



Please return all completed forms to:
 Melanie Cassetty, Convention Services Manager
 Hyatt Regency Indianapolis, One South Capitol Avenue, Indianapolis, IN 46204
 Office Phone #: (317) 616-6089, Office Fax #: (317) 616-6079
 email: melanie.cassetty@hyatt.com

Engineering Exhibit Service Form

(please check one)

Advance Order

Floor Order

(see pricing differences below)

Advance orders must be received 10 days prior to connection date, or floor order rates will apply

Convention Name _____	Order Contact Name _____
Company Name _____	On Site Contact/Cell _____
Address _____	Event Dates & Times _____
City _____	Requested Setup Time _____
State _____ Zip Code: _____	Requested Teardown Time _____
Telephone # _____	Function Room _____
Fax # _____	Booth # or Location _____
E-mail address _____	Today's Date: _____
Print Name: _____	Authorized Signature: _____

Electrical Service Per Day

All standard electrical based on 20amp circuits and includes one extension cord. All electrical charges are on a daily basis.

Description	# of Days	Quantity	Advance Order	Floor Order	Price Total
(1) 120v circuit	0	0	\$50.00	\$75.00	\$ -
(1) 208v, single phase circuit**	0	0	\$80.00	\$120.00	\$ -
(1) 208v, three phase circuit 100amp**	0	0	\$300.00	\$500.00	\$ -
(1) 208v, three phase circuit 200amp**	0	0	\$600.00	\$800.00	\$ -
Additional Extension cord (25' or 50', please specify)	0	0	\$25.00	\$40.00	\$ -
Power strip	0	0	\$25.00	\$40.00	\$ -
Spider box = (6) 20 amp circuits	0	0	\$300.00	\$450.00	\$ -
Subtotal					\$0.00

**These electrical services are only available in Regency Ballroom, please consult your Convention Services Manager for full details.

Banner Hanging

Description	Quantity	Advance Order	Floor Order	Price Total
Banner (up to 25 sq. ft.)	0	\$40.00	\$60.00	\$ -
Banner (over 25 sq. ft.)	0	\$50.00	\$80.00	\$ -
Subtotal				\$0.00

Boxes and Delivery

Description	Quantity	Receiving and Delivery Fee	Price Total
# of boxes to be shipped to hotel (up to 50 lbs)	0	\$8.00	\$0.00
# of large boxes/crates (requires 2 people to lift)	0	\$15.00	\$0.00
# of pallets shipped to the hotel*	0	\$100.00	\$0.00
Labor fee for oversize pallets	0	\$50.00	\$0.00
Subtotal			\$0.00

*All pallets must be smaller than 54" x 40" to fit in our service elevator. Any pallets that are larger than this will be charged an additional \$50 labor fee for unpacking pallets to move to meeting space

Internet Services

Our in-house Audio/Visual company, PSAV, can provide a full range of equipment for your booth including Internet Services.

Please contact them directly at 317-632-2527 for availability and pricing

Total Charges and Billing Information

In order to confirm your needs for the event, you will need to contact your Convention Services Manager (contact information listed at the top of the page) to provide a credit card for payment or arrange for other payment options. Orders that have not been confirmed with payment are not confirmed and services are not guaranteed to be available.	Electrical	\$0.00
	Banners	\$0.00
	Boxes and Deliveries	\$0.00
	Total All Services	\$0.00

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at privacy.hyatt.com