



EXHIBITOR GUIDELINES

Dear Exhibitor:

The Hyatt Regency Seattle is pleased to be the host Hotel for your exhibition. We take great pride in our facility and will work with your event partners to make this a great success while maintain high service standard levels to each exhibitor. Please take a minute to review all pertinent information regarding our hotel policies. This information is provided to assist with your planning process, on-site needs and conclusion/load out of the event.

Preparing your Shipment

All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3 – 4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Event Manager, unless the items are specifically for their use.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at 206.556.6871. Package deliveries should only be scheduled after the recipient has checked into the hotel.

Package Labeling Standards:

Hold for Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Hyatt Regency Seattle
808 Howell Street
Seattle, WA 98101
(Convention / Conference / Group / Event Name)

Box # ___ of ___

FedEx Operating Hours:

Mon – Fri: 7:00am – 7:00pm

Saturday: 8:00am – 4:00pm

Sunday: 12:00pm – 4:00pm

Upon your arrival

Packages will be available for pickup inside the FedEx Office business center (receiving fees will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Packages deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery

Upon your departure

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office Team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/ transportation fees.

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelope	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates	\$0.50 / lb. (\$150.00 minimum)	\$0.50 / lb. (\$150.00 minimum)

*For inbound/ outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.50 / lb. (\$150.00 minimum), which is applied to each pallet/ crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets or excessive package handling/ moving due to a customer's request. The labor fee can be charged in 15 minute increments.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 - 10.0 lbs.	\$5.00
11.0 - 30.0 lbs.	\$10.00
31.0 - 60.0 lbs.	\$15.00
Over 60 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

*A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days/ Items measuring over 6.5 feet in size are considered oversize and will be assess in an additional oversize fee if stored for more than five (5) calendar days.

Exhibitors Hiring Labor

Back hallways of the hotel are restricted to hotel employees. In order to gain access, vendors and their staff must receive Visitor Passes to access back of house areas. Names must be provided to Event Management team no less than 14 days in advance of the event.

Storage

All storage must be contracted in function space with rental charges applicable based on availability. Storage is not allowed in the back of house or loading dock for empty crates, boxes or pallets. If items are found, they will be removed and discarded.

Exhibitor Utilities

PSAV has exclusive rights to electrical, internet, and rigging services.

Non-Flammable Materials

All materials used in the Meeting space and any other part of the Hotel must be non-flammable in order to conform to the fire regulations of the city of Seattle.

Compressed Gases

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

Signs, Decorations and Banners

Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. All banner hanging services must go through PSAV. The following items are not allowed: balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, or streamers.

All branding material must be pre-approved by the Hotel.

Hand Carried Freight

Passenger elevators and escalators may not be used for transporting freight. Exhibitors must use the Loading Dock and freight or service elevators to transport freight to function space. Any guests unloading from non-commercial or personal vehicles must do so from the Loading Dock.

To gain access to back of house areas vendors must receive a visitors' pass from Security.

Loading and Unloading Facilities

The Loading Dock may be accessed off of 8th Avenue between Howell and Stewart heading NW. There are 4 bays and 3 lift gates. Loading Dock clearance is 13'x11" wide by 14'x 9" high at the entrance and 30'x 0" wide by 14'x3" high at the exit.

At this time, access to the dock will be on a first come first serve basis.

Hours of Operation:

Monday- Friday: 7am-5pm

Saturday: by appointment

Sunday: by appointment

Please note: The Hotel does not loan out forklifts, pallet jacks, flat carts or ladders.

Parking Information

Self-Parking entrances are available on 8th Street between Stewart and Howell. Vertical clearance is 6'7".

Floor Tape

The use of single sided or double stick foam tape, single sided or double stick cellophane tape, or masking tape is prohibited on any floor surface in the hotel.

Exhibitor Food Samples

All food and beverage in Hotel function space must be prepared and served by Hotel staff.

Those who manufacture, process or distribute food as their normal course of business and wish to distribute food samples, may be allowed subject to Hotel approval. This is provided food samples are no larger than bite-size and beverage sizes no larger than three ounces. Please contact Event Manager for prior approval of food distribution as additional charges may apply for equipment, storage or cleanup services as required.

An exhibitor who does not manufacture, process or distribute food as their normal course of business and would like to distribute food items, must purchase these items from Hotel Events Services. Please contact your Event Manager for further options and pricing.

The selling of food and beverage is not permitted.

Exhibitor Give-Aways

Samples may not include stick-on decals, balloons, etc.

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.

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 any meeting spacer.

Exhibitor Equipment

All equipment, decorations, freight, and trash must be removed from the premises at the conclusion of the Show. Items left behind will be treated as abandoned equipment and discarded promptly.

The information included in this document is subject to change: Revised 27 September 2018