

GEORGIA
STATE BOARD OF WORKERS'
COMPENSATION



2013 ANNUAL EDUCATIONAL CONFERENCE

EXHIBITOR & SPONSOR
PACKET

SIGN UP NOW!

2013 EXHIBITOR CHANGES- PLEASE READ!

- THE CONFERENCE HAS MOVED! The new location of the SBWC Annual Educational Conference is the Hyatt Regency Atlanta Hotel.
- For those who exhibited the prior year (2012) – you will receive priority in registering! You will be given **THREE DAYS** to register and afterwards, the remaining workers' compensation community will be allowed to register.
- The floor plan **HAS CHANGED!** The new layout can be found on our website and in this packet. All booths will now be in one area!
- The cost to exhibit is \$1,300.00.
- In order to register you must go to the Board's website (www.sbwc.georgia.gov) to register. The link will be emailed to the email addresses you provided. All initial exhibit registrations **MUST** be done online – even if you are paying with a check.
- This year's theme is a Hollywood theme! The title of the program is "Workers' Compensation: It's Showtime!"
- Booth placement is still based on a **first come – first serve basis**. During the registration process you will have the opportunity to select **ten** booths that you are interested in. If neither of the booths are available at the time I receive your online registration – I will call you so that another booth can be selected. The booths are assigned according to the time that I receive your online registration. For instance – if I receive "Company A's" email registration confirmation at 10:35 a.m. and "Company B's" registration at 10:37 a.m. – I will first select the booth for Company A and then Company B.
- Booths **will not** be held or reserved under any circumstances. You are guaranteed a booth once you go online, register, select check or credit card and click on the submit button on both screens. If you select "check" as a form a payment – the check **must** be received in our office within 14 business days – if not – then your booth will be released back into the pool. Your booth will be confirmed once your payment is received.
- Before registering, please make sure that you have the correct billing address for your credit card. You may want to first contact the bank to ensure you have the correct information. 99% of the time a registration does not go through because an incorrect address has been entered.
- **Please know that assigning booths is a very time consuming process because each company representative is contacted directly in order to confirm their booth number before moving to the next company. For the past couple of years – we have sold at least 80% of the booths in the first two days. Therefore, it may be a week or so before you hear something regarding your booth number. Once the booths sell out – the registration website will shut down. At that point I will begin a waiting list. Again, if you plan to pay with a check – select "Check" as the payment option.**

Exhibit Alert! Exhibit Alert! Exhibit Alert!

ATTENTION EXHIBITORS

THE GEORGIA STATE BOARD OF WORKERS' COMPENSATION
ANNOUNCES YOUR EXHIBIT OPPORTUNITY
AT OUR
~ 2013 ANNUAL EDUCATIONAL CONFERENCE~
SUNDAY, AUGUST 25, 2013 – WEDNESDAY, AUGUST 28, 2013
HYATT REGENCY ATLANTA HOTEL
265 PEACHTREE STREET
ATLANTA, GEORGIA 30303

For Hotel Reservations Use the link below:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10328639

If you have any questions concerning your reservation you can call 888.421.1442. If you have any questions concerning the hotel you can call 404-577-1234.

Special Seminar Rate - \$140.00/night + taxes
Cut-off date for reserving rooms is Sunday, August 4, 2013

In order to maximize your networking opportunities, the Exhibitor give-away drawings will be **Wednesday** morning and will be posted during the 10:00 a.m. coffee break. An additional **Grand Prize Drawing** will be held for **Wednesday attendees only** at the end of the conference, 12:30 p.m.

PLEASE NOTE:

- ◆ ONLY 151 EXHIBIT BOOTHS WILL BE SOLD (SEE LAYOUT).
- ◆ PLANS ARE TO COMPLETE THE SELL AND ASSIGNMENT OF ALL EXHIBIT BOOTHS AND SPONSORSHIPS BY FRIDAY, APRIL 5, 2013.

YOU **MUST** REGISTER ONLINE VIA THE BOARD'S WEBSITE - **WWW.SBWC.GEORGIA.GOV** WITH A VISA, MASTERCARD OR AMERICAN EXPRESS. IF YOU SELECT "CHECK" AS A FORM OF PAYMENT – THE CHECK MUST BE IN OUR OFFICE WITHIN 14 DAYS OF REGISTERING OR YOUR BOOTH WILL BE RELEASED.

EXHIBIT BOOTHS ARE ASSIGNED ON A **FIRST-COME FIRST-SERVE** BASIS!

