

Dear Exhibitor,

We look forward to welcoming you to Hyatt Regency La Jolla! The following information will assist in planning and coordinating exhibit materials for the program:

**PACKAGE RETRIEVAL**

The Exhibitor is responsible for all exhibit set-up and tear-downs. Hotel staff will assist with box delivery at \$3.00 per box, \$75.00 per pallet and/or \$25.00 per case. **Payment for handling fees may be posted to an overnight guestroom or via credit card upon package retrieval.** Please contact the hotel for alternative payment methods or for pricing on shipments other than boxes, pallets, or cases.

In-coming shipment of materials requires the following information to ensure proper retrieval. Please have Tracking Numbers, Name of Sender, Sender's Address, Date of Delivery and Type of Shipment (ie, FedEx, UPS, Airborne, etc.) available when claiming boxes. **All shipments should be labeled as noted below:**

**TO: EXHIBITOR ON SITE CONTACT NAME:  
EXHIBITOR COMPANY NAME:  
CONFERENCE NAME:  
CONFERENCE DATES:**

Hyatt Regency La Jolla  
3777 La Jolla Village Drive  
San Diego, CA 92122  
Box 1 of .....

*\* Shipments to arrive no earlier than 3 business days prior to the conference. Additional storage fees may apply. \**

**OUTGOING SHIPMENTS**

It is recommended that each exhibitor bring their own shipping forms and use their own account numbers. Please note that exhibitors must provide all packaging materials and will be responsible for packaging all outgoing shipments.

Packages that are taped, labeled, and ready for shipment – leave package at exhibit area and hotel Setup staff to pick up and place at loading dock. UPS, FedEx, and USPS pickups happen 6 days a week. Any other shipping companies must have arranged pickup.

**AV AND INTERNET ORDERING**

Should Audio Visual Equipment or internet be required, our in-house providers may be contacted directly to confirm arrangements:

**Encore – Audio Visual:**  
Contact name: Gina Ventura  
Email: [gina.ventura@encoreglobal.com](mailto:gina.ventura@encoreglobal.com)  
Ph. (650) 580-0548

**Single Digits – Internet Services:**  
Jack Kaylor  
Email: [jkaylor@singledigits.com](mailto:jkaylor@singledigits.com)  
Mobile: (619) 839-9980

Attached, you will find Exhibitor Service Requirement Guidelines that should be reviewed, signed, and submitted to RTM.

<p style="text-align: center;"><b>Exhibitor Service Requirements</b> <b>Guidelines for Meeting Space and Public Area Functions</b></p>
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1. Walls, columns and permanent building utility outlets and/or public function space are not a part of a booth space and are not to be used by exhibitors or in-house groups unless specified otherwise.
2. Under no circumstances shall anyone other than the "House Electrician" make any connections.
3. No claim will be considered unless filed by the user prior to the close of the exhibition or function.
4. Liability: The hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, or subsequent to the period covered by the exhibit contract provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of this hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.
5. All equipment regardless of power source must comply with all federal, state and local safety codes.
6. Engines, motors of any kind of equipment may be operate only with the consent of the Director of Engineering of the Hotel
7. No nails or bracing wires used in erecting displays may be attached to buildings without written consent of the Director of Engineering of the Hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense. An equipment release form shall accompany any tool used from the hotel by an exhibitor.
8. Under no circumstances shall anyone utilize the operable wall track system as a hanging point without prior approval from the Director of Engineering.
9. The use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
10. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a "House Electrician". However all service connections and overload protection to such equipment, must be made by the "House Electrician".
11. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
12. All materials and equipment furnished by HYATT REGENCY LA JOLLA for this service order shall remain the Hotel's property and shall be removed ONLY by the hotel at the close of the show.
13. Electrical power for lights and displays will be turned on one hour prior to the show opening time and off at the shows closing time on a daily basis.
14. All exhibitors' group's cords must be of the (3) wire grounded type. All exposed non-current metal parts of fixed equipment which can be energized shall be grounded.
15. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and does not include connecting or special wiring.

**Exhibitor Service Requirements - Continued**  
**Guidelines for Meeting Space and Public Area Functions**

16. **NON-FLAMMABLE MATERIALS:** All materials used in the Ballroom or any other room of the Hotel **MUST** be non-flammable to conform with all state and federal and local Fire Regulations. Electrical wiring and equipment installation must conform to appropriate N.E.C. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any type of equipment may be operated only with the consent of the Director of Engineering at the Hotel.
17. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense. Certificate of Insurance must be on file 2 weeks prior to function.
18. The Hotel has no facilities for storage of exhibits. All shipment for an exhibit for an exhibit must be directed to the specific recipient
19. Any excess props, displays or crating left on property will be disposed of at the expense of the exhibitor, or production company
20. Any food or beverage dispensed or given away at booths must be purchased from or with the consent of Hyatt Regency La Jolla
21. Note: All prices for Equipment and Labor quoted are subject to change.

**FIRE EXIT**  
**FIRE DEPARTMENT ENFORCED REGULATIONS:**  
**ALL DOOR & OPENINGS ON OFFICIAL FLOOR PLAN MUST BE KEPT CLEAR.**

*FIRE ALARM DEVICES AND FIRE EXTINGUISHERS, AND EXIT SIGNS*  
**MUST BE VISIBLE AT ALL TIMES.**

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Exhibitor Name: \_\_\_\_\_