



Hyatt at Fisherman's Wharf

CC: ENG., PBX,
ACCT, C/CS
Revised 05/11/07

EVENT ELECTRICAL & IT SERVICES FORM

555 North Point Street San Francisco, CA 94133

Tel 415.563.1234 x 4400 Catering / Convention Services Fax 415.486-4424

COMPANY NAME: _____	ON-SITE CONTACT: _____
PHONE: _____	FAX: _____
INSTALL DATE: _____	REMOVAL DATE: _____
INSTALL TIME: _____	REMOVAL TIME: _____
CATERING/CS MNGR: _____	
LOCATION: _____	

All Orders must be received a minimum of ten (10) working days before the event.
Orders submitted less than 10 days in advance are subject to an additional fee of 30% above regular cost.

TELEPHONE & T1 LINES

# OF LINES REQUIRED	DESCRIPTION	COST PER DAY	DEPARTMENTAL USE	
			EXT#	Total Charges
	House Phone (Internal Access)	\$65.00 Set-up		\$
	DID Phone (Direct Inward Dial-Phone, Modem or Fax) ^^\$1.00 hotel access fee per call + cost of calls	\$65.00 Set-up \$35 / Day		
	Poly-Com Speaker Phone (Includes Ext. Line) ^^\$1.00 hotel access fee per call + cost of calls	\$150.00/ Day		\$
	ISDN Line (30 day advance notice required, see T-1 alternative.)	\$350.00/day		\$
	T1 High-speed connection (Includes Electrical) **Wired or wireless 1.5Mb/768K Up – non dedicated	\$125 / User/ Day		\$
	Internet Connection (For checking e-mail only)	\$9.95 / User/ Day		\$
	T1 High-speed class C network –**Wired or Wireless (Includes 1 connection in any additional meeting room, 1 public IP address – 1.5 Mb Up/786K Up – Non Dedicated)	\$850.00 / Day		\$
	Additional meeting room connection (With purchase of T1 Class C network)	\$25.00 flat rate		\$
	T-1 Video IP Package – **Wired or Wireless includes 1 public IP address 512K/512K – Dedicated 1 MAC/CPU.	\$850.00 / Day		\$
	**Network wire-out (More than 5 units)	\$25.00 / unit / beyond 5		\$
	VPN – IPSEC Tunnel Setup with public IP address	\$125.00/day		\$
	Other Services – Public IP, Wi-Fi Shutdown, _____	\$25.00 / unit		\$
TOTAL				\$

ELECTRICAL REQUEST ON NEXT PAGE

ELECTRICAL

QTY.	TYPE OF SERVICE/EQUIPMENT	COST PER DAY unless otherwise noted	DEPARTMENTAL USE	
			Charges/ Day	Total Charges
	1-15 Amp 110 Volt POWER ONLY Does not include Extension Cord and Surge Protector	\$52.50/ Each/Day	\$	\$
	20 Amp dedicated 110 Volt	\$70.00/ Each /Day/ Includes 1 extension cord and 1 surge protector	\$	\$
	30 Amp 208 Volt single phase dedicated	\$105.00/ Each /Day/ Includes 2 extension cords and 2 surge protectors	\$	\$
	Additional Surge Protector	\$15.00 flat fee	\$	\$
	Additional Extension Cord	\$15.00 flat fee	\$	\$
	Banner hanging	\$55.00 each	\$	\$
TOTAL			\$	\$

♦ All equipment furnished by the Hyatt at Fisherman's Wharf for this service shall remain in the property of the Hyatt at Fisherman's Wharf. A fee will be assessed for any equipment not returned.

BILLING

SLEEPING ROOM:

CREDIT CARD (Use Attached Form)

MASTER ACCOUNT NUMBER:

CHECK (Must be received at least 10 working days prior to event) **Client Signature** _____

Installed By:

Removed By:

CREDIT CARD AUTHORIZATION

I, _____, hereby authorize the HYATT AT FISHERMAN'S WHARF to charge the items listed below to my credit card.

NAME OF CREDIT CARD: _____
 NAME ON CREDIT CARD: _____
 CREDIT CARD #: _____
 EXPIRATION DATE: _____
 MAILING ADDRESS _____
 : _____

 AUTHORIZED SIGNATURE

 DATE

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

IMPORTANT CONDITIONS AND REGULATIONS:

1. All equipment regardless of source of power must comply with all federal and local safety codes.
2. Under no circumstances shall anyone other than "house electrician" make electrical connections.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
4. All materials and equipment furnished by 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.
5. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current metal parts of boxed equipment, which are liable to be energized, shall be grounded.

NON-FLAMMABLE MATERIALS:

All materials used in the meeting room or any other room of the Hotel **MUST** be non-flammable to conform with the Fire Regulations of San Francisco. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines and motors of any kind of equipment may be operated only with the consent of the Exhibition Manager of the Hotel.

SPECIAL NOTES:

No nails, bracing wires, or tape may be used in erecting or attaching displays to the building. All property destroyed or damaged by exhibitors must be replaced in 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. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.