Hyatt Regency Washington
Exhibitor Policies and Procedures

Electrical and Equipment Orders
Please refer to the enclosed Exhibitor Order Form for a listing of telecommunications, electrical, audiovisual services, and prices. All equipment and services must be ordered by the due date noted on the order form. The completed pre-payment form must accompany all order forms. Orders without pre-payment will not be processed. Please consult your Catering/Convention Services Manager if you have a request for equipment or services not detailed on the order form.

Food and Beverage
Hyatt Regency Washington must cater any food or beverage served in the exhibit area. Please consult your Catering/Convention Services Manager for assistance.

Package Handling
Any package being shipped to the Hyatt Regency Washington must be prepaid otherwise the group’s master account will be charged with the handling fees. A surcharge fee of 10% will apply for payments received on site. Packages without Receiver’s name and phone number will be rejected. Please label all packages as follows:

On Site Receiver’s Name
Sender’s Company
Receiver’s Phone Number
Group Name / Convention Attending
C/O: Roxana Campos  Catering/CS Manager
Hyatt Regency Washington
400 New Jersey Avenue, NW
Washington, DC  20001

Since the Hotel has very limited storage facilities, a limit of ten (10) boxes weighing no more than 50 pounds each can be shipped to the Hotel two (2) days prior to the function. Shipments received prior to the three (3) days will be returned. For shipments larger than this, please check with your Catering/Convention Services Manager. Larger packages must arrive on the day of setup.

Any package being shipped OUT of the Hotel must be prepaid, addressed, labeled and ready for mailing. A Convention Services staff member will distribute Shipping Request Forms to be completed prior to the end of the exhibit show.

Following are the prices for letters, boxes and pallets shipped to and from the Hotel:

<table>
<thead>
<tr>
<th>Items</th>
<th>Fee</th>
<th>Outgoing (3 Days After Departure)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Handling Fee</td>
<td>$11.00 per box/$165.00 per Pallet</td>
<td>$11.00 each box/165.00 each pallet</td>
</tr>
<tr>
<td></td>
<td>$60.00 per Display Case/Crates</td>
<td>+ Shipping Charges</td>
</tr>
<tr>
<td>Storage Fee (Up to Two Days)</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Box/Pallet Storage Fee</td>
<td>$11.00 per box / $165.00 pallet per day</td>
<td>$11.00 each box/165.00 each pallet</td>
</tr>
<tr>
<td>(More than Two Business Days)</td>
<td></td>
<td>(After 3 Days)</td>
</tr>
</tbody>
</table>

Security Services
The hotel offers a full service security operation, The Hill Security Services, for events held on the Hotel premise. Please contact your Catering or Convention Services Manager for details and hourly rates and may be ordered by completing the attached Security Services Agreement.

Signs / Banners
Any signs and banners hung in the hotel must be professionally made. Hands made signs are not permitted. The Business Center, located on the lobby level of the hotel, is equipped to make signs. Please call 202-719-8545 for a price quote.

No signs or banners may be hung from or on the walls, air walls or doors. All banners must be hung from pipe and drape which can be purchased through our on site audio-visual company, Swank Audiovisuals. Pipe and drape is available in blue
or black velour and can be ordered on the enclosed Exhibitor Order Form.

**EXHIBITOR ORDER FORM**

Orders must be received by:

Send Orders & Payment Directly to:  Hyatt Regency Washington
400 New Jersey Avenue, NW
Washington, DC  20001

Attention:  Roxana Campos CA/CS Manager
Phone: 202-719-8414  Fax: 202-719-8419

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Site Exhibitor Contact</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>Equipment Set-Up Date</td>
</tr>
<tr>
<td>Equipment Removal Date</td>
</tr>
<tr>
<td>Form of Payment</td>
</tr>
</tbody>
</table>

**AUDI-O-VISUAL ORDER:**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Order</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20&quot; TV/VCR Combo Unit, Cart with Skirt</td>
<td>$150.00/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27&quot; Video Package</td>
<td>$350.00/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(27&quot; Monitor, VHS VCR, Cart with Skirt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* DVD Available for Additional Charge *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Velour Pipe &amp; Drape (Specify Blue or Black)</td>
<td>Call for Quote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21&quot; Computer Monitor</td>
<td>$250.00/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat Panel LCD Monitor (18&quot; or 21&quot;)</td>
<td>$475.00/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plasma Screen (42&quot; or 50&quot;) with Stand</td>
<td>$700.00/day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Delivery/Installation Fee & Sales Tax Included in All Audio-Visual Prices. Additional Equipment is Available Upon Request. Please contact Swank Audiovisuals at 202-719-8543 for further details.

**PACKAGE HANDLING:**

Please complete this section to pay for anticipated shipping charges in advance of your arrival.

(Please refer to the Exhibitor Policies and Procedures for package handling details.)

