

# ENGINEERING AND ELECTRICAL SERVICE CONTRACT

**Show Information**

Name of Event: \_\_\_\_\_

Exhibit Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Meeting Room: \_\_\_\_\_

Installation-Date & Time: \_\_\_\_\_

Removal-Date & Time: \_\_\_\_\_

**Billing Information**

Name: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Master Account Number: \_\_\_\_\_

Please note: **ALL CREDIT CARD INFORMATION SHOULD BE ON CREDIT CARD AUTHORIZATION FORM**

This order and accompanying pre-payment must be received by the GRAND HYATT WASHINGTON, Engineering Department 15 days prior to the date to guarantee installation of all equipment.

QUANTITY	DESCRIPTION (AVAILABLE POWER)	ADVANCE ORDER	FLOOR ORDER	TOTAL ORDER
	115 V, 20A, AC, Single Phase, 2000 Watts	\$100.00	\$125.00	
	208V, 30A, AC, Single Phase, 6000 watts	\$150.00	\$175.00	
	208V, 100A, AC Single Phase, 20000 Watts	\$300.00	\$375.00	
	208V, 100A, AC Three Phase, 35000 Watts	\$450.00	\$525.00	
	208V, 200A, AC, Three Phase, 70000 Watts	\$700.00	\$800.00	
	208V, 400A, AC, Three Phase, 140,000 Watts	\$1000.00	\$1200.00	

NOTE: The Hotel cannot furnish lighting displays of any kind. Wall and Column outlets are not part of the rental space and are not for exhibitor use.

QUANTITY	DESCRIPTION	RATE	TOTAL ORDER
	Multi Outlet Power Strip (5 plugs)	\$25.00	
	Multi Outlet Power Strip w/Surge Protection	\$50.00	
	Extension Cord	\$15.00	
	Ladder (waiver must be signed)	\$75.00	
	Roof Usage for Satellite Links	\$500.00	
	Video Channel for in house use (1 available)	\$1500.00	
	Banners (per occurrence)	\$75.00	
	DVD Player (in Guest room only)	\$25/day - \$75/wk	

\*\*\* Special material or Hookup:

**SUMMARY OF CHARGES**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Equipment</b>	
<b>Power</b>	
<b>Labor</b>	
<b>TOTAL</b>	

All prices are subject to change without notice. See important Conditions and regulations below or on the reverse side.

Return via E-Mail or Fax to  
**GRAND HYATT WASHINGTON**  
 1000 H STREET N.W.  
 WASHINGTON, DC 20001  
 ATTN.: **Katey Hubbard**  
 Phone: (202) 637-4784 FAX: (202) 637-4797  
 Email: [katey.hubbard@hyatt.com](mailto:katey.hubbard@hyatt.com)

**LABOR**

8AM- 4PM MON-FRI \$75.00  
 4PM- 8AM MON-FRI \$100.00  
 WEEKENDS & HOLIDAYS \$150.00

Labor rates are billed on a per man/per hour basis.  
 One hour minimum and quarter hour increments here after.

Print Name: \_\_\_\_\_

Hotel Contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Extension: \_\_\_\_\_

## Important Conditions and Regulations

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used By exhibitors unless specified otherwise. The use of wall or floor outlets is considered billable electricity
2. All equipment regardless of source of power must comply with all federal and local safety codes.
3. Claims will not be considered unless filed by exhibitor prior to the close of the exhibition.
4. Prices based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than a hotel engineer make electrical connections to house outlets.
6. All equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc.
7. All material and equipment furnished by the hotel for this service order shall remain the hotel's property and shall be removed only by the hotel at the close of the show.
8. All exhibitors' cords must be of the 3-wire grounded type. All exposed non-current carrying metal parts of boxed equipment, which are liable to be energized, shall be grounded.
9. Rates quoted for all connections cover only the bringing of one service to the booth in the most convenient manner and does not include connecting equipment or special wiring.
10. Advance orders must be received a minimum of 15 days prior to scheduled exhibitor's arrival for move in.
11. Credit will be given for outlets installed and not used.
12. Payments in full must be rendered prior to opening of show: NO EXCEPTIONS PLEASE!
13. It is your responsibility to confirm receipt of the electrical service contract, by Grand Hyatt Washington.
14. The Hotel is not responsible for equipment malfunction/damage.
15. When contacting the Grand Hyatt Washington, please record the name and extension of the individuals You talked to: \_\_\_\_\_
16. At no time will any exhibitor, groups or person hang items/objects from any walls or ceiling. All banners, Flags, etc. must be authorized and installed by the Hotel Engineering Department. Installation or hanging of all materials will be a one-time charge. Changes or additional moves will be billed separately.
17. Items rented from the Hotel must be returned or replacement costs will be debited to the account.