

GRAND | HYATT

EXHIBITOR SUMMARY SHEET GROUP | EVENT DATES

EXHIBITOR: _____

CONTACT: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

NAME: _____

SIGNATURE: _____

DATE: _____

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Grand Hyatt New York, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Grand Hyatt New York, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from or out of or by reason of any accident or bodily injury or other occurrences to any persons, including the injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitors occupancy and use of the exhibition premises, the Hotel or any part there of.

COMPLETE THIS FORM , AND ATTACH ALL APPROPRIATE BACK-UP MATERIALS

OF TABLES (6X30) REQUIRED: _____

PAGE 2: ENCORE AUDIO VISUAL ORDER FORM

PAGES 3, 4, 5: HYATT ELECTRICAL ORDER FORMS

PAGE 6: COMMUNICATIONS ORDER FORM

PAGE 7: MAILROOM ORDER FORM

PAGE 8: PACKING SLIP FOR EVENT BOXES/PACKAGES W/ EXHIBITORS:

PAGE 9: LOADING DOCK INSTRUCTIONS

PAGE 10: CREDIT CARD AUTHORIZATION

PLEASE EMAIL TO:

Taylor Born, Events Coordinator

taylor.swift@hyatt.com

Encore Grand Hyatt Exhibitor Audiovisual Order Form 2015

Conference Name	
Rental Dates	
Set-Up Time	
Tear Down Time	

Company Name	On-site Contact	
Cardholder Billing Address		
City, ST, Zip		
Phone	Fax	
Email		

Payment Type - C.O.D. (circle one)			
Company Check	AMEX	VISA	MC
CC #		Exp. Date	Sec. Code
Cardholder Name (please PRINT)			
Signature			

Booth/Table Number(s)	
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Equipment (please indicate items needed)

Computer/Data Monitors:

Type	Price Per Day	Quantity	# of Days	Extended Price
23/24" Flat Screen Monitor	\$295.00			
32" Flat Screen Monitor	\$425.00			
40" HD LCD Monitor	\$575.00			
55" HD LCD Monitor	\$850.00			
floor stand - monitors 32" and larger	\$100.00			

**please note all monitors listed above are 16:9 format*

Computers:

Laptop Computer	\$295.00			
Computer Speakers	\$25.00			

If Supplying own laptop please specify cable required; VGA _____ HDMI _____

Total of all Equipment listed above	
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Setup and Teardown Labor Charge (23% of equipment total)	
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Subtotal = Equipment + Labor Charge	
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Total Cost (add 8.875% tax)	
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For items not listed above, please call Encore Event Technologies at (212) 883-1234 x4025

Please fax or email form along with a *clear photocopy of both sides of your credit card* to Encore Event Technologies at (646) 213-6620 no less than 3 working days prior to your event to place order.

All electrical charges are separate and billed through the Grand Hyatt New York.
 All telephone & internet charges are separate and billed through the Grand Hyatt New York.
 Please call your catering or convention services manager for further information.

Grand Hyatt New York Electrical and Banner Services Request Form

Show Name		Show Dates	
Exhibiting Firm Name:			Booth #:
Address:		City	State
Telephone:		Fax:	On Site Contact:
Payment Method <input type="checkbox"/> Master Card/Visa Credit Card # _____ exp: _____ <input type="checkbox"/> Visa I also authorize any unpaid balances to my Credit Card <input type="checkbox"/> Amex Name on Card: _____ <input type="checkbox"/> Check/Money Order (A copy of the front and back of Credit Card must be included with this form) <input type="checkbox"/> Master Account Number: _____ Signature: _____			

There will be an additional charge for any orders received on the day of the event.
 Saturday, Sunday & Holidays there will be a double labor, for on site orders.

