



HYATT
REGENCY
DALLAS AT REUNION

EXHIBITOR PRIMARY FORM – DUE 9/14/17

REQUIRED FOR ALL VENDORS PARTICIPATING IN MUFSSO 2017

Return this form to Christa Boatman – Christa.Boatman@hyatt.com

Exhibiting Company Name: _____ Booth # _____

On Site Contact Name: _____ Cell Phone: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____ Work Phone: _____

Is your company serving food product in the exhibit hall? If yes, an Exhibitor Food Form must be submitted by 9/14/17.

- ☐ Yes
- ☐ No

Is your company providing sponsor food product? If yes, a Sponsor Food Form must be submitted by 9/14/17.

- ☐ Yes
- ☐ No

IMPORTANT EXHIBITOR INFORMATION

Installation Times:

Sunday, October 1st 12:00pm – 4:00pm

Monday, October 2nd 8:00am – 11:00am

Access to hall is limited to these times.

All perishable products should be shipped directly to Hyatt Regency Dallas.

Use Proper Shipping Labels provided to ensure product is stored correctly. Perishable Food Items shipped to Hotel will be subject to a \$10.00 fee per box.

ALL OTHER ITEMS must be shipped to GES directly.

Non-perishable non-food items shipped directly to Hyatt will incur handling and storage fees in addition to fees assessed by GES. Sponsor food is the only exception.

Hyatt offers small kitchen equipment.

Complete the Exhibitor Kitchen Equipment Form and return by 9/14/17. All orders received after 9/14/17 will incur a 35% increase in price.

PSAV order form should be submitted for all Audio Visual Equipment / Internet

Hyatt Regency Dallas Engineering form should be submitted for all electrical needs in booth

GES will handle all remaining booth needs included trash cans, chairs, tables, vacuuming service, ect

Sign Here to Acknowledge: _____

Date: _____