This statewide annual event featuring an exhibit area in the Hyatt Regency Atlanta Hotel will provide maximum exposure for showcasing your products and services to those involved in administering workers' compensation and those who provide services and benefits to injured workers.

CONTRACT FOR EXHIBIT SPACE
2013 SBWC ANNUAL EDUCATIONAL CONFERENCE – HYATT REGENCY ATLANTA
RULES AND REGULATIONS

SCHEDULE – Installation of exhibits must begin on Sunday, August 25, 2013 at 1:00 p.m. and must be completed by 4:00 p.m. on Sunday, August 25, 2013. Formal opening of exhibits will be at 6:00 p.m. on Sunday, August 25, 2013. Take down will begin at 11:00 a.m. on Wednesday, August 28, 2013 and must be completed by 1:00 p.m. **ALL EXHIBIT BOOTHS SHOULD REMAIN OPEN UNTIL 11:30 A.M. ON WEDNESDAY, AUGUST 28, 2013. PLEASE DO NOT PLAN TO BREAK DOWN BEFORE THIS TIME.**

CONTRACT FOR SPACE – Space offered on a first-come, first-served basis. The application for space and formal notice of acceptance constitute a contract for the right to use the space assigned. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding. In the event that, for any reason, the conference is not held as proposed, the exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expenses incurred. The State Board of Workers' Compensation reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference, and refund any amounts paid less the amount the space was occupied by such exhibitor.

RESTRICTIONS ON USE OF SPACE – All demonstrations, interviews, or other activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted. Aisles must be kept clear. No noise-making devices or public address system shall be allowed. Only one company name per sign is allowed. **Your display cannot block the view of connecting exhibit booths or the aisles of the exhibit areas.** Booths must be staffed at all times during exhibit hours.

CARE OF SPACE – Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the conference in the same condition as it was in when taken over. If the space occupied shall be damaged by the exhibitor or its patrons, the exhibitor shall pay such claims as are necessary to restore the space to its original condition.

INSURANCE – Exhibitors shall furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.

CANCELLATION – Written notice of cancellation must be received at least 120 days (April 27, 2013) before the conference date (August 25, 2013) for a full refund; later cancellations will result in 50% refund of rental fee.

LIABILITY – The State Board of Workers' Compensation reserves the right to restrict exhibits, which, because of noise, method of operation, or for any other reason become objectionable. This reservation includes persons, things, conduct, printed matter, or anything of a character that may be objectionable to the exhibit as a whole. In the event of such restrictions or eviction, the State Board of Workers' Compensation is not liable for any refunds or rentals or other exhibition expenses.

BUILDING RULES AND CITY ORDINANCES – The exhibitor agrees to obey all rules of the Hyatt Regency Atlanta Hotel which may be in existence or which hereafter may be made, and to abide by the rules and regulations of the City of Atlanta Fire Marshall and such other departments whose duties embrace regulations of exhibits, etc. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

FOOD/BEVERAGE ITEMS – The Hyatt Regency Atlanta does not allow food/beverage items from outside vendors although they will be more than happy to assist you in providing any items you may need. Please contact the Hyatt Regency Atlanta at 404-460-6460 for any questions.

MISCELLANEOUS – The State Board of Workers' Compensation reserves the right for final placement of booths. Circulars or advertising matter of any description may be distributed only within the booth assigned to the exhibitor presenting such material, and not placed in the conference seats or tables. The decision of the State Board of Workers' Compensation must be accepted as final in any dispute between exhibitors or any situation not covered by these rules and regulations.

EXHIBIT HOURS – Sunday, August 25, 2013 – 6:00 p.m. – 7:00 p.m.

Tuesday, August 27, 2013 – 8:00 a.m. – 4:00 p.m.

Monday, August 26, 2013 – 8:00 a.m. – 4:00 p.m.

Wednesday, August 28, 2013 – 8:00 a.m. – 11:30 a.m.

It is agreed that all rules and regulations are a part of this contract, and no agreement other than those contained herein shall be binding upon the parties unless in writing, signed by a representative of the State Board of Workers' Compensation.

Authorized Signature: _____ Title: _____ Date: _____

Company Name: _____

Please sign and return to:

State Board of Workers' Compensation - Attention: Hilary Williams, 270 Peachtree Street, N.W., Atlanta, GA 30303-1299
williamsh@sbwc.ga.gov / (404) 657-1767(f)

EXHIBIT OPPORTUNITY!!!