Outlets Item	Number Needed	Standard Rate	Premium Rate	Cost Per Day
20 Amps		\$105.00	\$130.00	
30 Amps		\$120.00	\$145.00	
40 Amps		\$160.00	\$185.00	
50 Amps		\$185.00	\$210.00	
*208 Volts Single Ph.				
*20 Amps		\$130.00	\$160.00	
*30 Amps		\$165.00	\$190.00	
*40 Amps		\$180.00	\$205.00	
*50 Amps		\$195.00	\$220.00	
*60 Amps		\$220.00	\$245.00	
*220 Volts Three Ph.				
*20 Amps		\$130.00	\$155.00	
*30 Amps		\$165.00	\$190.00	
*40 Amps		\$185.00	\$210.00	
*50 Amps		\$210.00	\$235.00	
*60 Amps		\$250.00	\$275.00	
*100 Amps		\$385.00	\$410.00	
*200 Amps		\$700.00	\$725.00	
*400 Amps		\$1,400.00	\$1,450.00	
			Subtotal	

Special Items	#	Rate	Labor	Cost
Extension Cord/Power Strip		\$40.00	N/A	
Engineer Labor			\$105 per	
From 6 am to 2pm			hrs./4hr min	
Premium labor on floor order			\$210 per	
From 2pm to 11pm			hr./4hr min	
Over night labor charge (11pm to 7am)			Double Charge	
Banner Hanging (Each)		\$200.00	N/A	
Banner Hanging (large) (Each)		\$500.00	N/A	
Pin Spot		\$150.00	N/A	
Up lighting (Each light)		\$75.00	N/A	
Stage carpet installation and removal			\$105 per	
			hrs./4hr min	
			Subtotal	

Late Charge	
\$ 875 Tax	
Total	

PLEASE INCLUDE TAX ON ALL ORDERS.
 SEE PAGE 2 FOR TERMS AND CONDITIONS.

SPECIAL NOTICE!!

New York City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

WIRING REGULATIONS BASED ON THE ELECTRICAL Code of New York City

- All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- All metal raceways, metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- All extension cables shall be 3-wire SJ cord or other approved type and not more than 20 ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- Flexible cords and cables less than No. 14 gauge wire shall not be permitted.

MAKE CHECKS PAYABLE TO:

Grand Hyatt New York
 Park Avenue at Grand Central NY, N.Y. 10017
 Tel: (646-213-6601) Fax: (646-213-6706)

PAYMENT POLICY-FORM MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED

Customers paying by check or money order must also supply valid Credit Card number. Payment of balances not prepaid or covered by company check will be billed directly to credit card number given at move out. By your signature you acknowledge and agree to these terms and authorize Hyatt to bill your credit card. Foreign checks and wire transfers not accepted.

Con-Edison POWER CAN VARY +/- 10%

****Power requirements of 200 amps or more requires a standby electrician for set-up, teardown, and actual event times.

Grand Hyatt New York Electrical and Banner Services Request Form

Service Order Information

1. **Payment information for service must accompany service request.**
2. Late payment is received shall determine the penalty rate of \$75.00
3. Incomplete information regarding hook-up or power requirement will delay processing
4. Booth number(s) must be identified on face of form
5. If third party billing is required, service contract must include company name c/o display house. Display house and address and contact name must be indicated on service contract. Payment Policy will apply.
6. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of balance
7. Claims will not be considered unless filed by exhibitor prior to close of exposition at the Hyatt service desk. Non-receipt of service must be reported to the Hyatt prior to close of the day for verification and consideration.
8. Unpaid balances are subject to past due penalties
9. Returned checks will be subject to a \$25.00 fee plus a \$50.00 late fee.

Important Rules and Regulations

1. No one other than the Hyatt electricians can make any electrical connections or install/remove cable or fixtures. Please consult the Hyatt personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by the Hyatt for services shall remain the property of the Hyatt and shall be removed only by the Hyatt at the closing.
3. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited
5. All exhibitors' cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, the Hyatt installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the Hyatt is not responsible for temporary conditions.
10. All electrical service connections (110 V) include 2 female outlets.
11. A standby electrician is required (for requests of 200amps or more) during set-up, teardown, and actual event times. See under "Special Items" on first page for labor charges.

