

**Hyatt Regency Orlando Int'l Airport
9300 Jeff Fuqua Blvd
Orlando, FL 32827
Phone: (407) 825 - 1234 Fax: (407) 825 - 1270**

Company Name:	
Company Contact:	
Address:	
City, State, Zip:	
Phone:	
Email:	
Exhibit Show Name and Dates:	TRACS Annual Conference - October 25-27, 2017

NON-FLAMMABLE MATERIALS

All materials used in the Hotel MUST be non-flammable to comply with the Fire Regulations of Florida and the city of Orlando. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

SPECIAL NOTICES

No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY/SECURITY

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, during 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 the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.

The hotel assumes no responsibility for security of exhibits.

INSURANCE

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

MISCELLANEOUS

All requests for services after your arrival are subject to the availability of equipment and staff. All advance orders will be given priority. If you are not certain of your requirements, please call for assistance. These standard conditions for exhibits and displays apply whether electrical, phone or high-speed Internet services are utilized or not. No services will be provided without a signed copy of this form or before payment is received. Please retain a copy for your records.

PACKAGES

All Shipments should be labeled as follows:

Hyatt Regency Orlando Int'l Airport
9300 Jeff Fuqua Blvd
Orlando, FL 32827

Hold for arrival – Attention: Guest Name, Company Name
Number of boxes (i.e. 1 of 2, 2 of 2)

Include complete return address

Handling charges for packages are as follows:

Letters: Complimentary
Box: \$6.00/ea
Pallet: \$100.00/ea
Display/hard cases: \$20.00/ea

Packages will be accepted up to three (3) days prior to the event.

At the end of the trade show any outgoing packages that are fully packaged and labeled will be picked up and taken to the hotel's shipping area for the appropriate carrier pick up. Should you require assistance with outbound shipping Concierge can assist at extension 51.