\$1300.00 Exhibit Registration Fee Includes:

- One complimentary registration to conference
- Two complimentary booth attendant passes
- One 8' (deep) x10' (wide) booth
- One 6 inch skirted table
- Two side chairs
- One wastebasket
- One 7" x 44" identification sign
- Pre and Post Conference Attendee List
- Priority Registration for 2013

Register Online at www.sbwc.georgia.gov

INCLUSIVE SPONSORSHIP OPPORTUNITY!!!



Includes Advertising During...

- ❖ Coffee Breakouts
- ❖ Dinner & Dance Banquet
- ❖ Sunday Wine & Cheese Reception
- ❖ Conference Sessions

What You Will Receive...

- ❖ 1 Complimentary registration to conference
- ❖ 1 Complimentary ticket to the Dinner & Dance Banquet
- ❖ Acknowledgement of sponsorship during Dinner & Dance Banquet

Please send one PowerPoint slide about company by Friday, May 3, 2013

- ❖ Pre-Conference and Post-Conference attendee mailing list sign posted at the breaks with company names
- ❖ Sponsorship badge and ribbon
- ❖ Sponsor Sign in All Conference Rooms

Only \$800.00!

Deadline – Friday, May 3, 2013

You **must** register online with a check or credit card at www.sbwc.georgia.gov

Check should be written out to SBWC – Training Account

270 Peachtree Street, NW Atlanta, GA 30303-1299

404-656-5656 / williamsh@sbwc.ga.gov

RENAISSANCE WAVERLY HOTEL ROOM KEY SPONSORSHIP



Details About The Hotel Room Card Key...

The hotel card key will have a design of your company logo. The hotel room keys will be given to everyone who attends and stays at the Renaissance Waverly Hotel during the Board's Annual Conference. A full-color company logo will be placed on the front side of the key. The back of the key will be designed by the Board. An estimated 500 keys will be printed and issued to individuals during the conference. Every time an attendee opens the door to his hotel room they will be reminded of your company! The measurements of the design space are 2.125" x 3.375".

**PLEASE CALL TO CONFIRM AVAILABILITY BEFORE SUBMITTING PAYMENT!
ONLY ONE COMPANY CAN SPONSOR THE HOTEL ROOM CARD KEY!**

Only \$3,000.00!

Hotel Room Card Key Sponsorship Form

DEADLINE – FRIDAY, MAY 3, 2013

You **must** register online with a check or credit card at www.sbwc.georgia.gov

Check should be written out to SBWC – Training Account

270 Peachtree Street, NW Atlanta, GA 30303-1299

404-656-5656 / williamsh@sbwc.ga.gov

ADVERTISEMENT IN
ANNUAL EDUCATIONAL CONFERENCE PROGRAM



Ad Specification Requirements:

Acceptable File Formats are:

- (1) **Adobe Illustrator EPS** (embed all images/outline all fonts),
- (2) **Photoshop** (all layers flattened in grayscale), OR
- (3) **PDF** (vector based)

300 dpi resolution or higher Compress any file over 2 megs using WinZip or Stuffit

\$600.00 – Full Page
8 ½ x 11 (+.125 bleed)

\$300.00 – Half Page
5 x 7.5 (horizontal only)

