



## EXHIBITOR/VENDOR POLICIES

Hyatt Regency Trinidad display rules and regulations are based on a philosophy that all Exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

The Following apply to all Exhibits.

**Adhesives** - No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Exhibitors may not give out adhesive backed stickers.

**Signs/Banners** - All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations. All pre-assembly of hanging signs and truss must be done by the Engineering department of Hyatt Regency Trinidad. All hanging signs and truss must be hung by the Engineering department. No other firm will be allowed to access to the Hotel's ceiling. The Hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

**Non-Flammable Materials** - All materials used in the meeting rooms or any other part of the Hotel must be non-flammable in order to conform with the fire regulations of the Republic of Trinidad and Tobago.

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

**Motorized Vehicles** – All cars must have their gas tanks completely drained before entering the meeting room (cars must be pushed into the meeting room). The gas tank must be drained from the bottom plug in the gas tanks. All cars must have their batteries disconnected and all lines must be completely free of fuel. Vehicles must have their transmission fluids and oil drained. In addition, the bottom of the car must be completely taped with plastic and all wheels on the car must be entirely cleaned before entering the meeting room. The Organization/Association will be held responsible for any damages incurred to the meeting room and/or the carpeting as a result of the placement of the above-mentioned Automobile(s). This includes clean-up and possible total replacement based on severity of damages.

**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.

**Shipping** - The Hotel has the right to refuse any delivery addressed to Hotel for an exhibition show. In addition the Hotel has the right to consign any deliveries to DHL and charge an additional handling fee.

**Storage** - The Hotel has no facilities for the storage of exhibits. All shipments must be directed to DHL.

**Food and Beverage** - Any food or beverage dispensed or given away at a booth must be supplied and prepared by the Hotel staff.

**Balloons** - Helium filled balloons are not permitted in the meeting rooms.

**Tape** - Exhibitors are responsible for the removal of all tape and residue marks.

**Smoking** – No smoking is allowed in the hotel at all. **Republic of Trinidad & Tobago Law.**

**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 the meeting rooms.

**Exhibitor Equipment** - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the Show. Items left behind will be treated as abandoned equipment.

**Access for Deliveries** - All articles, exhibits, fixtures, displays and property of any kind shall be brought in to and out of the meeting rooms only at and through such approved loading area as the Hotel may designate.