### Hyatt Regency Grand Cypress

### One Grand Cypress Blvd

### Orlando, FL 32836

Table -Top Exhibits

***Exhibitors' Rules and Regulations***

The Hyatt Regency Grand Cypress requires that groups hosting trade-shows with table-top or exhibits that are not utilizing an exhibit company to understand and agree to the following terms.

# Table Top Exhibits

The hotel will provide the following:

One 6'x 30" draped table, two chairs and small waste basket

Electrical Power charges are additional and are based on exhibitor requirements. See attached order form that must be submitted directly to Edlen Electrical, exclusive electrical provider for Hyatt Regency Grand Cypress. The exhibitors must pay these charges individually.

Exhibitors requiring Audio Visual equipment or Internet Access will be referred directly to our in-house company, PSAV, Inc. at extension 3820. The exhibitors must pay these charges individually. See attached for order form.

Exhibitors may ship packages or other exhibit materials directly to the hotel. The hotel will assess handling charges of $15.00 per box/container and $150.00 per shrink-wrapped palette. ***The exhibitors must pay these charges individually and packages will not be delivered without an individual present to accept packages on site.***

**All Shipments should be labeled as follows – addressed to the person who will be on site to accept boxes at the vendor set up:**

Hyatt Regency Grand Cypress

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Attn: GUEST NAME & COMPANY NAME, HOLD FOR ARRIVAL ON (DATE)

GROUP NAME: MasterCraft Dealer Days, BOOTH # \_\_\_\_\_\_\_\_\_\_\_\_

At the end of the trade show the FedEx Business Center must be used to ship exhibitor’s materials. A service charge will be added to the shipping charge. Contact them directly by house phone.

**Security of Exhibits**

The hotel assumes no responsibility for security of exhibits. Security can be arranged at a rate of $35.00 per hour, per guard. The client/group can arrange for their own security provided that they interface with our on duty Security Supervisor prior to beginning their shift. Contracted security companies must produce proof of insurance to the hotel Security Supervisor.

### Other Terms

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to walls, ceilings, doors, painted surfaces or columns without hotel approval. Note that charges for damage will be made **TO THE CUSTOMER** **- NOT THE INDIVIDUAL EXHIBITOR**. Should the group wish to have banners hung in the exhibit area additional charges will apply, please contact PSAV for pricing.