Exhibitor Guidelines

Dear Exhibitor:

The Hyatt Regency Savannah is pleased to be the host facility for your exhibition. We take great pride in our facility and will work with event management to make this a great success! We also take great pride in our facility partners to maintain high service standard levels to each exhibitor. Please take a minute to review all pertinent information regarding the hotel and its policies. This information is provided to assist with planning, on-site needs, and the conclusion of the event. We do need strict adherence to ensure that you are receiving the service that is required.

Audiovisual
INSPIRE (Audio Visual) is our service contractor in the function area. In addition to audiovisual equipment INSPIRE AV is responsible for Internet connections. Please contact James Root at james.root@inspiresolutions.com. The order form will need to be completed and faxed back to INSPIRE AV one week prior to arrival.

Receiving/Shipping
All packages being sent directly to the hotel need to be addressed to:

Hyatt Regency Savannah
2 West Bay St.
Savannah, GA 31401

All packages should include a label with the following information:

- Company name
- Event name / Your Name (This is the name that will be charged for packages)
- Tradeshow dates: 3/29/26-4/1/26
- Function room: Scarbrough Ballroom
- Convention Services Manager: Darius Moultrie

Any deliveries to the hotel address prior to **3 days before the event** will be refused due to limited storage available. All vendors will be responsible for their own shipping/receiving charges as follows in addition to charges incurred through shipping provider (i.e. FedEx, UPS, etc.):

~A handling fee of $7.50 per box
~A $100 handling fee for each pallet the hotel ships and/or receives.
~Box handling fees will be charged to your individual guest room.
~Storage of both boxes and pallets is complimentary for up to 3 days prior to the start date and following the event end date.

Shipping Companies
FedEx (800) GO-FEDEX http://www.fedex.com/us
UPS (800) PICK-UPS http://www.ups.com/us

Deliveries are Monday-Saturday throughout the day.
Scheduled pickups are Monday-Friday until 12 noon.
Note: Outgoing packages must by in receiving by 11:00am in order to be processed and shipped out in time.

Shipping/Receiving Tips for Success

- Staff will deliver the package to your exhibit booth or table top exhibit. Packages will be charged to the guest room of the recipient of the packages.
- Bring Tracking Numbers with you! These are critical to locating a package or determining if they are in transit.
- Come prepared with all pertinent shipping information (carrier, company, name on package, quantity, basic description, etc.). This will aid in the location of your packages in a timely manner.
- At the conclusion of the event all package(s) must be clearly labeled including account information for payment.
- After you have packaged your boxes and labeled them you may leave them at your booth/table and we will relocate them to the loading dock to be shipped out. ONLY packages which are clearly labeled with payment information will be shipped.
- All arrangements with private carriers are the responsibility of the individual exhibitor. Please ensure you have made the appropriate arrangements including a pick-up time on the last day of the event. Your package(s) must
- be relocated to the loading dock and will need to be picked up the morning after your event if arrangements cannot be made day of due to the carrier or show hours.
- **Note**: The only shipping materials available on-site are FedEx bills of lading. The hotel does not have shrink wrap, packing tape, packing foam, etc. available for exhibitor use. Further, the hotel does not have a fork lift, pallet jack, or carts reserved for exhibitors therefore we recommend you provide your own equipment.

Loading Information

Hours of operation:
Monday-Friday 8:00am to 4:00pm

Equipment:

- The hotel does not own a fork lift or lend any equipment (pallet jacks, hand carts, flatbed carts).
- The hotel does have a dock leveler that can be used.
- The hotel has a freight elevators and passenger elevators.
- The delivery vehicle must have a lift gate.

Note: All deliveries must be made through the loading dock. No deliveries are permitted via the front drive.

Parking Information

Hyatt Regency Savannah offers valet parking only. For overnight guests, the valet parking rate is $50.00/car, $38 for 4-8 hours and $25 for 0-4 hours. Valet parking is based on availability. Self-parking is not available. There is also unlimited street parking around the hotel and several city garages within walking distance.

Exhibitor’s Do & Don’t List

Hyatt Regency Savannah’s 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.

Signs/Banners - All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations.

Non-Flammable Materials - All materials used in the Ballrooms or any other part of the Hotel must be non-flammable in order to conform to the fire regulations of the City of Savannah.

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.
James Root <james.root@inspiresolutions.com>
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.

Storage - The Hotel has limited storage available for packages and no facilities for the storage of exhibits.

Food and Beverage - Any food or beverage dispensed or given away at a booth must be approved by the Hotel. Exhibitors who distribute food and/or beverage will be responsible for providing their own liability insurance and signing a food preparation waiver.

Tape – Approval must be granted prior to using tape on any surface in the hotel and may be prohibited depending on the location and type of tape being used. Exhibitors are responsible for the removal of all tape and residue marks.

Smoking – We are a no smoking facility.

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 Ballrooms.

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 Ballrooms only at and through such approved loading area as the Hotel may designate.