Voltage Requirements

~~Alternating current only.~~ (Current available, single phase 60 cycle approximately 115 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 220 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

Signs and Banners

The Hotel reserves the right to approve all signs and banners. All signs must be professionally printed. Arrangements must be made in advance since it is required that Union carpenters hang all banners. Ideally, more than one week's notice should be provided. At no time are attachments of any sort permitted on walls, pillars, glass, etc. This includes the usage of tapes, tacks, Velcro, etc. Should your client need a banner hung, arrangements must be made in advance with the Catering, Sales or Convention Services Manager to utilize a Hotel Carpenter. There will be a \$250.00 charge, plus applicable tax, posted to the group's master account for each banner hung when done so between the hours of 7am and 3pm. In the event that the work needs to be performed outside of these hours, the \$250.00 per banner charge will still apply, with a minimum charge of \$750.00. Pipe and drape must be rented to hang banners.

**Grand Hyatt New York
Electrical and Banner Services Request Form**

Liability and Insurance

The Grand Hyatt New York will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.

Exhibitors who wish to carry insurance on their exhibits must place it at their own expense.

All terms, conditions, rules, regulations and pricing are non-negotiable.

I have read, understood and I agree to all of the above,

Name: _____

Signature: _____

Date: _____

COMMUNICATIONS REQUISITION FORM



Contact Information	
Name:	Company:
Address:	City/State/Zip:
Phone:	Email:
Event/Exhibit Name:	Event/Exhibit Dates:

Phone Line Pricing Structure		
Quantity	Item	Cost Per Item
	B Line: Outside 7-Digit Line - Local Access Only	\$250.00
	B Line: Outside 7-Digit Line - Local & Long Distance	\$250.00
	Polycom: Outside 7-Digit Line - Local Access Only	\$350.00
	Polycom: Outside 7-Digit Line - Local & Long Distance	\$350.00
	C Line: RJ-11 Jack for Computer Hook-up - Local Access Only	\$250.00
	C Line: RJ-11 Jack for Computer Hook-up - Local & Long Distance	\$250.00
	ISDN Line Installation: ISDN Specific Equipment to be provided by client	\$600.00
	ISDN Line - Daily Charge	\$100.00

Pricing above is exclusive of calls made

Phone Call Pricing Structure		
Quantity	Item	Cost
	Local, 8XX, and Collect Calls - First 30 Minutes	\$1.50
	Local, 8XX, and Collect Calls - Each Additional Minute	\$0.10
	Long distance call - Connection Cost <i>(Billed at AT&T operator assisted rates)</i>	\$0.75
	Long distance call - Per Minute <i>(Billed at AT&T operator assisted rates)</i>	\$0.25
	International call - Connection Cost <i>(Billed at AT&T operator assisted rates)</i>	\$2.50
	International call - Per Minute <i>(Billed at AT&T operator assisted rates)</i>	\$0.60

***Any line installations before or after the Technician hours of 7am-4pm (Mon-Fri) will be charged an overtime fee: \$200 per hour. (on Weekends and after 6pm weekdays there is a minimum of 4 hours.)*

Internet Pricing Structure		
Quantity	Item	Cost
	Wireless Internet - Over 40 users <i>Cost is per floor per day</i>	\$2,000.00
	Hard Wire Internet <i>Cost is per line per day</i>	\$450.00

Mailroom Services Request Form



Group Information

Group/Exhibit Name:	Group/Exhibit Dates:
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Incoming Packages/Boxes/Crates/Containers

Item	Cost Per Item	
Letters/Envelopes - All carriers	\$5.00	
One to Five Pounds	\$13.00	
Six to Twenty Pounds	\$22.00	
Twenty-One to Forty Pounds	\$33.00	
Forty-One to Fifty Pounds	\$55.00	
Fifty-One Pounds and Up	\$82.00	
Pallet and/or Skid	\$185.00	
Breakdown of Pallet - per item	\$12.00	

