



**HYATT
REGENCY®**
DALLAS AT REUNION

ELECTRICAL ORDER FORM
ATTENTION: Engineering Department
Hyatt Regency Dallas
300 Reunion Blvd
Dallas, Tx 75207

Office #(214)712-7020, Fax# (214)712-7080
Email: DFWRD-Engineering.static@hyatt.com

PLEASE PRINT OR TYPE: **ADVANCE ORDER:** Check **FLOOR ORDER** Check

Floor order applies if full payment is not received 10 days prior to event start date

Function Room: _____ Hotel Contact: _____
 Event/Show Name: _____ Company Contact: _____
 Event Dates: _____ Telephone Number: _____
 Company Name: _____ Fax Number: _____
 Company Address: _____ E-mail: _____
 City: _____ Set-up Date/Time: _____
 State: _____ Zip Code: _____ Booth #: _____

Print Authorized Signature: _____
 Authorized Signature: _____

ALL PREPAID SERVICES WILL BE FIRST PRIORITY

<u>Outlet Accessories</u>				<u>Power Outlets</u>			
<u>QTY</u>	<u>(Rental Only)</u>	<u>Advance Order</u>	<u>Floor Order</u>	<u>QTY</u>	<u>Advance Order</u>	<u>Floor Order</u>	<u>Total</u>
_____	Extension Cord	\$ 25.00	\$ 30.00	_____	1000 watt 120v	\$ 150.00	\$ 180.00
_____	Power Strip	\$ 20.00	\$ 25.00	_____	20 amp 1ph/120v	\$ 180.00	\$ 216.00
_____				_____	20 amp 3ph/208v	\$ 300.00	\$ 360.00
_____				_____	30 amp 1ph/120v	\$ 250.00	\$ 300.00
_____				_____	30 amp 1ph/208v	\$ 275.00	\$ 330.00
_____				_____	60 amp 3ph/208v	\$ 700.00	\$ 840.00
_____				_____	100 amp 1ph/208v	\$ 800.00	\$ 960.00
_____				_____	100 amp 3ph/208v	\$ 1,000.00	\$ 1,200.00
_____				_____	200 amp 3ph/208v	\$ 1,600.00	\$ 1,920.00
_____				_____	400 amp 3ph/208v	\$ 3,000.00	\$ 3,600.00

For High Speed Internet Access, Special Lighting, Production Services and Rigging please contact PSAV @214-712-7088

30 amp and above circuits are not supplied with receptacles and can not be split into smaller circuits. All outlet requests include one typical connection. Power not listed will be priced on a cost per amp basis. The above prices are based on conventional power being available in the immediate area.

Make checks Payable to: Hyatt Regency Dallas

<u>QTY</u>	<u>Labor Hourly Rates</u>	<u>Advance Order</u>	<u>Floor Order</u>	<u>Total</u>
_____	Banners under 8'	\$ 100.00	\$ 120.00	\$ -
_____	Banners 8' and over	\$ 150.00	\$ 180.00	\$ -
_____	*Cable Feed	\$ 150.00	\$ 180.00	\$ -
_____	*Water Line	\$ 75.00	\$ 90.00	\$ -
_____	*Drain	\$ 75.00	\$ 90.00	\$ -
_____	*Compressed Air	\$ 75.00	\$ 90.00	\$ -

**For Water, Drain, Cable Feed, and Compressed Air please contact Engineering @214-712-7020 to verify that your booth is located near a connection. In some cases these requests may not be approved.*

METHOD OF PAYMENT

MA# _____ Check # _____ Credit Card
 CC # _____ Exp Date _____
 Cardholder Name _____
 Signature (required) _____

SUMMARY OF CHARGES

Power Outlets/Materials	\$	-
25% Service Charge (required & taxable)	\$	-
Labor Total	\$	-
Subtotal	\$	-
Sales tax @ 8.25%	\$	-
INVOICE TOTAL	\$	-

GENERAL CONDITIONS AND OTHER SERVICES

- 1) All equipment or devices connected to outlets must have properly wired connections.
- 2) All motors over 1hp must be protected with a fusible switch.
- 3) All three phase equipment must have proper starters, control and lockout accessibility.
- 4) Hyatt Regency Dallas reserves the right to refuse connection to any device or equipment improperly wired and/or improperly protected internally. 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 the approval of the Director of Engineering.
- 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 Dallas.
- 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 Dallas will provide outlets with a specified volatge and amperage rating as requested by the customer. Hyatt Regency Dallas is not responsible to the customer for devices plugged into outlets by the customer.
- 13) If Hyatt Regency Dallas 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 Dallas 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: _____

Comments/Other Services Provided: _____