Please send ads via email to williamsh@sbwc.ga.gov

Deadline to Submit Ads – Friday, May 3, 2013

You **must** register online with a check or credit card at

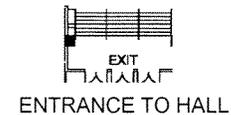
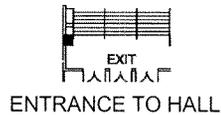
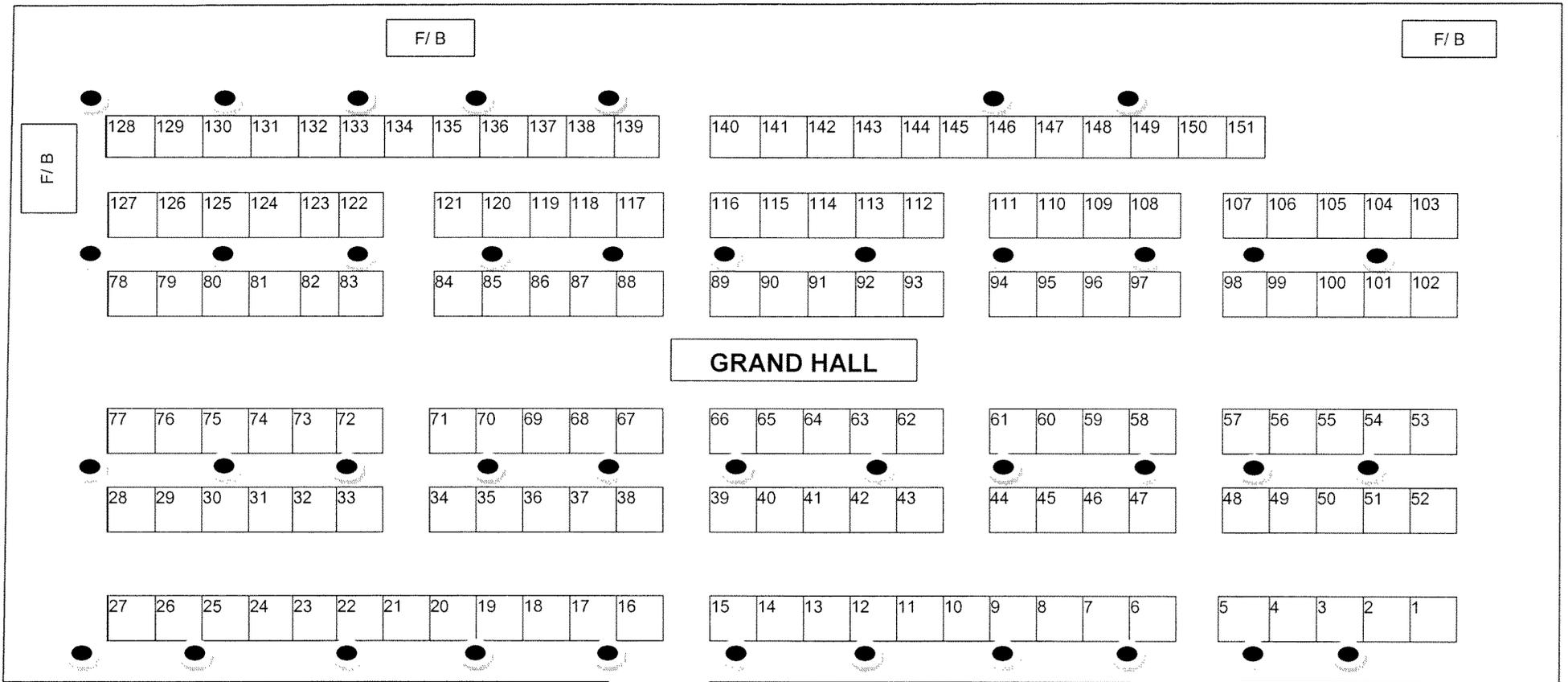
www.sbwc.georgia.gov

Check should be written out to SBWC – Training Account

270 Peachtree Street, NW Atlanta, GA 30303-1299

404-656-5656 / williamsh@sbwc.ga.gov

WORKERS' COMPENSATION CONFERENCE
AUGUST 25 – 28, 2013
 HYATT REGENCY ATLANTA
 EXHIBITION LEVEL
 ATLANTA, GEORGIA



REGISTRATION

NOTES

1. The dark circles in the Grand Hall represent permanent columns.
2. Each row of booths is facing the opposite side – for example – booth 25 is facing booth 30....and booth 64 is facing both 91.
3. All booths are the same size... 8' deep (from front to back) and 10' wide (from left to right)



ELECTRICAL AND SPECIAL SERVICES REQUEST AND RENTAL FORM

Show Name _____ Set-Up Date _____ Booth # _____
 Company Name _____ Ordered By _____ Phone # _____
 Onsite Contact _____ Phone # _____ (Mobile Preferred)
TO QUALIFY FOR 10% DISCOUNT, ALL ORDERS MUST BE RECEIVED, WITH PAYMENT AT LEAST SEVEN DAYS PRIOR TO SET-UP.

