**ENGINEERING AND ELECTRICAL SERVICE CONTRACT**

**SHOW INFORMATION: BILLING INFORMATION:**

Name of Event: Name:

Hotel Event Manager: City/State:

Exhibit Name: Billing Zip Code:

Booth Number: Phone Number:

Meeting Room: Credit Card Type:

Installation-Date & Time: Credit Card #:

Removal-Date & Time: Exp. Date:

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** | **ADVANCE**  **ORDER** | **FLOOR**  **ORDER** | **TOTAL**  **ORDER** |
|  | 115 V, 20A, AC, Single Phase | $150.00 | $175.00 |  |
|  | 208V, 30A, AC, Single Phase, L1430 Twist Lock | $230.00 | $255.00 |  |
|  | 208V, 100A, AC Single Phase, Spider Box | $330.00 | $405.00 |  |
|  | 208V, 100A, AC Three Phase, Cam-Lock | $530.00 | $580.00 |  |
|  | 208V, 200A, AC, Three Phase, Cam-Lock | $800.00 | $900.00 |  |
|  | 208V, 400A, AC, Three Phase, Cam-Lock | $1,050.00 | $1,250.00 |  |

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| **QUANTITY** | **DESCRIPTION** | **ADVANCE**  **ORDER** | **FLOOR**  **ORDER** | **TOTAL**  **ORDER** |
|  | Multi Outlet Power Strip w/Surge Protection | $60.00 | $80.00 |  |
|  | Extension Cord | $30.00 | $50.00 |  |
|  | Quad Box | $40.00 | $60.00 |  |
|  | Roof Usage for Satellite Links | $500.00 | $550.00 |  |
|  | Engineering assistance (Minimum 1 hour) | $100.00 per hour per engineer | |  |
|  | Banners (Under 4 Ft wide) | $100.00 | $150.00 |  |
|  | Banners (Over 4 Ft wide) | $150.00 | $200.00 |  |

**Note:** All Banners must have grommets or pocket poles.

|  |  |
| --- | --- |
| **Equipment** |  |
| **Power** |  |
| **Labor** |  |
| **TOTAL** |  |

**Print Name:**

**Hotel Contact:**

|  |
| --- |
| **1000 H STREET N.W.**  **WASHINGTON, DC 2000**1  **ATTN: ENGINEERING**  **Phone: (202) 624-8050**  **PLEASE RESPOND TO:**  **FAX: (202) 637-4959**  **EMAIL:** [**WASGH-Engineering.Request@hyatt.com**](mailto:WASGH-Engineering.Request@hyatt.com) |

**Signature:**

See important Laborconditions and regulations below or on the reverse side.

**GRAND HYATT WASHINGTON**

**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.**

1. The hotel cannot furnish lighting kits of any kind
2. All equipment regardless of source of power must comply with all federal and local safety codes

1. Claims will not be considered unless filed by exhibitor prior to the close of the exhibition

1. Prices based upon current wage rates and are subject to change without notice

1. Under no circumstances shall anyone other than a hotel engineer make electrical connections to house outlets

1. All equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc

1. 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 staff at the close of the show

1. 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.

1. 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**

1. Advance orders must be received a minimum of 15 days prior to scheduled exhibitor’s arrival for move in

1. Credit will be given for outlets installed and not used

1. Payments in full must be rendered prior to opening of show: NO EXCEPTIONS

1. It is your responsibility to confirm receipt of the electrical service contract by Grand Hyatt Washington

1. The Hotel is not responsible for equipment malfunction/damage

1. When contacting the Grand Hyatt Washington, please record the name and extension of the individual(s) you talked to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **At no time will any exhibitor, groups or person hang or attach items/objects to walls or ceilings. All banners, flags, décor and other items 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**.

1. **Items rented from the Hotel must be returned or replacement costs will be debited to the account. Power strips not returned will be a $50.00 charge.**