V Multi (quad) Outlet	\$40.00	\$60.00	

** Material and special hookups will be provided and charged on a time and material basis. Please describe your requirements:

PLEASE NOTE: All prices are subject to change without notice. All rates listed are per day unless otherwise indicated.

This order and accompanying pre-payment must be received by the Hyatt Regency Sarasota Event's Department 15 days prior to the show, to guarantee installation of all equipment. Please complete the attached Credit Card Authorization form and fax to 941.366.8672.

Signature

Date



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TELEPHONE LINE REQUISITION FORM

In order to properly service our clients, this phone service order must be completed and returned to the Hyatt Regency Sarasota's Events Department (3) days prior to the set-up date. If set-up is required within those (3) days, there will be an additional \$50.00 service charge over and above the normal phone charges.

Please complete the following:

EVENT MANAGER:		CONTACT NAME:	
CONTACT NAME:		DATE OF REQUEST:	

TYPE OF SERVICE REQUIRED: (please circle one)

***One telephone request form per telephone line*

1. House Phone	\$25.00 + tax per day	In-house calls only
2. Dial 9 Line (Local)	\$50.00 + tax per day*	Local & in-house calls only
3. Dial 9 Line (Local & Long Distance)	\$50.00 + tax per day*	Long distance, local & in-house calls only. You must dial a 9 to reach an outside line.
4. Polycom	Contact PSAV for Pricing	Speaker Phone

****Long distance billed at operator assisted rule plus \$0.25 per minute plus a \$0.75 access fee. Local calls are \$1.15 per call.**

Instrument Needed? Yes or No? Type? _____

MEETING ROOM:	
LOCATION IN ROOM:	
DATE NEEDED:	
TIME NEEDED:	

METHOD OF PAYMENT: (please circle one)

1. Credit Card	**Please complete attached credit card authorization form	
2. Direct Bill	DB #:	Direct Bill Name:
3. Guest Room	Room #:	Name on Room:

PLEASE NOTE: If additional lines must be installed the charge is \$200/line

Client Signature: _____ Date: _____



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CREDIT CARD AUTHORIZATION FORM

Hotel:

Individual/Reservation/Group or Event Name:

Reservation Confirmation Number:

Arrival or Event Date(s):

Credit Card Billing Address:

City / State / Zip / Country

Contact Phone Number:

I hereby authorize the following charges to be applied to the following credit card.
Check all that apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> Room & Tax | <input type="checkbox"/> Only Specific Incidentals | <input type="checkbox"/> Gift Certificate |
| <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> All Banquet Charges | <input type="checkbox"/> Guest Amenity |
| <input type="checkbox"/> All Incidentals | <input type="checkbox"/> Resort Services Fee | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Other - see comments | | |

I hereby authorize the following amount be applied to the credit card (applicable sales tax and service charges may apply):

Comments:

The credit card listed below may be billed for the estimated charges Ten (10) days prior to event/reservation date.

Credit Card Number: Name on Card:

Expiration Date: Phone Number:

Signature of Card Holder: _____ Current Date

Please fax this completed form to:

Events Department Fax #: (941) 366-8672

For a list of all hotels and their contact information, please visit: <http://www.hyatt.com/hyatt/site-map.jsp>

All information is kept confidential and used only for the purposes as noted above.

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