<table>
<thead>
<tr>
<th>Estimated # of Boxes to be Received at Hotel:</th>
<th>X $11.00 =</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated # of Boxes to be Shipped from Hotel:</td>
<td>X $11.00 =</td>
<td>Total:</td>
</tr>
</tbody>
</table>
THE HILL SECURITY SERVICES AGREEMENT

The Hill Security Services at Hyatt Regency Washington has agreed to provide security services for the following, as specified below.

Organization/Client: ________________________________
Contact Name: _____________________________________
Date(s) Security Service Needed: _______________________
# of Security Officers Requested: _______________________  
Hours of Security Coverage: ___________________________
Type of Security Requested: ___________________________
Location for Security: _________________________________

Hourly Rate, Per Officer: $_________ x _________ = $_________  
# Officers Total per Hour

Estimated Total: $_________ x _________ = $_________  
# of Hours Per Hour Price Estimated Total

Billing Method:    □ Master Account #_________      □ Room Charge #______
                  □ Credit Card #______________________ Exp. ___________    □ Check

Client Signature __________________________________  Title ___________________  Date ___________

A 24-hour cancellation is required for security services. Should you not cancel 24 hours in advance of the requested shift; a 100% cancellation fee will be charged.
**PHONE SERVICE REQUEST**

**HYATT REGENCY WASHINGTON**
400 NEW JERSEY AVENUE, NW
WASHINGTON, DC 20001
PHONE 202-719-8412/ FAX 202-719-8419

**CONVENTION SERVICES/ CATERING MANAGER:**
Roxana Campos

**DATE ORDERED:**

---

**CONVENTION SERVICES/ CATERING MANAGER:**
Roxana Campos

**DATE ORDERED:**

---

**EVENT NAME:**

---

**COMPANY NAME:**

---

**CONTACT PERSON & PHONE NUMBER:**

---

**INSTALLATION (DATE & TIME):**

---

**REMOVAL (DATE & TIME):**

---

**LOCATION:**

---

**DIAGRAM ATTACHED:**

YES ☐ NO ☐

**SERVICE REQUESTED:**

- Telephone Line Rental Charges

**IN HOUSE ONLY (ANALOG LINE):**

$150.00 per day phone line usage

**QUANTITY** | **# OF DAYS** | **COST**
---|---|---

**DIRECT INWARD DIAL - DID (ANALOG LINE):**

$250.00 per day phone line usage, plus calls

**QUANTITY** | **# OF DAYS** | **COST**
---|---|---

For Use Modem ☐ Fax ☐

**POLYCOM SPEAKER PHONE:**

$250.00 per day (Does Not Include Phone Line)

**QUANTITY** | **# OF DAYS** | **COST**
---|---|---

**- Dedicated High Speed Internet Connection Rental Charges:**

$700.00 per day, plus $200.00 per day charge per IP address

Not to exceed (6) IP addresses per T1 line.

**QUANTITY** | **# OF DAYS** | **COST**
---|---|---

*All Rates Effective As Of January 1, 2007 *

**Subtotal** $

---

**T1 Sub Total** $

---

**25% Late Fee (Less Than 48 Hr. Notice)** $

---

**5.75% Tax** $

---

**Total** $ 

---

**Credit Card Number or Master Acct. Number:**

---

**Expiration Date:**

---

**Cardholder Name:**

---

**Signature:**

---

**Updated January 9, 2007**
<table>
<thead>
<tr>
<th>JACK #:</th>
<th>EXTENSION #:</th>
<th>Checked In By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALLED BY:</td>
<td>ACCOUNT #:</td>
<td>Checked Out By:</td>
</tr>
</tbody>
</table>
Swank Audiovisual
Our in-house audio-visual supply company, Swank, may provide all of your projection and other audio-visual needs. Their direct line is (202) 719-8545. I would be delighted to coordinate these arrangements for you.

Outside Audio Visual
Should you choose to utilize any other audio-visual company, the Hyatt Regency Washington cannot be responsible for these arrangements, and additional service charges will apply. If group selects to use an outside vendor for audio-visual the hotel requires the following.

1. One million dollar liability insurance from the audio-visual company.
2. A one-time $5,000.00 facility usage fee.
3. Room rental for the audio-visual storage room.
4. Audio-visual company must contact the Catering/Convention Services Manager to provide the specifications and arrange a load in/load out time for each room. Hotel cannot guarantee 24-hour hold on meeting rooms.
5. Hotel does not provide a house sound for outside audio-visual use.
6. All cords must be taped down and fire exits should not be blocked.
7. All power/AV requirements must be provided one week prior to groups arrival.

Signs / Banners
Any signs and banners hung in the hotel must be professionally made. Hand made signs are not permitted. The Business Center, located on the lobby level of the hotel, is equipped to make signs.

Please call 202-719-8545 for a price quote.

