

GRAND HYATT CAIRO
OUTSIDE CONTRACTORS POLICIES & PROCEDURES
ISTH CONFERENCE

POLICY STATEMENT

It is the policy of Grand Hyatt Cairo to ensure that all outside contractors have a set of rules that they must know and respect in order to ensure that the quality and integrity of our facilities is not compromised.

PURPOSE

The purpose of this policy is to ensure that the scope of responsibilities of the contractors hired by a third party is well defined. Minimum standards must be established for rules and regulations, dress code and code of conduct for all Outside Contractors that enter any hotel facility.

General Procedures

1. Prior to the event, the client/contractor should send a list of deliveries/equipment and contact details of the person in charge for delivery to Hotel's representative, Fadi El Biblawi, Convention Service Manager in charge for Isth Conference.
Contact details:
E mail: fadi.elbiblawi@hyatt.com
Phone: 2 02 2365 1234 ext: 3167
Mobile: 2 019 0018620
This list will be given to the Security department, and only those items will be permitted to enter in the Hotel. Upon leaving the Hotel, during the dismantling period after the event, Security department will check that only items that were on the list will leave hotel.
2. Trucks are not allowed at the main entrance of Hotel.
3. Assigned entrance for all deliveries: Approach receiving entrance "Grand Hyatt Cairo Hotel" located under the Grand Hyatt Cairo bridge; Height of the garage: 2.10 m. All deliveries are to be checked at the loading bay by Security and permission to unload to be obtained from the Security officer on duty. These deliveries are then to be moved to the assigned exhibit space by contractors. Security officer will coordinate with the Banquet Service team to escort the contractors to their assigned location within the exhibition area. Delivery time should be communicated in advance to Fadi El Biblawi, Convention Service Manager.
4. All outside contractors must have a security authorization pass when on the premises.
5. Any equipment from the outside contractor should be listed for the Hotel's approval. Hotel has the right to keep the equipment out of hotel if the items are not on the approved list.
6. It is necessary for contractor to provide their own labour and equipment for the unloading from trucks, taking equipment or displays to and from 2010 exhibition area, spotting and erecting the same, and also to dismantle and remove them from the hotel. The Hotel does not have labour on site to assist in these operations. The Hotel can provide assistance and labour at additional charge upon request.
7. Freight elevator is not available. Service Elevator is available: **height 2.10m, width 2.17m and maximum weight 1365 kg.**
For pieces and equipment bigger than 2.10 m, **group entrance to be used only in period 01:00– 06:00 am. This needs to be coordinated in advance and approved by the Hotel.**

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8. For any special requirement of the set up, contractors need to communicate it to Fadi El Biblawi, Convention Service Manager. The set-up can be processed after getting the approval from the Hotel.
9. Any dangerous items i.e. flammable items, chemicals, explosives are not allowed. All material should be certified fire retardant.
10. All the items, equipment from the outside contractor are not allowed to block the hotel outlets and staircase.
11. All fire exits should be clear. The Hotel has the right to stop the set-up construction on any offense of the stipulation.
12. Floor plan (stages, catwalks and other large features) must be approved by the Fadi El Biblawi, Convention Service Manager before confirmation is given to the client by the decorator.
13. Hanging decoration or equipment from the ceiling is not allowed except on designated hanging points. Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building.
14. All decoration should be removed and cleared from the exhibition area before 6:00 am of the next day. The **Hotel does not have storage facilities** other than rooms booked by the Client. All goods/equipment must be removed from the Hotel upon conclusion of the event. Goods left in the Hotel without prior arrangement will be deemed. Hotel can arrange garbage collection at additional charge.
15. Any damages caused by outside contractors to any of the facilities will be charged to the exhibiting company.
16. Smoking, eating or drinking inside the exhibition area during the set up and dismantling, or in any of its back areas is strictly prohibited.
17. Use of guest facilities or toilets is strictly prohibited to any outside contractor. Staff toilets will be at disposal for contractors.
18. Outside contractors are not allowed to bring food and beverage bought from outside into hotel.
19. The Hotel's carpet and marble area must be protected from any damage.
20. It is the client's responsibility to secure valuable items from damage, loss or theft. Neither the Grand Hyatt Cairo nor the Organizers assume responsibility.
21. The outside contractor is responsible to clear any garbage left in the exhibition area associated with the client's booth and resume to its previous condition.
22. Hotel is not responsible for any damage or personal injury caused by outside contractor.
23. For outside contractors who do not follow hotel stipulation, the Hotel has the right to stop construction, fine, stop them using the hotel facilities and remove them from the hotel premises.

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Additional Procedure for Exhibitions

1. The exhibitor must communicate clearly with Mr Nader Samy from Pioneer Events and Fadi El Biblawi, Convention Service Manager to plan the move-in and move-out arrangements for SSC 2010 exhibition. If you have appointed an official freight carrier for your show, their representative should be part of the planning process.
2. The Hotel cannot accept freight shipments. You will be responsible for consignment of all freight shipments. It is your responsibility to advise contractors and your exhibit personnel of this information. In addition, the Hotel does not provide any exhibitor's storage on site.
3. We suggest you contact a freight transportation company to handle your move-in and move-out and storage.
4. If your material is coming from outside the country, it will have to clear **Customs**. The Government is available to offer assistance to groups bringing exhibit, display, convention materials etc. into the country. Such items, when not being used for re-sale, can enter the country duty free when the exhibit has been registered with Customs in advance.

Safety and Security Measures for Exhibitors

5. The Hotel reserves the right to dismantle any booth it deems a fire or safety hazard.
6. All booths must conform to the following safety standards:
 - a) No booth can obstruct fire exits or designated aisle space
 - b) Electrical equipment must be CSA and/or UL approved
 - c) No flammable liquids of any kind are permitted
7. All display materials, including banners, tablecloths, and decorations must be flame retardant and are subject to inspection by the Fire & Safety Manager.
8. All machinery/motorized vehicles must ensure that every effort is made to protect hotel property by use of skids/drop clothes or plastic sheeting. The exhibiting company will be held responsible for any damages.
9. Smoke/fog machines, fireworks, cooking etc. will be prohibited in the exhibit halls.
10. It is the responsibility of the organizers to provide uniform security for the exhibit hall during the set-up, tear down and closed hours of the exhibition. Security during the open hours will be optional. The Hotel is not responsible for loss and/or damage to any items left unattended in the exhibit hall or function rooms.

Move-In / Move-Out Procedure

1. To facilitate the move-in and move-out process for the event, it is necessary to schedule vehicle arrivals.
2. This schedule needs to be communicated to Mr Nader Samy from Pioneer Events and Hotel representative Fadi El Biblawi, Convention Service Manager in charge.
3. Due to commitments to deliveries and building requirements, the loading area will not be available at all times. No vehicles are allowed to park in the loading areas at any time and the loading bay can only hold trucks up to one (1) ton.
4. No freight may be stacked or stored in the loading area, against fire exits, fire pull stations, or fire hose cabinets.
5. Equipment for move in and move out are NOT available on site.

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Stipulation on Hotel Electricity Installation

1. For safety reasons, outside contractors are advised to use the power gate box located in Laylaty, in Nile Expo and in back of the house area. Engineering coordinator will be available for assistance during the set up. Sockets on the walls are also available in exhibition area. Outside contractors are kindly requested to communicate their precise power requirements 14 days prior the event to Fadi El Biblawi, Convention Service Manager. It is recommended that exhibitors provide extension cables.
2. Outside contractor should assign on worker with qualified certificate on electricity to take the responsibility for the activity electricity usage.
3. Outside contractors are not allowed to change the wire connection in the power gate box.