

## Booth Service Agreement

### Order Form for Electrical, Audio Visual/Internet and Shipping and Receiving Needs



**\*\*Form to be received a minimum of 15 days prior to show start date.\*\***

**\*\*Form must be completed by all exhibitors regardless if services are required prior to arrival\*\***

#### CUSTOMER INFORMATION

Company Name \_\_\_\_\_ Show Name \_\_\_\_\_

Booth # \_\_\_\_\_ Show Dates \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ State, Zip \_\_\_\_\_

Onsite Contact Name \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Check here if you do not need anything for your booth

- Electrical, Internet and Audio Visual services will be charged in full prior to event start date.
- Shipping charges will be applied at the conclusion of the event with a \$25.00 authorization applied prior to event start date.
- Payment requests will be sent to the contact email noted above on this form within 5 days of submission.
- All payments must be received by the hotel no later than 10 days prior to event start date or service requests will not be guaranteed. On-site services are currently unavailable.

#### 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.

#### 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](http://privacy.hyatt.com).

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please send completed forms to [Accountingchiro@hyatt.com](mailto:Accountingchiro@hyatt.com)*

## ELECTRICAL SERVICES

### Advance Order

Double Outlet - 1000 Watt	\$245.00
Double Outlet with Power Strip	\$290.00
Quad Box - 2000 Watt	\$275.00
30 Amp - 3 Phase 120-208 Volt	\$1600.00
100 Amp - Single Phase 120-208 Volt	\$2000.00
100 Amp - 3 Phase 120-208 Volt	\$2200.00
200 Amp - 3 Phase 120-208 Volt	\$2400.00

### PLACEMENT IN BOOTH

Back Wall

Left Side

Right Side

\*Prices are inclusive of regular time labor fees; OT and holiday rate may vary. Prices are subject to increase.

## ELECTRICAL LABOR CHARGES

Electrician Rate Per Hour - Regular Time	Monday – Saturday 7:00am – 3:00pm	\$150.00
Electrician Rate Per Hour - Overtime	Monday through Saturday 3:00pm – 7:00am and all day Sunday	\$210.00

\*\*Holidays are Double time

## INTERNET AND AUDIO VISUAL SERVICES

### Item

### Advance Order

Initial Basic Wireless Internet Connection	\$170.00
Initial Wired Internet Connection	\$610.00
55" LCD Monitor with Floor Stand	\$850.00

## SHIPPING AND RECEIVING INSTRUCTIONS

Check here if you are shipping materials

Number of boxes

Number of skids

Packages can be received up to 3 days prior to event start date

## INSTRUCTIONS AND PRICING

### Handling charges for packages

Weight / Pounds	Charge
Letter	Complimentary
1-50 lbs	\$7.00 per box
51-99 lbs	\$0.40 per pound
100 lbs 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

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

- 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  
9300 West Bryn Mawr Avenue  
Rosemont, IL 60018