No signs or banners may be hung from or on the walls, air walls or doors. All banners must be hung by the Hotel Staff and will include a one-time labor charge. Swank Audio Visual will be happy to provide the group with easels as needed at $15.00/each/day.
# ELECTRICAL/ENGINEERING SERVICE ORDER FORM

**Send Orders & Payment**
**Phone No:** 202-719-8412
**Fax No:** 202-719-8419
**Attn:** Roxana Campos

400 New Jersey Avenue, NW
Washington, DC 20001

---

**Name of Event**
**Date of Event:**

**Firm/Exhibitor Name**
**Booth No.:**

**Site Contact Name**
**Hotel Contact**
**Booth No.:**

---

**Equipment**
**Set Up:**
**Date:**
**Time:**

**Removal:**
**Date:**
**Time:**

---

**Telephone No.**
**Meeting Room:**
**Zip:**

---

**Address**
**City**
**State**

---

**Form of Payment**
- [ ] GUEST ROOM
- [ ] CREDIT CARD
- [ ] CHECK
- [ ] MASTER ACCOUNT NUMBER

**MASTER ACCT. NO.**
**ROOM NO.**
**ACCT.NO.**
**EXP. DATE**

---

**QUANTITY**
**DESCRIPTION**
**RATE**
**TOTAL**

---

**POWER STRIP W/ MULTI-OUTLETS (5 PLUGS)**
(ELECTRICAL POWER IS INCLUDED IN PRICE – 15 AMP MAX.)
**$130 EACH**

---

**ROOF ACCESS FOR SATELLITE DISH LINKS - W/ 120V POWER**
(Client provides dish and cable)
**$650 EACH**

---

**BANNERS**
(up to 40 sq ft., about 5 ft x 8 ft).
(If on pipe and drape, contact Swank AV Company. Banners Larger then 40 Sq Ft will be an additional 50.00 chg.)
**$100 EACH BANNER**

---

**IN HOUSE VIDEO SIGNALS TO GUEST & MEETING ROOMS**
(LETTER OF AGREEMENT MUST BE SIGNED IN ADVANCE)
**$1500 (1 AVAILABLE)**

---

**HYDRAULIC HIGH LIFT**
(MUST BE OPERATED BY A HYATT ENGINEER)
**$150/HOUR**

---

**LABOR**
SPECIAL REQUESTS WILL BE CHARGED AT $130/HR PER ENGINEER, $180/HR WEEKENDS AND EVENINGS 4PM TO 7AM....I.E., STAND BY ELECTRICIAN, CABLE TV HOOKUPS, SPECIAL MATERIALS OR CONNECTIONS NOT LISTED ABOVE, ETC. (PLEASE LIST DETAILS BELOW FOR ANY REQUESTS NOT LISTED)

---

**SPECIAL REQUEST:**
**QUANTITY**
**NUMBER OF HOURS**
**TOTAL COST (No. of ENGINEERS x No. of HOURS x HRLY RATE $)**

---

**INSTALLED BY:**
**ACCEPTED BY:**

---

**PAYMENT MUST ACCOMPANY ORDER.**
*ALL ELECTRIC CONNECTION ORDERS MUST BE RECEIVED 5 DAYS PRIOR TO DESIRED CONNECTION DATE OR A 20% FLOOR ORDER UP CHARGE WILL BE ADDED TO THE GRAND TOTAL.*

**PLEASE SEE IMPORTANT CONDITIONS AND REGULATIONS LIST ATTACHED TO THIS FORM**

---

**INSTALLED BY:**
**ACCEPTED BY:**
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 5 days prior to scheduled exhibitor’s arrival for move in. If not, the 20% floor order charge will be added to the total cost.

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

12. Payment in full must be rendered prior to opening of show: NO EXCEPTIONS PLEASE!

13. It is your responsibility to confirm receipt of the electrical/engineering service contract by The Hyatt Regency Washington.

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

15. When contacting the Hyatt Regency Washington, please record the name and extension of the individuals you talked with:

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 at a one-hour minimum 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.
Credit Event Prepayment / Deposit Form
(Please circle one)

Complete all sections. Incomplete forms will be returned unprocessed.

Company Name & Billing Address
_________________________________________ Contact: ________________________________
_________________________________________ Telephone: ________________________________
_________________________________________ Fax: ________________________________

Date of Catering Event: __________________________________________________________________

☐ Credit Card Authorization: (Mandatory: Attach a legible photocopy of front & back of Credit Card.)

Account #: ________________________________ EXP: __________

Cardholder: ________________________________________________

Cardholder Signature: ________________________________

☐ Company Check: (Due at hotel 11 days prior to the start day of the event)

Conditions:
Any charges exceeding prepayment must be paid on site upon receipt of additional Catering or Hotel Services. No credit is extended by acceptance of this form for the client. Credit card will be charged the full amount eleven days prior to the start of the event.

I hereby release Hyatt Regency Washington from any liability arising out of its failure to permit contracted event to proceed due to non-receipt of required payment prior to event.

Company Authorization:

Signature of Representative: __________________________ Title: __________________________ Date: __________________________

For Hotel Use Only
Manager: Roxana Campos Date submitted: __________ Credit Dept approval: __________ Estimated Sales: Food/Beverage $ ____________ Room Rental: ____________ AV: ____________
Deposit Previously Received: $ ____________ CC authorization # ____________ Date __________
C/L Acct: __________________________