



EXHIBITOR TABLE TOP ORDER FORM

Hyatt Regency San Francisco, 5 Embarcadero Center
San Francisco, CA 94111 · 415.788.1234 / Fax 415.291.6569

CONVENTION SERVICES MANAGER: AJ Patel DATE ORDERED _____

EXHIBITOR NAME/COMPANY: _____ TABLE TOP# _____

GROUP/SHOW NAME: AAIE 2019 San Francisco

CONTACT PERSON & PHONE NUMBER: _____

EMAIL ADDRESS: _____

INSTALLATION (DATE & TIME): _____ REMOVAL (DATE & TIME): _____

PACKAGE HANDLING BY HYATT

A \$20.00 fee per package or \$100 per pallet (each way) will be applied to all packages received into and shipped out of the Hotel. This fee does not include prevailing shipping fees. Exhibit boxes should arrive no more than (3) days prior to scheduled set up day. If you are using a freight company please contact AJ Patel at (415) 291-6549 or via email at aj.patel@hyatt.com to coordinate load-in / load-out times, note there is no General Contractor so all freight companies must unload and load materials themselves. All exhibit materials must be assembled by the end user unless other arrangements have been made. The Hotel does not provide these services. If you are planning to bring materials yourself, advance approval is required and must be done through the loading dock. No loading/unloading of materials is permitted on the front drive. The Hotel does not provide carts for usage of transportation of exhibit materials.

Address packages to: Hyatt Regency San Francisco
5 Embarcadero Center, San Francisco, CA 94111
Convention Name, Date of Show
Exhibitor Company Name, On-site Contact.

In-Bound Packages # _____ \$20.00 per piece _____ \$100.00 per pallet

Out-Bound Packages # (Estimated count; exact number determined on-site) _____ \$20.00 per piece _____ \$100.00 per pallet

Estimated Total Package Services \$ _____

INTERNET AND AUDIO VISUAL EQUIPMENT BY Encore Event Technologies

Encore Event Technologies can be contacted at (415) 291-6611 for your internet, audiovisual, and computer rental needs.

ELECTRICAL SERVICES BY FREEMAN:

	Quantity	Advance	Show Site
Standard 20 amp circuit, 120 volt	_____	\$295.00	\$442.50
Extension Cord / Power Strip <i>(note 20amp service must be ordered to plug these items into)</i>	_____	\$21.00	\$31.50
Total Electrical Services	\$ _____		

Rates are for the duration of the event. For questions or additional services, please call Freeman Electrical Services at (650) 878-6040.

BILLING INFORMATION:

CREDIT CARD: (Circle One) **VISA** **MASTERCARD** **AMERICAN EXPRESS** **DISCOVER**

Card Number _____ Expiration Date _____

I hereby authorize the Hyatt Regency San Francisco _____ and Freeman _____ to utilize my credit card for the detailed billing as noted above.
Initial here Initial here

Signature _____ Date _____

Billing Address: _____

Please return this completed form to the fax number listed above or via email to aj.patel@hyatt.com