



**HYATT
REGENCY®**

SARASOTA

EXHIBITOR PROCEDURES & DISPLAY GUIDELINES

2018 – 2019 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

Department Fax: (941) 952-1988

Hotel Website: www.sarasota.regency.hyatt.com

REVISED March 29, 2018



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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 is 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 Event 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

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).*

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 PSAV 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 change 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) business days prior to set-up. Items shipped to Hotel prior to this three (3) business 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, propane 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) 444-3748.

ELECTRICITY

Please see Audiovisual Exhibitor Services Form (attached)

PHONE LINES

Please see Telephone Requisition Form (attached)



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SARASOTA

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) business days prior to the set-up date. If set-up is required within those (3) business days, there will be an additional \$50.00 service charge over and above the normal phone charges.

Please complete the following:

EVENT NAME:		CONTACT NAME:	
CONTACT PHONE:		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

****In addition to the phone rental charge, the hotel will charge the following charges per minute that will be incurred on your invoice.**

.75 Flat Fee

+ \$8.13 for first minute

+ \$1.44 each additional minute

+ .25 each additional minute

+ TAXES

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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1000 Blvd of the Arts Sarasota, FL 34236

(941) 953-1234 ext. 1156

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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:

- Room & Tax
- Only Specific Incidentals
- Gift Certificate
- Food & Beverage
- All Banquet Charges
- Guest Amenity
- All Incidentals
- Resort Services Fee
- Parking
- 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:

Department Fax #: (941) 952-1988

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.

PARK HYATT

ANDAZ





GROUP: _____
 EVENT: _____
 ROOM: _____
 DATES: _____

Hyatt Regency Sarasota



Video Equipment				DAILY RATE	Total	Customer Information
Qty	Days					
46" Monitor w/Stand and cables			\$485.00		Address:	
Misc Equipment				DAILY RATE		
Qty	Days					
Flipchart			\$60.00			
Extension cord and power strip for power to table			\$40.00			
Internet Access: (Wired or Wireless)				DAILY RATE	Total	
Qty	Days					
Basic Wired Internet line (per day) - 1.5Mbps			\$165.00			
Basic Wireless Internet connection (per day) - 1.5Mbps			\$13.00			
Rental Totals				Delivery Information		On-Site Contact: Cell # Booth #: Delivery Date: Time: 8a-12p <input type="checkbox"/> 1p-5p <input type="checkbox"/> Pickup Date: Time: Notes/ Additional Requirements:
SUBTOTAL						

*Please note all AV orders are subject to a 23% ETS charge and a 7% sales tax. This will be reflected on your event order.

Method of Payment	Return for Processing
Please complete this form and email, and we will create an event order for you. PSAV can charge to a credit card. PSAV accepts credit card information over the phone when the order is confirmed.	If you have any questions, please do not hesitate to call us. Thank you for your business. bianowski@psav.com PHONE: 941.444.3748