



Waiver of Liability & Property Information

- The Convention Center area is carpeted.
- Outside food and beverage is not allowed in the convention center. Please notify the hotel of any food or beverages that you wish to give away at your booth for consideration. To purchase food or beverage from the hotel please contact the Convention Services Manager listed below. This does not apply to candy in your booth.
- The use of electrical pallet jacks or a fork lift is not permitted without permission from the hotel. Please contact the hotel to secure approval and make arrangements if these required for unloading or transporting your materials.
- Open flame is not allowed in the Convention Center.
- Smoking is only allowed in the designated area outside the hotel.
- Easement access to any and all fire emergency exits must not be blocked or obstructed in any way. This includes, exit signs, exit doors, strobes.
- All electrical cords must be secured and are at the discretion of the Hotel.
- Please prearrange with the Hotel any tools, ladders, or equipment items needed for your setup – fees may apply. The Hotel is waived of all liability of use these items including those that are borrowed or rented from the hotel.
- In order for a vehicle to enter the hotel, specific arrangements must be made with the hotel. Once arrangements are agreed upon the following must be met in order for the vehicle to enter.
 - The vehicle will be marshaled in by the Engineer on duty.
 - 1/8 of tank of gasoline or less in the vehicle
 - Once vehicle is in place, the keys will be turned over to the Engineer and stored in the Manager on Duty lock box at the Hotel's Front Desk.
 - Once vehicle is in place, battery cables will be disconnected.
 - Plastic is to be placed under the vehicle.
 - Hotel is not responsible for damage to or loss of property inside Hotel.
- The hotel does not assume liability or responsibility for any damage or loss to the Hotels carpet, walls, ceiling, lighting, windows, air walls, exterior façade, interior vinyl or paint due to any form of automobile (including pallet jacks, carts, forklifts, lifts, and ladders), machine, display, driving, resting, packaging, unpacking, any item taped, hung, adhered, or affixed in any way to or removal of the item.

By signing this page you are agreeing to waive any and all liability of the Hyatt Regency Tulsa, or its staff. All vendors must have a signed copy of this document at the Hyatt Regency Tulsa on file before day of setup.

Signature: _____ Print Name: _____ Date _____

Vendor / Company Name & Booth #: _____

Convention Name & Date: _____

Please email signed waiver to Sarah Dimon @ sarah.dimon@hyattregencytulsa.com