



GROUP: _____

GROUP DATES: _____

EPM: _____

ATTENTION ALL EXHIBITORS

Please note the instructions noted below for the following exhibitor forms:

- I. LIABILITY RELEASE – All Exhibitors are required to fill out this form.
- II. EXHIBITOR HOTEL DATA SHEET WITH PAYMENT – This form to be filled out only if the items specified on the form are needed.
- III. All forms must be filled out and faxed to the Hotel no later than TWO weeks prior to the event. Returned to the Event Planning Manager.

If the Hotel does not receive a signed Liability Release form from the Exhibitor, they will be prohibited from utilizing exhibition premises.

If you have any questions you may contact your conference representative.

Thank you for your co-operation and we look forward to seeing you at the conference.

Hyatt Regency Lake Tahoe



EXHIBIT INFORMATION

Liability Release Waiver

- Waiver must be signed by each vendor and returned to the Hotel Event Planning Manager no later than (2) weeks prior to the event

Load-in

- Load-in and out is allowed through the Regency Ballroom service entrance off of Country Club Drive
- If exhibit location is different, the Event Planning Manager will establish location and process for load-in and out
- The load-in and out is available during designated program setup/tear down times

Audio Visual

- Encore is the Hyatt's in-house provider. Please refer to the Encore order form to coordinate their services, including power and internet

Shipping/Box Handling Policies

- Please refer to the Hotel's shipping and handling policies for information of boxes/packages
- It is preferred that outgoing shipping labels are printed in advance and scheduled pickup from your chosen carrier arranged

Security

- The exhibit area is not secured
- Please do not leave valuable items unattended at anytime
- Keep all valuables in guestroom before/after the tradeshow to ensure security of items



LIABILITY RELEASE WAIVER
Form due no later than TWO weeks prior to the event date.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Corporation, as agent of Incline Hotel, LLC, a Delaware limited liability company, d/b/a Hyatt Regency Lake Tahoe Resort, Spa and Casino its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt Corporation, as agent of Incline Hotel, LLC, a Delaware limited liability company, d/b/a Hyatt Regency Lake Tahoe Resort, Spa and Casino, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Conference Name: _____

Exhibitor Company Name: _____

Event Date(s): _____

Booth Number: _____

On-site Contact: _____ Phone #: _____

Exhibitor Signature: _____

Print Name: _____

Date: _____



PACKAGE SHIPPING/HANDLING POLICY

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

The Hotel's receiving entrance is open from 7:00 a.m. to 3:00 p.m., Monday through Friday, and on Saturday from 7:00am to 3:00pm.

Any materials being sent to the Hotel must be marked as follows:

Hyatt Regency Lake Tahoe
111 Country Club Drive
Incline Village, NV 89451
Name of person that will Claim Package
Company Name
Hold For: Name of Group
C/O (Event Planning Manager)

Boxes should have a complete return address and be marked if there is more than 1 box, e.g., Box 1 of 2 and Box 2 of 2, etc.

Please note the following charges relating to package deliveries and shipment from the hotel:

Pallets or Oversized Packages, Incoming and Outgoing	\$150.00/ pallet
Packages, Incoming and Outgoing	\$7.00/box

- The Hotel allows boxes/packages to be shipped (3) three days prior to the event
- Any packages/boxes arriving earlier than (3) days prior to the event will be assessed a fee of \$5.00/day per item and pallets at \$25.00/day
- Charges for inbound and outgoing shipments will be billed on-site
- Outbound shipping request forms with payment instructions will be provided by the hotel on request
- The Hotel offers complimentary daily weekday Ground UPS FedEx pickups



EXHIBITOR HOTEL DATA SHEET

EPM: _____

Program: _____ Date(s): _____

Hotel Address: 111 Country Club Drive Incline Village, NA 89451 | Tel (775) 886-6699 | Fax (775) 886-6793

(Form due no later than (2) weeks prior to the event date)
Exhibit form must be completed by the contracted exhibitor only

Company Name:	On Site Contact:
Phone Number:	Email Address:
Expected Shipment Date:	Booth # (if applicable):

DELIVERY/SHIMPMENT CHARGES

Type of Service / Equipment	Price per Box	Quantity	Cost
Individual Boxes	\$7.00		\$
Pallet	\$150.00		\$

*Please inquire on further services

PAYMENT METHOD

<input type="checkbox"/> Hotel Room (If a guest of the Hotel) Name on Reservation _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club Credit Card No: _____ Exp. Date: _____ Print Name: _____ Signature: _____
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