

GO

KNOW BEFORE YOU GO
VENDOR GUIDELINES

Colorado Parks and Recreation Annual Conference

GRAND

GRAND | HYATT
VAIL

[CPRA KNOW BEFORE YOU GO]

We look forward to welcoming you to Grand Hyatt Vail. In order to maintain the integrity of the Hotel, the following guidelines are outlined for all vendors that may be contracted to perform services in the Hotel. This will help us all achieve quality production for our clients and guests.

GETTING TO THE HOTEL

Grand Hyatt Vail
1300 Westhaven Drive,
Vail, CO 81657

[Find us on the map](#)

EXHIBITOR PARKING

Self-Parking - Location is in close proximity to the Alpine Hall making it convenient to load in and load out If you are bringing in your own materials.

- Staying overnight: Check in first to code your room key for in and out access. \$55.00 a day
- Not staying at the resort: A credit card will be required for the self parking lot. Note there are no in/out privileges for self-parking.

Valet Parking - is available at the main entrance of the hotel. Pull your vehicle up to the front drive and our Valet Team will assist you with further directions. \$62.00

Resort does not offer over size parking for box trucks or larger

LOAD IN / OUT LOCATIONS

EVENT VENUES

#6. Alpine Hall/ Heli Pad

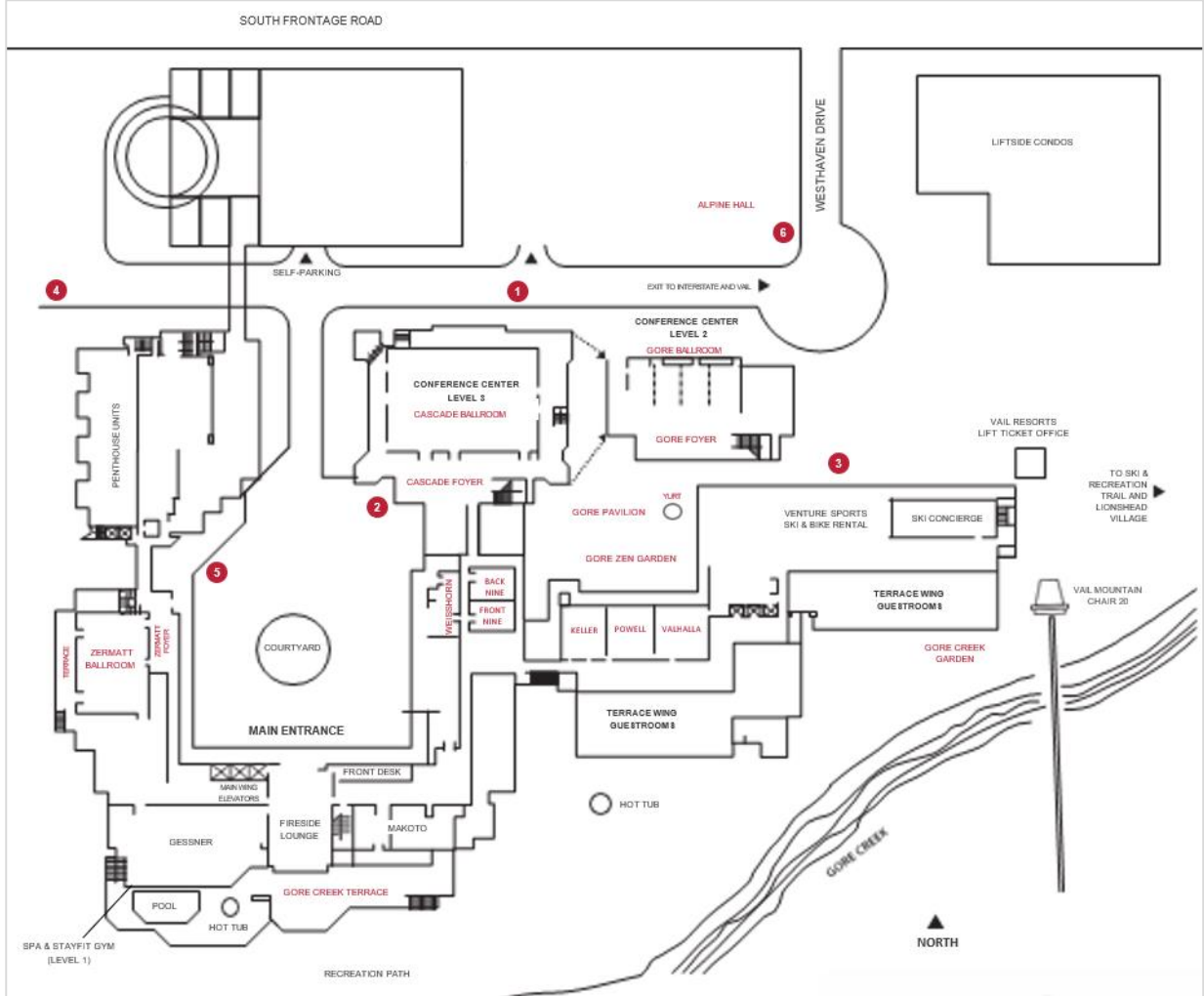
Load in/out via Heli Pad Parking lot is located on the right hand side of Westhaven Drive.

