



General Rules & Guidelines for Vendors, Contractors & Exhibitors

It is the responsibility of all Vendors, Contractors and Exhibitors to execute work in a safe and healthy manner while at Hyatt Regency Trinidad as you will be held accountable to comply with all regulatory, contractual, and verbal safety requirements/agreements that has been communicated. All Vendors, Contractors and Exhibitors are encouraged to thoroughly sanitize and disinfect all equipment and apparatus for use prior to your arrival at the Hotel.

The following are mandatory rules, requirements and set information, which are necessary for Vendors, Contractors and Exhibitors to abide by at all times while at Hyatt Regency Trinidad. Please Note that failure to comply may result in a stop-work notice verbally or otherwise by Hyatt personnel.

PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING:

MOBILIZING ON-SITE:

- The maximum height for vehicles in the car park is 7 feet, entry doors into the hotel before meeting rooms are 7 feet high and 10 feet wide. The maximum height requirement immediately upon entry doors into the hotel is 7 feet.
- Do ensure when driving up or down the Car Park Ramp that the materials in the vehicle are well secured and within the stipulated height of 7 feet to prevent damage to the overhead directional signs in Car Park.
- Ensure items entering the Hotel can be easily maneuvered or taken apart to allow for easy movement towards setup area without incurring damage to overhead signs or Fire Suppression Systems.
- If you received a parking ticket upon entry, please retain for validation upon exiting the Hotel by the security checkpoint.
- Identification for all Personnel is required upon entry at Security Checkpoint, in addition to stating the name of the event or conference you are setting up for. The Security Checkpoint is located next to the Hotel's Loading Bay.
- All personnel are required to obtain a vendors pass which must be visible at all times, while at the Hotel.
- Proceed to your set-up area via the route indicated by Hyatt Regency Trinidad Security.
- You are required to provide your own trolleys for setup and breakdown of your event; there are no trolleys or hand trucks available for use at the Hotel.
- Please refrain from using the Hotel's equipment without proper authorization. There is a fee for non-compliance.
- Only adults will be granted access during setup and breakdown period. Children are not allowed on-site during these periods.
- Appropriate clothing is required while on property as you may be setting up in an area where there is guest activity: The dress code in effect: If wearing a pair of pants: long pants are REQUIRED – no shorts or 'cut off' pants. Proper footwear is required, such as enclosed shoes. We DO NOT allow slippers or 'flip flops' as these can become a safety hazard.
- No persons shall be permitted to work on Hyatt Regency Trinidad's premises under the influence of alcohol or illegal drugs.
- Vendors must supply their own ladders, tools and mandatory Personal Protective Equipment (PPE) for their team as applicable to the nature of their work. Note that the Hotel is not obligated to provide tools or any PPE upon request.

In compliance with the laws of Trinidad and Tobago, Hyatt Regency Trinidad will follow the minimum age requirements and, health and safety standards to be on the premises during the set-up, assembly of booths, trussing and break-down of an event.

MOVE IN:

- No person shall be permitted to work alone on Hyatt Regency Trinidad's premises without permission from the Safety and Security Department.
- All articles, exhibits, fixtures, displays and props shall be brought into and out of the event rooms only at and through such approved loading area as the hotel may designate.
- The Hotel's Security personnel reserve the right to inspect any carton, container, briefcase, luggage or package brought into or taken out of the meeting rooms.

COVID-19 GUIDELINES:

- All persons are required to wash their hands before entering the Hotel regardless of the number of entry times.
- Screening and temperature checks will be conducted by our Security personnel before anyone is permitted on the premises.
- All persons must cover mouth and nose with applicable face masks. No Bandanas or Rags will be permitted. Ensure that there are no gaps between your face and the mask (face shields can be used in addition to masks if needed); Replace the mask with a new one as soon as it is damp, torn, dirty or damaged in any way that prohibits its proper use. Do not re-use single-use masks, discard them immediately in a closed bin and ensure that ample stock of masks is maintained for your team. Hyatt Regency Trinidad **will not** provide face masks or any type of Personal Protective Equipment.
- Minimize the number of workers present on the worksites at any time.
- If helmets are being used, use face shields designed to attach to helmets. Face shields should also wrap around the sides of the wearer's face and extend to below the chin. In addition to face shields as noted above, workers should be equipped with gloves, eye protection, and other types of PPE.
- Ensure physical separation between customers when setting up your event by using dividers / barriers or floor markings to distinguish appropriate spacing for people waiting in lines or in front of service counters to maintain social distancing.
- Room setups to facilitate the appropriate distancing; for example, provide a limited number of chairs and tables at appropriate distance apart.
- For electronics such as microphones, phones, tablets, touch screens, remote controls, keyboards, etc. remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider the use of wipeable covers for electronics.
- All equipment frequently touched must be clean and disinfected often and requires sanitization before the start of the event and every two hours for frequently touched surfaces.

COMBUSTIBLE MATERIALS:

- All materials used in the meeting rooms or any other part of the hotel must be non-flammable in order to conform to the fire ordinances and in accordance with regulations established by the Trinidad and Tobago Fire Services.

DECORATIONS, DIAGRAMS, SIGNS, ADHESIVES AND INSTALLATIONS:

- All hanging signs must be professionally made and conform to Hotel rules, regulations and ceiling limitations.
- No items shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the building or its furniture in any way to deface it. The hanging of items from the ceiling **must be approved** by the Engineering department in writing prior to installation. The Hotel reserves the right to refuse the hanging of any signage and trussing it deems unsafe or inappropriate. No company or individual will be allowed access to the hotel's ceiling without written permission from the Director of Engineer.
- All installations are subject to the approval from the Director of Engineering at Hyatt Regency Trinidad. Please present your request to the "Sales and Events Manager", 30 days prior to the start of the event.
- At the Hotel's sole discretion, the installation of props with no more than five gallon water usage will be considered. Measures are to be put in place to monitor spill control.

DISPENSING FOOD AND BEVERAGE:

- All food and beverage consumed at events, meetings or trade shows should be procured through the Hyatt Regency Trinidad. In **rare** instances, 'sampling of items' at a booth or Registration area may be granted however, food safety guidelines must be outlined prior to this. Please discuss any request for 'sampling of items' at a booth or Registration area with your Sales and Events Manager.
- Ensure that adequate Personal Protective Equipment is provided and maintained when handling food (i.e. Gloves, Face Masks, Hairnets or any other applicable).
- The service of alcoholic beverages at booths, meetings, registration areas is not permitted unless provided by the Hotel due to the beverage license regulation laws of Trinidad and Tobago.

AISLES:

- All aisles must be kept clear at all times
- **Minimum space for aisles:**
 - Inside meeting rooms: 6 feet
 - Side aisles: 4 feet
 - Regency Ballroom Foyer and Port of Spain Ballroom Foyer: 8 feet- 10 feet
- Access to any Fire Fighting or Life Saving Equipment and Stairwells must not be blocked or obstructed in any way. This Equipment includes but is not limited to:
 - Fire Extinguishers
 - Pull Stations
 - Automated External Defibrillators (AED)
 - First Aid Kits
 - Directional signs indicating direction to final/emergency exits
 - Smoke Detectors
 - Sprinkler Heads
 - Emergency Lighting Systems
- **Blocking of Exits and Stairwells:** Where EXIT signs are posted, there must be a clear, unobstructed path, free of obstacles and any potential trip hazards for entrance and egress with a minimum clearance of 10 feet for any setup. This is in accordance with OSHA Regulations and as required by the Trinidad and Tobago Fire Service.

