

BOOTH SERVICE AGREEMENT

COMPLETION REQUIRED

FORM MUST BE SIGNED & RETURNED TO:

Hyatt Regency Minneapolis
Convention Services Department
1300 Nicollet Mall
Minneapolis, MN 55403
Phone: (612) 596 - 4530
Fax: (612) 596- 4539
Email: genevieve.saldibar@hyatt.com

CONTACT INFORMATION

Company Name:	
Company Contact:	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	

EVENT INFORMATION

Event/Show Name:	6th Int'l Conference on Immersion and Dual Language Education
Exhibit Dates:	October 20-22, 2016
Booth Number:	
Onsite Contact:	Erin Szabo or Karin Larson

STANDARDS & SIGNATURE

NON-FLAMMABLE MATERIALS

All materials used in the Hotel MUST be non-flammable to comply with the Fire Regulations of Minnesota and the city of Minneapolis. 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

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.

INSURANCE

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

PAYMENT

All charges incurred by each exhibitor must be paid in full prior to hook-up taking place.

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.

Signature:		Date:	
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Check Here if No Services Required