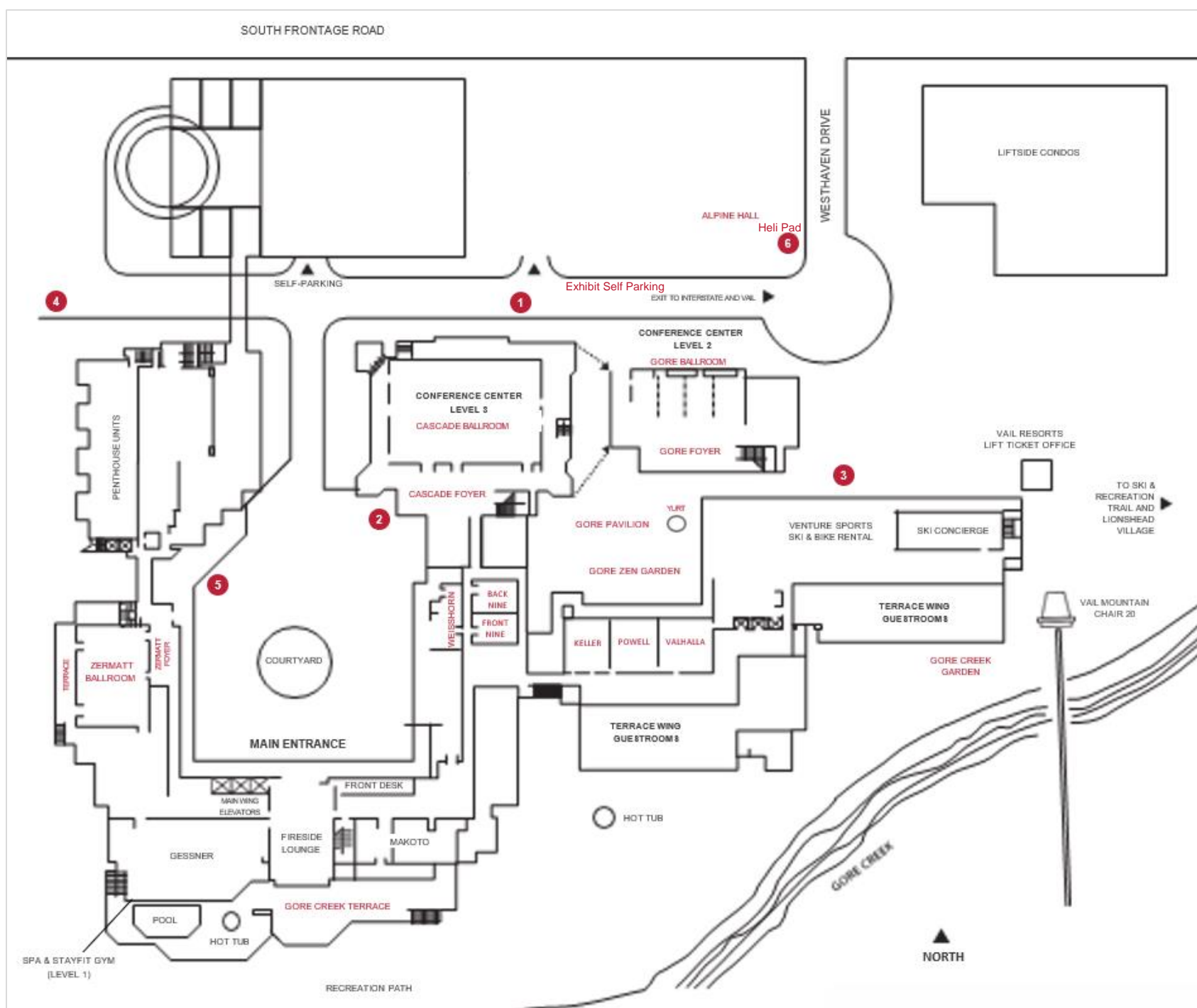
This is a drop off zone location only, unfortunately staging or long term parking is not allowed. Secondary load in option is the self parking in the lot below Alpine Hall.

