



E X H I B I T O R O R D E R F O R M

Convention Services Manager:

Name of Exhibitor/Organization:

Exhibitor/Organization Address:

Date(s) of Event:

Name of Show/Convention:

Name of On Site Contact:

Telephone:

Fax/E-mail:

Meeting Room:

Booth Number:

Set Up Date/Time:

Dismantle Date/Time:

ELECTRICAL SERVICES

Quantity	Item	Rate if Ordered one week prior to Show	Rate if ordered within one week prior or on-site	Total
	Standard Power (Includes Powerstrip and Extension Cord)	\$120.00	\$140.00	
	3-20 amp circuits	\$320.00	\$380.00	
	15 amp 110volt circuit	\$170.00	\$210.00	
	100 AMP Service/208 volt/ 3phase	\$1,100	\$1,320.00	

NOTE: Charges for the length of the show

ENGINEERING SERVICES

Quantity	Item	Rate if Ordered one week prior to Show	Rate if ordered within one week prior or on-site	Total
	Banners	\$50.00 each	\$60.00 each	

TELEPHONE SERVICES

Quantity	Item	Daily Rate if Ordered one week prior to Show	Rate if ordered within one week prior to Show or On-site	Total
	Phone / Modem Connection with Outside Access, Local and Long Distance	\$95.00/day plus calls \$75.00 each additional day	\$114.00/day plus calls \$90.00 each additional day	
	Polycom Speaker Phone	\$280.00	\$360.00	
	House Phone	\$50.00 per day	\$60.00 per day	

INTERNET SERVICES

WIRELESS INTERNET SERVICE	Qty	Rate	Number of days	Total
0-50 Devices		\$500.00 per day / per room		
51-100 Devices		\$1,000 per day / per room		
101-200 Devices		\$1,500.00 per day / per room		
200-500 Devices		\$2,500.00 per day / per room		
WIRED INTERNET SERVICE		\$500.00 each per day		
ADDITIONAL SERVICES	Qty			Total
VLAN CONNECTION		\$200.00		
NETWORK PRINTING		\$50.00 per printer IP address per day		
STATIC IP ADDRESSES		\$100.00 per static public address per day		

Sub Total
Add 14 % Telecom Tax
Grand Total

AUDIO VISUAL SERVICES

Quantity	Item	Daily Rate if Ordered one week prior to Show	Rate if ordered within one week prior to Show or On-site	Labor/Tax	Total
	42" Plasma Monitor Data (VGA, MAC)	\$350.00	\$400.00	22% service charge, 8% tax	
	½" VHS/DVD with 42" Color Plasma Monitor and Rolling Video Stand	\$425.00	\$475.00	22% service charge, 8% tax	
	17" Flat Screen Monitor	\$125.00	\$175.00	22% service charge, 8% tax	
	20" Flat Screen Data Monitor	\$175.00	\$225.00	22% service charge, 8% tax	
	Laptop Computer	\$250.00	\$300.00	22% service charge, 8% tax	
	Desktop computer w/15" in monitor	\$225.00	\$275.00	22% service charge, 8% tax	

Additional AV equipment not listed above available upon request.

SHIPPING SERVICES**INCOMING PACKAGES:**

	HOTEL GUESTS	NON-HOTEL GUESTS
Letters/Envelopes – All carriers	Complimentary	\$5.00 per piece
<i>Packages/Boxes/Crates /Containers - Weight Pricing Structure</i>		
ONE to FIVE Pounds	\$ 7.50 per piece	\$15.00 per piece
SIX to TWENTY Pounds	\$ 13.50 per piece	\$27.00 per piece
TWENTY ONE to FIFTY Pounds	\$ 24.50 per piece	\$50.00 per piece
FIFTY-ONE and up	\$ 60.00 per piece	\$120.00 per piece
PALLET and/or SKID	\$250.00 per pallet	Subject to Show Floor Pricing

Service fees include receipt and logging of all items and securing /storage until guest pickup.

OUTGOING PACKAGES:

There will be a \$5.00 per piece charge for all outgoing packages.

The pricing above includes handling and storage of outgoing packages, which are ready for shipment.

If the exhibitor is shipping packages, there will be a \$100.00 deposit charged to the credit card in advance. This is an addition to the estimated charges for other items selected. If packages are less or more than \$100.00, the credit card will either be charged after the shipment is received and / or credited.

All packages must contain a label with the following information:

Name of person who will claim the packages
 Name of group associated with
 Date of guest's arrival
 Date meeting is to be held and location if known
 Group contact (Catering / Convention Services Manager)
 Return address

The hotel's shipping address is:

Hyatt Regency McCormick Place - Chicago
 2233 South Martin Luther King Drive
 Chicago, Illinois 60616
 Phone: (312) 567-1234
 FAX: (312) 528-4000

This letter of agreement confirms that The Hyatt Regency McCormick Place - Chicago has authorization to place estimated charges (7) seven business days prior to arrival for any/all of the above requested service(s) to the credit card below:

Card Type: _____ Card Number: _____ Expiration Date: _____

Cardholder Name exactly as it appears on card: _____

Billing address of the credit card: _____

Signature of Cardholder: _____

A signed copy of this order form must be returned to the individual below at least 7 days prior to your arrival.

If the exhibitor is shipping packages, there will be a \$100.00 deposit charged to the credit card in advance. This is an addition to the estimated charges for other items selected. If packages are less or more than \$100.00, the credit card will either be charged after the shipment is received and / or credited.

Christina Gumuls
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Hyatt Regency McCormick Place
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