Outgoing Packages/Boxes/Crates/Containers

Item	Cost Per Item	
Letters/Envelopes - All carriers	\$5.00	
One to Twenty Pounds	\$15.00	
Twenty-One and Up	\$25.00	
Pallet and/or Skid		
Charged per piece by Weight		

Postage

Item	Cost Per Item	
Letter Postage - USA	\$49.00	
Letter Postage - International	\$1.15	
Post Card Postage - USA	\$0.35	
Post Card Postage - International	\$1.15	

All pricing is plus applicable taxes

Payment Information - Credit Card

<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex	Credit Card # _____ exp: _____ <p style="text-align: center;">I also authorize any unpaid balances to my Credit Card</p> Name on Card: _____ (A copy of the front and back of Credit Card must be included with this form)
Signature: _____	

Billing Address:	City	State	Zip
Telephone:	Fax:	On Site Contact:	

MAILROOM HOURS OF OPERATION
 Monday through Friday: 6am to 10pm
 Saturday Sunday: 7am to 7pm

PACKING SLIP FOR EVENT BOXES/PACKAGES W/ EXHIBITORS:

SHIP TO:

Grand Hyatt New York
109 East 42nd Street
New York, NY 10017

Event Name: _____

Event Date: _____

Booth/Table #: _____

Exhibit Contact: _____

Hotel Contact: _____

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LOADING DOCK INSTRUCTIONS

The directions to the loading dock are the following:

At Depew Place, which is off 45th Street Between Vanderbilt and Lexington Avenues

Best Directional Route: Take Lexington Ave to 45th Street and make a right. Make your first left, Depew Place, which is located directly under the Park Avenue Ramp.

Security Procedure: NYPD monitors the deliveries and you may only use Depew Place loading dock if you have commercial plates.

Truck Size Restrictions

Truck should be no larger than 24 feet long and 12 feet high MAX

All freight deliveries will require a receiving appointment. 24 hours notification is necessary.

The loading dock hours are 7:00AM to 3:00PM, Monday thru Friday and on Saturdays on special request.

Please feel free to contact the Purchasing Department at 646-213-6790 if you have any questions.

CREDIT CARD AUTHORIZATION FORM

Hotel:

**Hyatt Place and HYATT house properties do not accept this form.*

Individual/Business/Group or Event Name:

Reservation Confirmation Number:

Arrival or Event Date(s):

Credit Card Billing Address:

City / State / Zip / Country:

Contact Phone Number: Contact Email Address:

I hereby authorize the following charges to be applied to the following credit card.

Check all that apply:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Room & Tax | <input type="checkbox"/> Only Specific Incidentals | <input type="checkbox"/> Gift Certificate | <input type="checkbox"/> All Stay Charges |
| <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> All Banquet Charges | <input type="checkbox"/> Guest Amenity | <input type="checkbox"/> Other - see comments |
| <input type="checkbox"/> All Incidentals | <input type="checkbox"/> Resort Services Fee | <input type="checkbox"/> Parking | |

I hereby authorize the following amount be applied to the credit card (applicable sales tax and service charges may apply):

** A service charge of 1.5% will be applied when using this form for Hyatt hotels in Australia (excluding Park Hyatt Sydney)*

Comments:

The credit card listed below may be billed for the estimated charges Ten (10) days prior to event/reservation date.

Credit Card Number: Name on Card:

Expiration Date: Cardholder Phone #:

Signature of Card Holder: _____ Current Date

- By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at privacy.hyatt.com

Please fax this completed form to:

Hotel Fax #:

Please transmit this form at least 72 hours prior to your planned arrival in order to ensure your request is processed.

For a list of all hotels and their contact information, please visit: <http://www.hyatt.com/hyatt/site-map.jsp>

All information is kept confidential and used only for the purposes as noted above.