Kindly share that all vehicle must be off the road for safety compliance.

#1. Cascade Ballroom

Load in/out via Cascade Loading Dock on Westhaven Drive. The Loading Dock leads directly into Cascade Ballroom. Entire vehicle must be off the road for safety compliance.





[SEND BEFORE YOU GO]

To track your shipping items, please submit the following items, through [Trip Hero](#) or your CPRA Coordinator at least four (4) weeks prior to your arrival. By doing this, your shipments will be placed on your exhibit table



TRIP HERO

[Link Here: TripHero | Ship Your Exhibit Supplies from Home to Hotel.](#)

Additional point of contact for all shipping Allan Flores
allan@gotriphero.com



SHIPMENT DETAILS

Conference Name:
Guest Name:
Company Name:
Booth Number if applicable :

Grand Hyatt Vail
1300 Westhaven Drive.
Vail, CO 81657



ONSITE CONTACT

Share the name Tracking number and shipping details with your CPRA coordinator



CREDIT CARD AUTHORIZATION

Not using Trip Hero, no problem. Please follow Shipping details with your onsite CPRA coordinator

Shipping cost will be collected on site at your vendor table

[GUIDELINES]

Any loading in and loading out of equipment, products, or items must adhere to the hotel's Vendor guidelines and anything outside the guidelines please coordinated through your Event Manager.

The front drive cannot be used for the loading and unloading of items such as, but not limited to, convention materials, equipment, décor, floral arrangements, or band equipment.

We do NOT accept COD packages unless previously arranged without payment.*

Loading dock does not have a lift gate. *

Forklifts and pallet jacks can be arranged in advance for a labor cost of \$75.00, with a minimum requirement of 4 hours

[CERTIFICATE OF INSURANCE]

All contractors hired by the group to provide labor and/or services are required to submit to Event management, a copy of the insurance certificate to include the criteria outlined below. Those companies would include, but are not limited to: General Contractors, Production Companies, Audio Visual Companies, Destination Management Services, Staffing Providers, etc.

Comprehensive General Liability insurance with limits of not less than \$2,000,000 each occurrence and annual aggregate

The additional insurer to be named on the certificate is as follows:

1. **Vail Hotel Partners LLC as additional insured.** Such insurance shall be primary and not contributory with Hyatt insurance.
2. The certificate holder must indicate: **“Grand Hyatt Vail”**

[GENERAL HOTEL RULES]

Consumption of alcohol or illegal use of drugs will not be allowed during working hours, nor will these items be allowed on Hotel premises. Vendors and contractors will not be under the influence of alcohol or any controlled substances.

Proper work attire is required during working hours: Company logo shirts and/or badges must be worn for the Hotel to identify workers.

Meals must be taken in designated areas only; any refuse shall be disposed of within proper receptacles. No food or beverage will be allowed outside of the designated areas. Meal breaks are not allowed within the Hotel's employee cafeteria.

Smoking is not permitted in the Hotel or event spaces.

Use of profanity will not be tolerated while on Hotel premises.

Sexual harassment, immoral conduct or indecency, exhibitionism, lewd or suggestive acts or conversations and custody of pornographic materials are prohibited in the work area.

Any contractor or vendor practicing rudeness or misconduct, which in any way affects a hotel employee or guest, or discredits the hotel in any way, will not be tolerated.

Fighting or physical altercations are not allowed on Hotel premises, nor is threatening, intimidating, coercing or interfering with Hotel employees. Any of the above will result in immediate removal of the party from the Hotel premises.



GENERAL HOTEL RULES

Entering guest rooms is prohibited unless the vendor/exhibitor has their own room reservation.

Carrying weapons of any kind is prohibited.

Endangering through negligence, carelessness or malicious mischief the safety of others and/or Hotel property is not permitted. Appropriate action shall be taken with the contracting company to remedy the situation.

Contractors and vendors are required to promptly report all accidents to person or property and/or breakage of any nature to Hotel management.

Personal hygiene and cleanliness must be maintained at all times.

GO

[THANK YOU]

GRAND

GRAND | HYATT