



## Exhibitor Information

### LIABILITY:

Group is responsible for submitting an executed release of liability from each Exhibitor or its third party representative in charge of providing installation and dismantling services prior to set-up. If Group fails to deliver the release, Exhibitors will be prohibited from utilizing exhibition premises. Use attached General Waiver and Release form.

## General Waiver and Release

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Grand Hyatt Denver, its owners or managers

which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Grand Hyatt Denver, its

owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from

Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by

reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees,

and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part

thereof.

Date: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Exhibitor Company: \_\_\_\_\_

**Exhibit Tables:**

The Hotel will provide each vendor with the set-up and teardown of the following:

- One 6'x30 table with a black cloth
- Two chairs
- (1) Easel
- One wastebasket



**General Waiver**

- Attached waiver must be signed by each vendor or Group Contact
- Vendor to send signed waiver to Group contact
- **All signed waivers collected by Group contact and presented to Group's Event Planning Manager two weeks before Group's arrival**

**Load-in:**

- Load-in is only allowed through the loading dock or freight elevator based on availability and the type of items being delivered
- If the freight elevator will be used the truck will require a lift gate and a forklift to move items from truck to elevator
- Inform your Event Planning Manager the method of shipment that will be used for all materials (boxes/pallets, etc.) as special arrangements must be made.
- Loading Dock / Freight Elevator Information

Location	18th Street (between Welton and Glenarm on left)
Hours	6:00 a.m. to 4:00 pm
After Hours	Contact the Group Event Planning Manager to make arrangements
Dock Entrance Clearance	12'4" and the maximum truck length is 20'
Dock Height	3'10"
Hotel Service Elevators	Entrance is 3'6" wide and height is 7'
Freight Elevator	Opens onto 18th Street and loads into the Colorado Ballroom
Hours	Flexible based on availability of the Colorado Ballroom
Weight Capacity	15,000 pounds
Height	11'11"
Width	13'9"
Depth	21'7"



**Audio/Visual/Power:**

- ENCORE is the Hotel's in-house AV provider
- Use the order form included with this information for any AV/Internet/Power needs

**Shipping/Box Handling Policies:**

- Read attached policies for shipping and handling information of boxes/packages
- If you will need return shipping, please bring your own shipping labels
- When items are ready and labeled they are to be left on the exhibit table
- Hotel Staff will pick items up and deliver to the loading dock to be picked up by corresponding carrier
- The Hotel uses FedEx
- Schedule pickup from your chosen carrier if not using FedEx
- If using a freight company provide details to the Group's Event Planning Manager
- Exhibitor Package Form Included with this information must be filled out and emailed to the Group contact at the Hotel
- Exhibitors will receive a secure email to fill out the CC authorization form for package handling fees and AV charges

**Security:**

- The exhibit area is not secured
- Please do not leave valuable items unattended at anytime
- Security can be provided through the hotel (confirm rates with the Event Planning Manager)



## Package Shipping /Handling Policy

### Shipping / Receiving

Grand Hyatt Denver's receiving department is open Monday through Friday 6:00 a.m. to 4:00 p.m. They will coordinate receipt and delivery of small packages to guestrooms and meeting rooms. Packages should not arrive more than five (3) days prior to date required. Shipments arriving more than five (3) days prior may be subject to an additional storage fee. Outbound handling fees do not include shipping costs. A drayage company must be contracted for groups with exhibits or excessive show materials.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

Any materials being sent to the Hotel must be addressed as follows:

**Grand Hyatt Denver  
1750 Welton St.  
Denver, CO 80202  
CONFERENCE NAME  
GROUP CONTACT NAME  
C/O EVENT PLANNING MANAGER'S NAME**

Boxes should have a complete return address and be marked if there is more than 1 box, e.g., Box 1 of 2 and Box 2 of 2, etc.

### Please note the following charges relating to package deliveries and shipment to and from the hotel:

- Boxes/Packages:                    Incoming:        \$20.00            Outgoing:        \$20.00
- Pelican/Display/Hard Cases:    Incoming:        \$75.00            Outgoing:        \$75.00
- Pallets:                                Incoming:        \$200.00          Outgoing:        \$200.00
- All boxes/packages can be shipped (3) three days prior to the event
- Any packages/boxes arriving earlier than (3) days prior to the event will be assessed a fee of:
  - \$10.00/day per item
  - \$250.00/day for pallets
- Handling fees for *Group boxes/packages* will be billed to the Group Master
- Vendors are to provide CC for payment of handling fees – incoming and outgoing

### Shipping Outbound

Outbound shipping arrangements will be handled by the hotel's shipping department. All materials must be sealed and properly labeled. The appropriate shipping forms must be completed and attached to each box and/or pallet. Any remaining unlabeled boxes will be held until proper label and payment information is provided.

### FEDEX

FedEx is located in the lobby of the building across from the main entrance to the Hotel. Business hours are:

Monday	9:00 AM – 8:00 PM
Tuesday	9:00 AM – 8:00 PM
Wednesday	9:00 AM – 8:00 PM
Thursday	9:00 AM – 8:00 PM
Friday	9:00 AM – 8:00 PM
Saturday	10:00 AM – 6:00 PM
Sunday	Closed



### Exhibitor Packages

**Vendor Information:**

Hotel Event Planning Manager:		Email:	
Conference Name:	CASB Winter Legislative Conference		
Conference Dates:	2/24/22		
Exhibit Company Name:			
Exhibit Onsite Contact Name:			
Exhibit Onsite Contact Email:		Exhibit Onsite Contact Phone:	
Incoming number of packages/boxes:		Incoming pallets:	
Outgoing number of packages/boxes :		Outgoing pallets:	
Exhibit Location:		Booth Name/Number	

**Box Handling Fees:**

Boxes/Packages:	Incoming:	\$20.00	Outgoing:	\$20.00
Pelican/Display/Hard Cases:	Incoming:	\$75.00	Outgoing:	\$75.00
Pallets:	Incoming:	\$200.00	Outgoing:	\$200.00

**Method of Payment: (choose one)**

Charge to Credit Card *(authorization form will be emailed separately)*

OR

Charge to Guest Room

Guest Name:			
Arrival Date:		Departure Date:	



**EXHIBITOR SERVICES**

Matthew Massaro / Director of Sales  
 M +1 720-244-5125  
 matthew.massaro@encoreglobal.com

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.  
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.  
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR		\$480.00
TRIPOD SCREEN		\$95.00
25' HDMI CABLE		\$32.00

MONITOR	QUANTITY	DAILY RATE
32" MONITOR TABLE TOP		\$265.00
55" MONITOR		\$725.00
70" MONITOR		\$1140.00
FLOOR STAND		\$80.00

AUDIO	QUANTITY	DAILY RATE
PERSONAL SPEAKER		\$85.00 +

INTERNET	QUANTITY	SHOW RATE
WIFI CONNECTION		\$20.00
HARD LINE CONNECTION		\$190.00

POWER	QUANTITY	SHOW RATE
120V SINGLE PHASE - 5 AMP		\$170.00
120V SINGLE PHASE - 15 AMP		\$305.00

MISCELLANEOUS	QUANTITY	DAILY RATE
LAPTOP		\$250.00
FLIPCHART PACKAGE		\$76.00

