

Independence Center Policies and Procedures

- All contractors are to have \$2,000,000 liability insurance on file with hotel two weeks prior to arrival. Hyatt Regency Crystal City should be listed as an additional insured with the following verbiage: “Hyatt Corporation and Airport Plaza Hotel, LLC and its member are named as an additional insured under the above policies; such insurance shall be primary and not contributory with Hyatt’s insurance.”
- All exhibit and registration areas must be drawn to scale on a floor plan/diagram and have approval by the Arlington County Fire Marshall in advance and an approved copy to be sent to the hotel prior to event. Failure to do this in advance may cause delay in the meting and reset of all equipment, additional charges may apply. Diagrams may be faxed to the attention of the Arlington County Fire Marshall at 703.228.4655.
- Any lasers, fog, smoke, or other chemical or substance in use to activate the Fire alarm system, will require a Fire Marshall on duty to release and disarm the Fire alarm system. The Fire Marshall is the responsibility of the Production Company to hire while utilizing this type of equipment. All intentions of utilizing the type of effect must be clearly stated to hotel, no less than two weeks prior to actual show date.
- No smoking in Independence Center areas. No food or drink allowed in Independence Center by contractor. Failure to comply with rules and policies of the Independence Center will result in a \$500.00 charge to group master account.
- All electrical work will be conducted by the Hyatt Regency Crystal City.
- No hammering or drilling into surface finishes.
- No tape or adhesives are to be applied to any walls, doors, baseboards, etc.
- Contractors are to utilize back of house phones only.
- Emergency exits must remain clear at all times.
- Illuminated exit signs cannot be covered up or obstructed.
- Contractors are responsible for removal of packing and transporting materials, pallets, crates, trash, etc.
- A damage assessment will be made at the close of each production. Decorators, staging, and production companies will be responsible and held liable for any damage caused by their agents, contractors, employees, and staff.
- If all trash is not removed from Independence Center, contractors are responsible for payment of waste removal fee of \$ 450 charge twice, during set up and tear down.
- All waste is to be removed from exhibit area, dock, and back of house areas. Failure to do so will result in a labor charge of \$75 per man hour, minimum of four hours.
- Exhibit areas must be left clear and empty.
- All carpets must be left clean; contractor is responsible for any stains, spills, or other items left in carpeting that cannot be removed by normal vacuuming.
- A pre-event and post-event walk through will be required prior to move-in and after move-out with a Convention Services Manger. Please arrange times for pre and post-event walk throughs with your catering/convention services manager.
- All fees due from contractor, including contractor fees, per agreement are payable to Hyatt Regency Crystal City, net 30 days after show move-out. A complete back up of bills from drayage, decorating, and equipment will be made available to Hyatt Regency Crystal City with final payment
- Contractor will utilize only the following companies in their exhibitor kits for the following services:
 - Trade Show Services- Alliance Expositions
 - Computer rentals – Presentation Services (PSAV)
 - Audio Visual – Presentation Services (PSAV)
 - Electrical – Hyatt Regency Crystal City Engineering Department
 - High Speed Communication – Swisscom Hospitality Services
 - Phone Lines – Presentation Services (PSAV)
 - Cover Letter – Hyatt Regency Crystal City Convention Services Department

Signature of Contractor

Date