



ON THE HISTORIC RIVERFRONT

Two West Bay Street
Savannah, GA 31401 USA
(912) 238-1234 Fax: (912) 721-4651

ELECTRICAL SERVICE ORDER FORM

GENERAL INFORMATION

Special Note:

Current: All circuits include ground wire, 60 cycle (HZ), 120V, Single Phase. 208V Single, Double and Three Phase may be available. Contact Engineering for Information.

Conditions

Service includes source and distribution of a duplex outlet to booth, installation and removal at straight time of provided equipment. Rate for maximum 3-day period, and for 1 hour prior, during, and 1 hour following each show day.

A separate outlet must be ordered for each electrical unit to be connected. Electricians are obligated to refuse connections where wiring or wiring methods constitute code violation. Dedicated service is available. Ask for details.

Floor Orders for outlets placed other than during 8:00 AM-4:30 PM, Monday- Friday, will be assessed additional regular labor rate.

Hyatt Regency Savannah is not responsible for voltage fluctuations or power failure to any service line. All hotel material and equipment furnished for connection is for rental only. Equipment provided to booth not retrieved at booth following close of show will be charged to Exhibitor at replacement rate.

Twenty-four (24) Hour Service is available at Double the regular rate. 100% payment must accompany Order to qualify for Advanced Rate, received by Hyatt at least 10 days prior to First Day of Show.

Make sure adequate power is ordered at Basic Rate if ordering in advance. Additional power ordered or required at show will be billed at floor rate.

All exposed non-current carrying metal parts of fixed equipment, which may be energized, must be grounded. All exhibitor's cords MUST be 3-wire grounded type.

Basic Rates

Qty.	Outlets Up To	Advance	Floor
_____	20 Amp or 2000 W	\$50.00	\$62.00
_____	Band Hook-Up	\$250.00	\$300.00
_____	Three Phase \$2.00 per AMP (____) \$ _____		

Above rates include 1 Duplex outlet. Quads and strips are available. If Exhibitor requires an additional Duplex, Quad, or Strip, the following rates are in addition to the above basic rate:

_____	Duplex or Quad	\$25.00	\$40.00
_____	Strip (6 outlet)	\$50.00	\$70.00
_____	Ext. Cord	\$20.00	

Labor

Electricians are available from 8:00 AM-4:30 PM, Monday-Friday, at regular time of \$24.50 pmh; all other times are double time. Labor is hired on a per hour, 1 hour minimum rate.

_____	Hr., Electrical/ST	@\$24.50 pmh
_____	Hr., Electrical/DT	@\$49.00 pmh

_____	Outlet Basic Rate	\$ _____
_____	24 Hour Service	\$ _____
_____	Addition to Basic Rate	\$ _____
_____	Subtotal	\$ _____
_____	Labor	\$ _____
_____	Sales Tax (7%)	\$ _____
_____	Total Due	\$ _____

When Services are needed, please complete this section

Master Account: _____
Credit Card No: _____
____ Visa/Mstrcard _____ Am.Express Other _____
Name: _____ Exp. Date: _____
____ Check (make payable to Hyatt Regency Savannah.)

Dates: From: _____ to _____
Time: _____
Customer Contact: _____
Location: _____

Please no cash!

Convention/Show: _____ Date: _____ Booth No.: _____
Exhibitor: _____ Phone: _____
Address: _____
By: _____ Signature _____

By ordering this material, the Exhibitor agrees to honor all statements, and accept all responsibilities as outlined.

Return all forms to Hyatt Regency at the address noted above.

Installed By _____ Date _____ Time _____
(Engineer)

TELEPHONE SERVICE REQUEST FORM

Fax Information to: Attn: Engineering Dept. 912-721-4651



Dates:

From: _____ To: _____

Hyatt Representative Requesting Service: _____

Customer Contact: _____

Company: _____

Telephone Number: _____ Cost: _____ +Calls _____

Billing Instructions:		Visa/MC:	
	Master Account No:	Other:	
	Room Charge:	Card #:	
	Room No:	Exp. Date:	

TYPE OF SERVICE REQUESTED

- Direct In Dial & Outside Access with Phone \$150.00 + Calls
- Direct In Dial & Outside Access with out Phone \$100.00 + Calls
(Use for FAX and Computer Lines)

Total Number of Lines Needed: _____

Total Number of Sets Needed: _____

Will Guest provide telephone set? YES or NO

Room: _____ Location: In Room/Booth # _____

Additional Information: _____

Hotel Use Only Beyond This Line _____

Hook Up Date: _____ Time: _____

Engineer Handling Hook Up: _____

Extension Numbers: (912)-721- _____

Ext. 4748 – 4795 For Meeting Rooms Only!
1 Copy to Engineering & 1 Copy to PBX
PBX will handle phone restrictions (Local or Long Distance / Per groups request)



EXHIBITOR AUDIO VISUAL ORDER FORM
HYATT
 Two West Bay Street Savannah GA 41401
 Phone: 912-238-0774; Fax:912-234-9525

