



ELECTRICAL SERVICE ORDER FORM

EVENT / FUNCTION _____ DATE _____
 EXHIBIT NAME/COMPANY _____ BOOTH/ROOM _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE (____) _____

PLEASE RETURN THIS FORM TO: COURTNEY PEACOCK - CONVENTION SERVICES MANAGER
 P.O. BOX 619014, DALLAS/FT.WORTH AIRPORT, TEXAS 75261-9014
 (972) 615-6890 or FAX (972) 615-6829

Please include your check or money order made payable to HYATT REGENCY DFW when you return this form.
 For any services not ordered and/or paid for seven days prior to function date, add a 15% late charge to the listed price.

POWER TO RUN BOOTH	<u>QUANTITY</u>	<u>PRICE</u>	<u>TOTAL</u>
120 Volt Outlet Up to 5 Amps	_____	\$ 65.00	_____
120 Volt Outlet Up to 10 Amps	_____	\$ 75.00	_____
120 Volt Outlet Up to 15 Amps	_____	\$ 85.00	_____
120 Volt Outlet Up to 20 Amps	_____	\$ 110.00	_____
120 Volt Outlet Up to 30 Amps	_____	\$ 135.00	_____
Note: There is No Labor Charge On The Above			
208 Volt Single Phase Outlet Up to 20 Amps	_____	\$ 110.00	_____
208 Volt Single Phase Outlet Up to 30 Amps	_____	\$ 130.00	_____
208 Volt Single Phase Outlet Up to 50 Amps	_____	\$ 220.00	_____
208 Volt Single Phase Outlet Up to 100 Amps	_____	\$ 370.00	_____
208 Volt Three Phase Outlet Up to 20 Amps	_____	\$ 160.00	_____
208 Volt Three Phase Outlet Up to 30 Amps	_____	\$ 220.00	_____
208 Volt Three Phase Outlet Up to 50 Amps	_____	\$ 350.00	_____
208 Volt Three Phase Outlet Up to 100 Amps	_____	\$ 620.00	_____
208 Volt Three Phase Outlet Up to 200 Amps	_____	\$1250.00	_____
One Extension Cord – 15' to 25' Long	_____	\$ 30.00	_____
One Extension Cord – 4 Outlets	_____	\$ 50.00	_____
Power Strip	_____	\$ 25.00	_____
LABOR CHARGES			
Banners Under 8'	_____	\$25.00	_____
Banners Over 8'	_____	\$50.00	_____
STRAIGHT TIME LABOR - 7AM TO 4 PM	_____	\$60.00 Per Hour	_____
OVERTIME LABOR - Before 7AM and After 4PM	_____	\$90.00 Per Hour	_____
All rates listed include state and federal taxes and local and city inspection cost.			TOTAL _____

METHOD OF PAYMENT:

MA# _____	Check# _____
Credit Card _____	Cash\$ \$ _____
CC# _____	Exp. Date ____ / ____
Cardholder Name _____	
Signature _____	

IF PAYING BY CREDIT CARD, A LEGIBLE, FRONT AND BACK COPY OF YOUR CREDIT CARD MUST ACCOMPANY THIS FORM

MINIMUM LABOR CHARGE IS ONE-HALF HOUR. ALL MATERIAL AND EQUIPMENT FURNISHED REMAINS THE PROPERTY OF THE HYATT REGENCY DFW.

Signature _____ DATE _____



The Hyatt Regency DFW provides all electrical services within the hotel. Any service not listed on the order form may be available. Please call the Electrical Services Department at 972 453-1234 for all details.

GENERAL CONDITIONS OF RENTAL AND SALES

All motors 1 HP and larger must have a fused switch. Electrical power is available at 120-volt single phase; 208-volt single phase and 208 volt three phase five-wire for normal usage. If heavy loads are required, you may be limited to certain locations within the hotel; therefore, early discussions concerning your needs are advisable. 227/480 volt three phase five-wire power is available, however; early arrangements must be made to obtain this power.

Any special requirements for electrical service not listed must be arranged prior to the deadline listed on this order. All special work will be done on a time and material basis with labor and material rates as appears herein.

Workmen are not permitted to accept changes. Please arrange any changes, adjustments and hookups immediately upon arrival at the show with the electrical desk.

EXHIBIT SERVICE REQUIREMENTS
STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

NON-INFLAMMABLE MATERIALS: All materials used in the Exhibit Hall, Ballroom or any other area of the Hotel **MUST** be non-inflammable to conform to appropriate N.E.C. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors, and any kind of equipment may be operated only with the consent of the Director of Engineering Services.

SPECIAL NOTICES: NO Nails or bracing wires needed to erect displays can be attached to hotel property without the written consent of the Director of Engineering. All property damaged or destroyed by exhibitors must be replaced in its original form at exhibitor's expense. All materials and equipment furnished by the Hotel remains the property of the hotel and **MUST BE REMOVED** by the Hotel at close of show. The Electrical Foreman is obligated to refuse connections where wiring is not in accordance with the N.E.C.

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. 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.

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

NOTE: All prices for equipment and labor quoted are subject to change.

1) All equipment or devices connected to outlets must have properly wired connections.

FIRE CODES: FIRE EXITS: BY FIRE DEPARTMENT ENFORCED REGULATION, ALL DOORS AND OPENINGS ON OFFICIAL FLOOR PLAN MUST BE KEPT CLEAR. EXIT SIGNS, FIRE ALARM BOXES AND FIRE EXTINGUISHERS MUST BE VISIBLE AT ALL TIMES.

- 2) All motors over 1 HP must be protected with a fusible switch.
- 3) All three phase equipment must have proper starters, control and lockout accessibility.
- 4) Hyatt Regency DFW reserves the right to refuse connections to any device or equipment improperly wired and/or improperly protected internal. All internal wiring and NEC regulations regarding connections must be met. All devices and/or equipment must be properly grounded. Hyatt further reserves the right to inspect equipment prior to connection. All connections are subject to change.
- 5) All special services and/or requests not listed on this form will be completed on a time and material basis.
- 6) Excessive changes and reorder on the part of the exhibitor will result in additional time and material charges.
- 7) Cancellation of requested services will only be accepted prior to set-up and installation. Refund of approved cancellations will be subject to normal processing time.
- 8) All materials and equipment furnished for connections remain the property of Hyatt Regency DFW.
- 9) Building outlets installed on walls and columns are not to be used as part of the managed load events unless directed by the hotel.
- 10) Payment is due prior to the time of all connections.
- 11) Connections will be made in order of requests received. Pre-paid exhibitors will be completed in priority over orders received at event set-up.
- 12) Hyatt Regency DFW will provide outlets with a specified voltage and amperage rating as requested by the customer. Hyatt Regency DFW is not responsible to the customer for devices.
- 13) If Hyatt Regency DFW makes connections to devices or equipment the customer must provide the correct voltage and amperage ratings by nameplate data or other official manufacturer's documentation prior to connections being completed.
- 14) Hyatt Regency DFW is not responsible for voltage drops, surges, acts of God or damage by others. Power is delivered in accordance with utility company regulations.

Customer Signature: _____