



Hyatt Regency O'Hare Chicago
 9300 Bryn Mawr Ave, Rosemont, IL 60018
 Hotel Phone: (847) 696-1234
 Accounting Secure Fax: (847) 663-4419

****FORM TO BE RECEIVED A MINIMUM OF 15 DAYS PRIOR TO SHOW START DATE;
 FORMS RECEIVED AFTER ARE SUBJECT TO 5% PRICE INCREASE****

****FORM MUST BE COMPLETED BY ALL EXHIBITORS REGARDLESS
 IF SERVICES ARE REQUIRED PRIOR TO ARRIVAL**

**FORM MUST BE RECEIVED BY MAY 28, 2019. FAX TO ACCOUNTING SECURE FAX LINE AT (847)
 663-4419****

BOOTH SERVICE AGREEMENT
 Order Form for Electrical, Audio Visual/Internet and Shipping and Receiving Needs

Company Name:	
Company Contact:	
Address:	
City, State, Zip	
Phone:	
Email:	
Exhibit Show Name:	Global Pouch Forum Exhibition
Exhibit Show Dates:	June 12, 2019
Booth # (if applicable)	

PAYMENT INFORMATION

Total Amount of Services:	
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No Service Required **Credit Card**

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

Signature:		Date:	
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NON-FLAMMABLE MATERIALS

All materials used in the Hotel MUST be non-flammable to comply with the Fire Regulations of Illinois and the city of Rosemont. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

SPECIAL NOTICES

No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, 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 willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.

INSURANCE

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

PAYMENT

All charges incurred by each exhibitor must be paid in full prior to hook-up taking place.

MISCELLANEOUS

All requests for services after your arrival are subject to the availability of equipment and staff. All advance orders will be given priority. If you are not certain of your requirements, please call for assistance. These standard conditions for exhibits and displays apply whether electrical, phone or high-speed Internet services are utilized or not. No services will be provided without a signed copy of this form or before payment is received. Please retain a copy for your records.

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

Signature:		Date:	
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ELECTRICAL SERVICES - On Site Orders Subject to Increase

	<u>Ordered Before</u>	<u>On Site Order</u>
<input type="checkbox"/> <u>DOUBLE OUTLET – 1000 WATT</u>	\$ 160.00 + Labor	\$ 185.00 + Labor
<input type="checkbox"/> <u>POWER STRIP **Requires Double Outlet@ \$160.00**</u>	\$ 40.00 + Labor	\$ 65.00 + Labor
<input type="checkbox"/> <u>QUAD BOX – 2000 WATTS</u>	\$ 190.00 + Labor	\$ 215.00 + Labor
<input type="checkbox"/> <u>30 AMP – 3 PHASE 120-208 VOLT</u>	\$ 900.00 + Labor	\$1200.00 + Labor
<input type="checkbox"/> <u>100 AMP – SINGLE PHASE 120-208 VOLT</u>	\$ 1,300.00 + Labor	\$1700.00 + Labor
<input type="checkbox"/> <u>100 AMP – 3 PHASE 120-208 VOLT</u>	\$ 1,500.00 + Labor	\$1900.00 + Labor
<input type="checkbox"/> <u>200 AMP – 3 PHASE 120-208 VOLT</u>	\$ 1,700.00 + Labor	\$2100.00 + Labor

PLACEMENT IN BOOTH Back Wall Left Side Right Side

PRICES DO NOT REFLECT ANY LABOR FEES OR CHARGES

ELECTRICAL LABOR CHARGES

Regular Time: Monday – Saturday 8:00am – 4:00pm

ELECTRICIAN RATE PER HOUR REGUALR TIME \$140.00

Overtime: Monday through Saturday 4:00pm – 8:00am and all day Sunday

ELECTRICIAN RATE PER HOUR OVERTIME \$205.00

** Holidays are double time.

INTERNET AND AUDIO VISUAL SERVICES

INTERNET AND AUDIOVISUAL ARE PROVIDED BY ENCORE

Item	Rate	Quantity	
Initial Basic Wireless Internet Connection	\$ 204.60		Daily rate per item, inclusive of all applicable charges
Additonal Wireless Internet Connection	\$ 62.00		
Initial Wired Internet Connection	\$ 744.00		
Additional Wired Internet Connection	\$ 248.00		Daily rate per item, plus a one-time \$100 set/strike labor cost
42" – 46" LCD Monitor with Floorstand	\$ 684.80		
65" LCD Monitor with Floorstand	\$1,132.80		

*Contact ENCORE at 847.663.4520 for any additional network, equipment and phone needs

SHIPPING AND RECEIVING INSTRUCTIONS

- CHECK HERE IF SHIPPING MATERIALS
APPROXIMATE NUMBER OF BOXES
APPROXIMATE NUMBER OF SKIDS
ESTIMATED DATE OF ARRIVAL (PACKAGES CAN BE RECEIVED UP TO 3 DAYS PRIOR TO EVENT START DATE)

INSTRUCTIONS & PRICING

Handling charges for packages:

<u>Weight/pounds</u>	<u>Charge</u>
Letter	Complimentary
1-50lbs	\$ 7.00 per box
51-99lbs	\$ 0.40 per pound
100lbs and over	\$ 0.50 per pound
Skids without weight	\$200.00 per skid
Skids with weight	\$ 0.50 per pound
Skids with or without weight - Outbound Only	\$100.00 per skid

- Complete return address
- Number of Boxes (i.e. 1 of 2 and 2 of 2)
- Hold for arrival – Attention: Guest Name, Organization/Company Name
- Hyatt Contact/Manager's Name
- Address packages to hotel as follows:
Hyatt Regency O'Hare Chicago
Attn: Global Pouch Forum Exhibits, (Your Company Representative)
(Your Company Name and Booth #)
9300 West Bryn Mawr Avenue
Rosemont IL 60018

All materials being sent to the hotel must be marked as follows: