



Attention: Hyatt Engineering Department, Exhibit Services
 One S. Capitol Ave
 Indianapolis, IN 46204
 Office Phone #: (317) 616-6050, Office Fax #: (317) 616-6055
 email: dcolbert@hyatt.com

Engineering Exhibit Service Form

Please Print or Type all information on this form

(please check one)	Advance Order <input checked="" type="checkbox"/>	Floor Order <input type="checkbox"/>	(see pricing differences below)
Convention Name	_____	Hotel Contact	_____
Company Name	_____	Event Contact	_____
Address	_____	Function Date & Time	_____
City	_____	Set-up Time	_____
State	_____ Zip Code _____	Tear-down Time	_____
Telephone #	_____	Function Room	_____
Fax #	_____	Booth # or Location	_____
e-mail address	_____	Today's Date:	_____
Print Name:	_____	Authorized Signature:	_____

Please read all Rules and Regulations on the back of this form prior to completing your requests for service
 Any request that does not identify a form of payment will not be honored. All pre-paid services will be first priority
 Advance orders must be received 10 days prior to connection date, or floor order will apply

Electrical Service Per Day					
<i>All standard electrical based on 20amp circuits and includes one extension cord. All electrical charges are on a daily basis.</i>					
Description	# of Days	Quantity	Advance Order	Floor Order	Price Total
(1) 120v circuit			\$50.00	\$75.00	
(1) 208v, single phase circuit			\$80.00	\$120.00	
(1) 208v, three phase circuit 100amp			\$300.00	\$500.00	
(1) 208v, three phase circuit 200amp			\$600.00	\$800.00	
Total Electrical Service					\$0.00

Additional Electrical Items					
Description	# of Days	Quantity	Advance Order	Floor Order	Price Total
Extension cord (25' or 50')			\$25.00	\$40.00	
Power strip			\$25.00	\$40.00	
Spider box = (6) 20 amp circuits			\$300.00	\$450.00	
Total Additional Electrical Items					\$0.00

Banner Hanging					
Description	# of Days	Quantity	Advance Order	Floor Order	Price Total
Banner (up to 25 sq. ft.)			\$40.00	\$60.00	
Banner (over 25 sq. ft.)			\$50.00	\$80.00	
Lobby Center Hanging Cable			\$350.00	\$550.00	
Elevator Front Decals (Per Elevator)			\$800.00	\$1,200.00	
Total Labor & Banners					\$0.00

Additional Available Services					
<i>Please contact Engineering for requirements, limitations, and pricing for any additional requested services</i>					
<i>All meeting room Audio, Video, and Internet needs must be coordinated with PSAV, phone: (317) 632-2527, email: esloan@ps-av.com</i>					
Description	# of Days	Quantity	Advance Order	Floor Order	Price Total
Plumbing (water supply & drain)					
TV & Cable Connection					
Closed Circuit TV (guestroom video/dvd viewing)					
Vehicle displayed in Lobby					
Total Additional Services					\$0.00

Meeting Room Key & Lock Services			
<i>Any key and lock requests not submitted at least 48 hours in advance will be charged a flat labor rate of \$150 in addition to the system cost</i>			
<i>Please indicate on the side of the form next to this section to whom the keys are to be delivered to (directly to client, CS Mgr, etc...)</i>			
Description	Quantity	Price per Key	Price Total
Labor Charges for Late Requests		\$75.00	
Hotel Key System (standard access lock and key card)		\$10.00	
Black Lock Key System (reprogrammed lock for secured access)		\$25.00	
Total Key & Lock Services			\$0.00

Method of Payment	Total Electrical Services	Price Total
Credit Card #: _____	\$0.00	
Cardholder Name: _____	Total Additional Electrical Items	\$0.00
Expiration Date: _____	Total Banners	\$0.00
Master Account #: _____	Total Additional Services	\$0.00
Check #: _____	Total Key & Lock Services	\$0.00
	Total All Services	\$0.00