

EXHIBITOR POLICIES AND PROCEDURES

Electrical and Equipment Orders:

Please refer to the attached PSAV Exhibitor Order Form for a listing of telecommunications, electrical, audiovisual services, and prices. All equipment and services must be ordered one week prior to the show dates to be eligible for discounted rates. Orders taken after this date are subject to increased pricing. The completed prepayment form must accompany all order forms. Orders without prepayment will not be processed. Please consult your Event Manager if you have a request for equipment or services not detailed on the order form.

Food and Beverage:

Hyatt Regency Cambridge must cater any food or beverage served in the exhibit area. Please consult your Event Manager for assistance.

Package Handling:

Any package being shipped to Hyatt Regency Cambridge must be prepaid and addressed as follows:

*On Site Receiver's Name
Sender's Company and Sender's Name
Group Name or Convention
C/o Carolyn Hardy, Event Planning Manager
Booth Number: _____
Box __ of __*

Hyatt Regency Cambridge
575 Memorial Drive
Cambridge, MA 02139

Since the Hotel has very limited storage facilities, a limit of (10) boxes weighing no more than 50 pounds each can be shipped to the Hotel three (3) days prior to the function. Shipments received prior to the three (3) days will be returned. For shipments larger than this, please check with your Event Manager. Larger packages must arrive on the day of setup.

Any package being shipped OUT of the Hotel must be prepaid, addressed, labeled and ready for mailing. Packages should be left in the show room for collection. Any packages incorrectly labeled will not be shipped out.

Following are the prices for letters, boxes, and pallets shipped to and from the Hotel:

Items	Fee
Package Handling Fee (in and out)	\$10.00 per box each way/ \$100.00 per pallet each way
Storage Fee (Up to Two Days)	Free
Box/Pallet Storage Fee (More than Three Business Days)	\$5.00 per box / 100.00 pallet per day

Signs / Banners:

Any signs and banners hung in the Hotel must be professionally made. Handmade signs are not permitted. No signs or banners may be hung from or on the walls, air walls or doors by guests. Signs or banners must be hung by the Hotel team at prevailing prices

Loading and Unloading:

The Hotel loading dock is open Monday through Friday 8:00am – 5:00pm. All deliveries must be arranged prior to arrival through your Event Manager and the appropriate paperwork completed.



HYATT REGENCY CAMBRIDGE EXHIBITOR INFORMATION

EXHIBITOR ORDER FORM

Send Orders & Payment Directly to: Hyatt Regency Cambridge
Fax: 617-441-6489

Name of Show/Convention			
Company Name			
Company Address			
Name of On Site Contact			
Telephone Number			
E-mail address			
Equipment Set-Up Date		Equipment Removal Date	

BANNER ORDERS:

Quantity	Description	Advance Order	Order within 7 days	Total
	Banner Hanging (Up to 12 feet)	\$125.00	\$200.00	
	Banner Hanging (Over 12 feet)	\$200.00	\$350.00	

PACKAGE HANDLING:

Please complete this section if you anticipate shipping charges. Any shipping charges not pre-paid will be collected on site upon delivery of materials to the exhibit hall. No boxes will be delivered without payment. (Please refer to the Exhibitor Policies and Procedures for package handling details.)

Estimated # of Boxes to be received at Hotel: _____ X \$10.00 = Total: _____
 Estimated # of Pallets to be received at Hotel: _____ X \$200.00 = Total: _____

***Hyatt Regency Cambridge is not responsible for any lost or stolen items*

ADDITIONAL INFORMATION:

Your exhibit area will be set with (1) 6 foot by 30 inch table and (2) standard Banquet chairs unless otherwise specified. Additional needs are subject to additional charges and can be confirmed by your Event Manager.

Additional information





HYATT REGENCY CAMBRIDGE EXHIBITOR INFORMATION

BILLING INFORMATION AND ORDER CONFORMATION

Full prepayment of all services must be received along with the order form to confirm your order. These completed forms must be **faxed to 617-441-6489**.

Credit Card Authorization

This letter of agreement confirms that The Hyatt Regency Cambridge has authorization to place estimated charges (3) three business days prior to arrival for any/all of the above requested service(s) to the credit card below:

Credit Event Prepayment Form

Complete all sections. Incomplete forms will be returned unprocessed.

TO BE COMPLETED BY CARD HOLDER:

Card Type: _____ Card Number: _____ Expiration Date: _____

Cardholder Name (exactly as it appears on card): _____

Billing address of the credit card:

Signature of Cardholder: _____

CONDITIONS:

Any charges exceeding prepayment must be paid on site upon receipt of additional Catering or Hotel Services. No credit is extended by acceptance of this form for the client.

I hereby release Hyatt Regency Cambridge from any liability arising out of its failure to permit contracted event to proceed due to non-receipt of required payment prior to event.

COMPANY AUTHORIZATION:

Name: _____ Signature of Representative: _____ Title: _____ Date: _____

