



SEATTLE

## **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 emailed to the Hotel no later than (1) week prior to the event.**

**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.**

**Grand Hyatt Seattle**

# GRAND HYATT®

SEATTLE

## EXHIBIT INFORMATION

### Liability Release Waiver

- Waiver must be signed by each vendor and returned to the Hotel Event Planning Manager no later than (1) week prior to the event

### Load-in

- Load-in is only allowed through the loading dock on 8<sup>th</sup> Avenue between Pike St and Pine St
- The loading dock is available from 7:00am – 4:00pm on a first come first serve basis, the loading dock is shared with all businesses on the block. Requests for earlier/later times can be accommodated on a case by case basis.
- The loading dock includes (3) bays; the outside gate is 13' high and 36' wide
- There are (2) service elevators to access the event space:
  - **Elevator to 1<sup>st</sup> Floor Event Space:**
    - Interior: 96" deep x 62" wide x 88" high
    - Elevator door: 48" wide x 83" high
  - **Elevator to 6<sup>th</sup> and 7<sup>th</sup> Floor Event Space:**
    - Interior: 77" deep x 59" wide x 112" high
    - Elevator door: 41" wide x 84" high
- You will need to check in with security to access the elevators
- All items will need to be unloaded by the vendor or your staff and brought to the event space. The Hyatt staff cannot move your items for liability purposes.

### Power & Internet

- If you will need power to your table, please refer to the order forms provided and included in this packet

### Audio Visual

- Encore is the Hyatt's in-house provider, please inquire with Encore directly by emailing, [hyattseattle@encoreglobal.com](mailto:hyattseattle@encoreglobal.com).

### Shipping/Box Handling Policies

- Please refer to the Hotel's shipping and handling policies for information on boxes/packages
- It is preferred that outgoing shipping labels are printed in advance and scheduled pickup from your chosen carrier arranged
- For FedEx and UPS, a pick up must be scheduled for outgoing items
- No packages will be sent out without a valid account number

### 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



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**LIABILITY RELEASE WAIVER**  
**(Form due no later than (2) weeks prior to the event date)**

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt (GRAND HYATT SEATTLE), its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt (GRAND HYATT SEATTLE), 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: \_\_\_\_\_

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## 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 4:00 p.m., Monday through Friday, and on Saturday from 7:00am to 3:00pm. \*First come, first serve basis

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

**Grand Hyatt Seattle  
(Meeting Space Package Needs to be Delivered To)  
(Conference or Exhibitor Name)  
(Person Receiving Package)  
EPM: Kara Westley  
721 Pine St.  
Seattle, WA 98101**

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	\$200.00/ pallet
Packages, Incoming and Outgoing	\$10.00/box
Envelopes, Incoming and Outgoing	\$2.50/envelope

- 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



**ALL CHARGES RESPONSIBILITY OF VENDOR**

**EXHIBITOR HOTEL DATA SHEET**

Program: \_\_\_\_\_ Date(s): \_\_\_\_\_  
 Hotel Contact: Kara Westley | 721 Pine Street, Seattle, WA 98101 | Tel (206) 859-6535 | [Kara.Westley@hyatt.com](mailto:Kara.Westley@hyatt.com)

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):

**AUDIO VISUAL REQUIREMENTS:**

AV Requests (Power Cord, Internet, Monitor, etc) must go through Encore and are the sole responsibility of the Vendor.  
[HyattSeattle@encoreglobal.com](mailto:HyattSeattle@encoreglobal.com)

**INCOMING DELIVERY / SHIMPMENT CHARGES:**  
**ALL CHARGES RESPONSIBILITY OF SPONSOR**

prices are subject to a 10.25% sales tax

Type of Service / Equipment	Price per Box	Quantity	Cost
Envelope	\$2.50		\$
Individual Boxes	\$10.00		\$
Pallet	\$200.00		\$

**PAYMENT METHOD**

<input type="checkbox"/> Hotel Room (If a guest of the Hotel) Name on Reservation _____ Reservation Arrival Date: _____ OR <input type="checkbox"/> Credit Card Email Address to Receive Pre Payment Link via Sertifi: _____ Print Name: _____ Signature: _____
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