Video Equipment					Customer Information			
Qty	DAILY RATE		Days	Total				
	Advanced	On Site	Used					
DVD Player		\$105.00	\$120.00		Firm Name:			
32" LCD Monitor w/chrome stand		\$200.00	\$230.00		Address:			
42" Plasma Monitor w/chrome stand		\$400.00	\$460.00		City:			
50" Plasma Monitor w/chrome stand		\$600.00	\$690.00		State:	Zip:		
Video Distribution Amplifier (For multiple monitors)		\$75.00	\$90.00		Ordered By:			
					Telephone #:			
					Fax #:			
Audio Equipment					<p>Orders received within 48 hours of show date will be subject to the ON-SITE DAILY RATE. For special requests or additional equipment, please call 912-238-0774</p> <p><input type="checkbox"/> The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.</p> <p><input type="checkbox"/> Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.</p> <p><input type="checkbox"/> To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.</p> <p><input type="checkbox"/> Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.</p> <p><input type="checkbox"/> On site addition are subject to additional labor.</p> <p><input type="checkbox"/> CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.</p>			
Multi Disc CD player		\$80.00	\$92.00					
Wired Microphone/ Handheld		\$60.00	\$69.00					
Wireless Microphone: Handheld or Lavalier (circle one)		\$160.00	\$184.00					
Powered Speaker with stand		\$105.00	\$121.00					
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone/ Handheld (1) 4 Ch. Mixer		\$325.00	\$374.00					
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)		\$425.00	\$489.00					
(1) 4Ch. Mixer								
Laptop Computer								
Call for Details/ 48 hrs. notice needed to complete order.		\$230.00	N/A					
Computer Display Equipment								
17" LCD Monitor/ VGA input only		\$125.00	\$144.00					
20" LCD Monitor/ VGA input only		\$150.00	\$172.00					
32" LCD Monitor w/chrome stand		\$200.00	\$230.00					
Plasma Display								
42" Plasma Monitor w/chrome stand		\$400.00	\$460.00					
50" Plasma Monitor w/chrome stand		\$600.00	\$690.00					
Rental Totals					Delivery Information			
PAYMENT IS DUE WHEN ORDER IS PLACED								
EQUIPMENT TOTAL				1	On-Site Contact:			
DELIVERY/SETUP/PICKUP (21% of line 1)				2	Booth #:	Room #		
SUBTOTAL				3	Delivery Date:	Time:		
SALES TAX (7%) of line3				4	Pickup Date:	Time:		
TOTAL DUE				5	Component #:	Job #:		
Method of Payment					Return for Processing			
PLEASE CHECK ONE					<p>PSAV PRESENTATION SERVICES Hyatt Savannah 2 West Bay Street Savannah GA 31401 Phone: 912-238-0774; Fax:912-234-9525</p>			
Card Number:	Exp Date		American Express	<input type="checkbox"/>				
			Visa	<input type="checkbox"/>				
Cardholder's Name (as appears on card):			MasterCard	<input type="checkbox"/>				
Cardholders Signature:			Check	<input type="checkbox"/>				

If you would like equipment not listed, please call us for a detailed quote.



HYATT REGENCY SAVANNAH INTERNET SERVICE ORDER FORM

Hyatt Regency Savannah * Two West Bay Street * Savannah, Georgia 31401
Phone: (912) 238-0774 * Fax: (912) 234-9525

CUSTOMER INFORMATION	
Company Name:	Show Name: Booth #
Billing Name:	Show Dates: _____ / _____ to _____ / _____
Billing Street Address:	City, State & Zip
Contact Name:	Telephone:
E-Mail Address:	Fax Number:

SERVICE DESCRIPTION	QTY	X	RATE	=	TOTAL
Standard SHARED Internet Services					
Single user/device shared Ethernet connection (non-routable IP)	[]	x	\$350.00	=	\$0.00
Additional user/device (non-routable IP)	[]	x	\$150.00	=	\$0.00
Reserved Bandwidth Internet Services					
512Kbps Reserved VLAN Ethernet connection (Single Routable IP addresses)	[]	x	\$750.00	=	\$0.00
1024Kbps Reserved VLAN Ethernet connection (Single Routable IP addresses)	[]	x	\$1,100.00	=	\$0.00
1536Kbps Reserved VLAN Ethernet connection (Single Routable IP addresses)	[]	x	\$1,500.00	=	\$0.00
	[]	x	\$0.00	=	\$0.00
Equipment Rental					
Dell D610 Laptop w/Windows XP	[]	x	\$200.00	=	\$0.00
B/W Laser Printer	[]	x	\$50.00	=	\$0.00
Color Laser Printer	[]	x		=	\$0.00
	[]	x		=	\$0.00
Special Services					
Routable IP Address	[]	x	\$100.00	=	\$0.00
Wireless Access Per user	[]	x	\$0.00	=	\$0.00
Customized firewall configuration	[]	x	\$0.00	=	\$0.00
Point-to-Point tunneling configuration	[]	x	\$0.00	=	\$0.00
Cyber Café'	[]	x	\$0.00	=	\$0.00
Video Conferencing	[]	x	\$0.00	=	\$0.00
Custom networking services	[]	x	\$75.00	=	\$0.00
Additional Fees					
LATE ORDER FEE, per line (If order is received less than 21 days prior to move-in)	[]	x	\$150.00	=	\$0.00
ON-SITE ORDER FEE, per line (If order is received during or after show move-in)	[]	x	\$200.00	=	\$0.00
SUBTOTAL =					\$0.00
SERVICE CHARGE (SUBTOTAL X 20%) =					21% \$0.00
% SALES TAX (SUBTOTAL X %) =					7% \$0.00
ESTIMATED GRAND TOTAL =					\$0.00

Payment Method

<input type="checkbox"/> Check enclosed <input type="checkbox"/> American Express <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Hotel Master Acct
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