ELECTRICAL:

- Any electrical equipment, including signs and lights, shall be in good operable condition and be able to pass the inspection of the local Fire Department.
- All electrical cords running across a floor, footpath or any area where there will be anticipated foot traffic must be secured using appropriate Rubber Cable protectors/ramps or Cable Trays and be of size well enough to fit full bulk and length of cable(s) being used. Tape on the Carpet is not allowed.
 - Avoid running cables on the floor and between aisles to prevent tripping hazards. All cables should be run overhead using truss; this measure prevents a trip hazard.
 - All vertical/towering Trussing must be properly secured and sturdy as to prevent any shaking/movement.
 - Spotlights used – must be LED.
 - Ensure that the correct wattage is determined prior to plugging in appliances or equipment to sockets. Also ensure that circuitry is not overloaded (*see attached electrical form*).

ITEMS THAT ARE NOT ALLOWED ON THE PREMISES:

In accordance with Regulations established by the Trinidad and Tobago Fire Services, the following items are not allowed.

- Compressed gases.
'Heavier than air gases' like propane, butane or liquefied petroleum gas (LPG)
- Helium filled balloons. Please discuss any request with your Sales and Events Manager.
- Heating elements; Open flames.
- Paint thinners, contact cement, or contact adhesive
- Cooking or preparation of food items from external vendors.
- No Tea light or Votive Candles, an open flame can quickly get out of control, even with careful handling.
- Only battery-operated flameless candles will be allowed. They provide candle-like ambience while significantly reducing the risk of fire. Advantages: No fire risk from an open flame, no hot, melting or dripping wax.
- For the use of Cold Spark and Low Lying Fog, please discuss any request with your Sales and Events Manager.
- Smoking is permitted only in the designated areas or outside premises of the Hotel in accordance with the laws of the Republic of Trinidad and Tobago.
- Painting, sculpting, carving, molding or any action thereof, of any exhibit or material must be completed prior to arrival at the hotel.

REPORTING OF INJURIES AND INCIDENTS

- Any injuries no matter how minor must be reported to the Safety and Security Department.
- For minor injuries, first aid treatment would be administered by a trained member of Hyatt Regency Trinidad's Safety and Security Team.
- For serious injuries, emergency medical help must be called immediately, or the worker should be taken to the nearest medical facility.
- An incident form must be completed by the worker and the Company's contact, for any incident or accident, even if the event is minor. This helps Hyatt's Safety and Security Department identify the most common sources of injury at the job site, and to take steps to prevent them in the future.

MOVE OUT:

- All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the show or event. All scrap materials and garbage should be placed in appropriate disposal containers or bags and removed from the Hotel's premises at the end of the event. The Hotel is not responsible for any materials left on the premises or the Garage area and does not have available storage. Items left behind after your move-out will be treated as **Abandoned Material** and will be discarded.

A Clearing Fee will be applied to the Client for any items not removed from the Hotel's premises.

INSURANCE AND LIABILITY:

- Vendors, Contractors & Exhibitors wishing to insure their exhibit materials, goods, and/or wares against theft, damage by fire, accident or loss of any kind, must do so at their own expense. Each Company is responsible for obtaining Insurance in such amounts as deemed appropriate to comply with its obligations hereunder and for its own protection.
- The Hotel is **NOT** responsible for any injury, loss or damage that may occur to the vendor, contractor, exhibitor, the exhibitor's agent, employees or property, or to any other person's property, prior, during or subsequent to the period covered by the contract, provided said injury, loss or damage is not caused by the willful negligence of an employee of the Hotel. All Vendors, Contractors & Exhibitors hereby expressly release the Hotel from such liabilities and agree to indemnify the Hotel against all claims for such injury, loss or damage.

SAFETY IS EVERYONE'S RESPONSIBILITY

This document must be signed, dated, and returned to Hyatt Regency Trinidad's Safety and Security Department or your Sales and Event Contact before you begin your load-in and setup on Hotel premises.

ACKNOWLEDGEMENT

(Please Print Name Clearly)

I, _____, acknowledge that I have read this document and I understand the contents set out herein, Hyatt Regency Trinidad's GENERAL RULES AND REGULATIONS FOR VENDORS, CONTRACTORS AND EXHIBITORS. Any questions or concerns I had regarding the contents of these Rules and Regulations have been addressed.

Signature: _____ Date: _____

Company: _____

Name of Event: _____