

Dear Exhibitor,

Welcome to the Grand Hyatt Washington! We want to ensure that your visit here with us is a Grand one. The Event Services team is here to facilitate your needs, so please let us know if you are in need of any assistance.

If you require additional services, such as internet access or power installation, please let us know and we'll get those arrangements made. FedEx Office on the 1B level (just below the lobby) coordinates shipping and receiving of all boxes and meeting materials. We've attached their information as well, for your convenience.

Step 1: Complete the attached Internet and Power request forms.

Step 2: Complete the attached Credit Card Authorization Form for any internet, & power,

Step 3: Dial extension ***4945** from any house phone to reach your Meeting Concierge.

We're happy to have you with us and we look forward to making your participation in the event a success. Whenever there's anything that we can assist with, please let us know.

Have a Grand day!

Meeting Concierge

Grand Hyatt Washington | 1000 H Street NW | Washington | DC | 20001

Direct: 202.637.4945

Master Account Request/Credit Card Authorization

Organization Name: _____

Street Address (No P.O. Boxes Accepted): _____

City: _____ State: _____ Zip Code: _____

Onsite Contact Name: _____ Phone: _____

Fax: _____ Email Address: _____

Arrival Date/Function Date: _____ Departure Date: _____

Credit Card Information:

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Card Holder's Signature: _____

INSTALLATION DATE: _____ **DAY:** _____ **TIME:** _____
DATE OF REMOVAL: _____ **DAY:** _____ **TIME:** _____
GROUP NAME: _____
EVENT NAME: _____
EVENT ROOM: _____
CONTACT NAME: _____
PHONE: _____ **EMAIL:** _____
CHARGE TO: ROOM NO./POSTING MASTER: _____
 CREDIT CARD: TYPE: _____ NO.: _____ EXP: _____
LOCATION IN ROOM:
 REGISTRATION DESK - BACK FRONT
 FOYER/CORRIDOR BACK OF ROOM HEAD TABLE
 EXHIBIT BOOTH - **BOOTH #:** _____

GRAND | HYATT
 1000 H Street, NW
 Washington, DC 20001
 Hotel Contact: Emmanuel Abiodun
 Lisa Hallberg
 Phone: 202-637-4945
 Fax: 202-637-4797
 Email:
emmanuel.abiodun@hyatt.com
 Email:
lisa.hallberg@hyatt.com

INTERNET REQUEST FORM

| SERVICE/EQUIPMENT | LINES/DEVICES | DAYS | DAILY RATE PER LINE/DEVICE | INSTALLATION FEE | SUBTOTAL** |
|--|---------------|------|----------------------------|------------------|------------|
| Hard Wired Internet | | | \$195.00 | \$500.00 | |
| Wireless Internet (as specified below) | | | | N/A | |
| | | | | TOTAL | |

PREMIUM INTERNET SERVICES:

- Static/Public IP Address*
 Virtual Private Network*
 Dedicated Bandwidth*

*Please consult hotel contact to discuss pricing for these services

Please note: All group premium internet services purchased include a complimentary custom passcode and escalated bandwidth.
 Please indicate your preferred custom passcode here: _____

| WIRELESS DAILY RATES | | | |
|----------------------|---------------|--|--------------------------------------|
| Number of Users | Daily Rate | | Dedicated Bandwidth- Unlimited Users |
| 1 – 15 users | \$175 per day | | Below 10 MBPS \$1,250 per day |
| 16 – 30 users | \$325 per day | | 10 – 25 MBPS \$2,500 per day |
| 31 – 50 users | \$500 per day | | 26 – 35 MBPS \$3,750 per day |
| | | | 36 – 50 MBPS \$5,000 per day |

ENGINEERING AND ELECTRICAL SERVICE CONTRACT

Show Information

Name of Event: _____
 Exhibit Name: _____
 Booth Number: _____
 Meeting Room: _____
 Installation-Date & Time: _____
 Removal-Date & Time: _____

Billing Information

Name: _____
 City/State: _____
 Phone Number: _____
 Credit Card Type: _____
 Credit Card #: _____
 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 <i>(AVAILABLE POWER)</i> | ADVANCE ORDER | FLOOR ORDER | TOTAL ORDER |
|----------|--|------------------|----------------|----------------|
| | 115 V, 20A, AC, Single Phase, 2000 Watts | \$120.00 | \$145.00 | |
| | 208V, 30A, AC, Single Phase, 6000 watts | \$200.00 | \$225.00 | |
| | 208V, 100A, AC Single Phase, 20000 Watts | \$300.00 | \$375.00 | |
| | 208V, 100A, AC Three Phase, 35000 Watts | \$500.00 | \$550.00 | |
| | 208V, 200A, AC, Three Phase, 70000 Watts | \$750.00 | \$850.00 | |
| | 208V, 400A, AC, Three Phase, 140,000 Watts | \$1,000.00 | \$1,200.00 | |

NOTE: The Hotel cannot furnish lighting displays of any kind. Wall and Column outlets are not part of the rental space and are not for exhibitor use.

| QUANTITY | DESCRIPTION | RATE | TOTAL ORDER |
|----------|--|------------|----------------|
| | Multi Outlet Power Strip (5 plugs) | \$30.00 | |
| | Multi Outlet Power Strip w/Surge Protection | \$60.00 | |
| | Extension Cord | \$30.00 | |
| | Quad Box | \$40.00 | |
| | Roof Usage for Satellite Links | \$500.00 | |
| | Video Channel for in house use (1 available) | \$1,500.00 | |
| | Banners (per occurrence) | \$100.00 | |

Print Name: _____

Hotel Contact: _____

Signature: _____

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

All prices are subject to change without notice. See important Labor conditions and regulations below or on the reverse side.

*1000 H STREET N.W.
 WASHINGTON, DC 20001*

*ATTN.: ENGINEERING
 Phone: (202) 624-8050*

**PLEASE RESPOND TO:
 FAX: (202) 637-4959
 OR**

EMAIL: WASGH-Engineering.Request@hvatt.com

Important 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**
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 staff 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 15 days prior to scheduled exhibitor's arrival for move in.
11. Credit will be given for outlets installed and not used.
12. Payments in full must be rendered prior to opening of show: NO EXCEPTIONS PLEASE!
13. It is your responsibility to confirm receipt of the electrical service contract, by Grand Hyatt Washington.
14. The Hotel is not responsible for equipment malfunction/damage.
15. When contacting the Grand Hyatt Washington, please record the name and extension of the individual(s) You talked to: _____
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 a one-time 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.**