CONVERSION CHART AND RATES FOR STANDARD ELECTRICAL SERVICES (A)

AMPS	1 PHASE 120 VOLTS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS	AMPS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS
20	2,000 watts \$125	3,300 watts \$250	5,800 watts \$425	60	10,000 watts \$625	17,300 watts \$1,000
30	---	5,000 watts \$325	8,600 watts \$575	100	16,600 watts \$975	28,800 watts \$1,650
40	---	6,600 watts \$400	11,500 watts \$725	200	---	57,600 watts \$3,200
50	---	8,300 watts \$500	14,400 watts \$825	400	---	143,900 watts \$5,625

ADDITIONAL SERVICES AND LABOR CHARGES (B)

Water: Hot Water - \$210, Cold Water - \$210, Drain - \$140, Fill & Drain (Up to 400 Gal) - \$245 Hook up to Equipment Available - \$70 (Note: Booth location must be specifically arranged with Exhibit Contractor)	Equipment Rental: Extension Cord Rental - \$50 (25ft) & \$100 (50ft), Power Strip Rental - \$50 Clamp-On Light, 150 watt, includes power and hook-up - \$165
Air: Up to 80cfm, terminated in 1/2" FPT fitting at back of booth; no hook-up - \$450, (Plz advise of PSI, CFM, Intermittent or Continuous) Hook-Up to Equipment Available - \$70 (Note: Booth location must be specifically arranged with Exhibit Contractor)	Electrical Labor Charges Section (See Information On Back Of Form): Straight Time, 8a – 4p, M - Sa: \$67.50 Overtime, 4pm – 8a, M – Sa: \$101.25 Doubletime, Sun. & Holiday: \$135.00

ELECTRICAL SERVICES (A)

QTY.	AMPS	VOLTS	PHASE	UNIT PRICE	\$ AMOUNT
Subtotal A					

ADDITIONAL SERVICES AND LABOR (B)

QTY.	ITEM DESCRIPTION	UNIT PRICE	\$ AMOUNT
Subtotal B			
Total A+B			
Order form with payment received seven (7) days prior to SET-UP date - CHECK BOX TO DEDUCT 10% <input type="checkbox"/> (Standard pricing will apply for all orders received within seven (7) days of the set-up date)			
Grand Total			

PAYMENT INFORMATION

Total Order \$ _____

Payment in Full must be received prior to installation of services. Please indicate your method of payment:

___ CHECK ENCLOSED IN THE AMOUNT OF \$ _____ (Payable to Hyatt Regency Atlanta)

___ CHARGE MY CARD IN THE AMOUNT OF \$ _____

() Am Ex () M/C () Visa () Other _____

CREDIT CARD AUTHORIZATION: Your signature authorizes Hyatt Regency Atlanta to DEBIT your credit card for all charges associated with this order. Hyatt Regency Atlanta reserves the right to disconnect power if a credit card is declined or invalid. For your convenience, we will use your credit card authorization to charge any additional amounts incurred as a result of showsite orders placed by you or your organization.

Credit Card Number	Expiration Date	Print Name As It Appears on Credit Card
Authorizing Signature	Date Authorized	

LABOR

Labor Rates are subject to labor contracts in effect at the time of Show. Labor before 8:00am and 4:00pm, Monday - Saturday will be at the overtime rate. Labor on Sunday & Holidays will be at the double-time rate.

OK to proceed without exhibitor supervision, per attached Floor Plan.

Date(s) Requested _____

Time Requested _____

No. of Electricians _____

Specify Labor Required:

_____ Electrical Distribution _____ Electrical Motor or Controls

_____ Electrical Distribution Overhead _____ Electrical Fixtures

Starting time can be guaranteed only in those instances when Electrical Labor is requested for the start of the working day, which is 8:00am, if not previously committed. A minimum charge per booth of one hour for installation and one-half hour to dismantle will apply, and time will commence in accordance with exhibitor's request.

Failure to start labor at requested time will result in a one hour charge, per electrician requested, unless 24 hour advance notice is provided.

ELECTRICAL REGULATIONS & GENERAL INFORMATION

1. Hyatt Regency Atlanta is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Hyatt Regency Atlanta electrician. Hyatt Regency Atlanta will not be responsible for any damage or lost equipment, component computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Hyatt Regency Atlanta electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. Twenty-four hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped back wall of in-line booths and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. Local ordinances allow only 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. All equipment should be property tagged and wired with full information as to current, voltage, Phase, cycle, horsepower, etc. and ready for connection. If special or specific receptacles are required for equipment, they should be supplied by the exhibitor and installation will be charged at labor rates.
12. All outlets 20 amps and over with a voltage of 150 volts and over require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
13. No credits will be issued on outlets or lights installed as ordered even though not used.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Fires can result from faulty wiring, carelessness or lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will be disconnected.

If an exhibitor is not knowledgeable or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of ~14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material that can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited in all convention facilities.
- Inspect all internal wiring and connections frequently.

The use of 2-wire cords are prohibited



HYATT REGENCY ATLANTA
ATLANTA, GA



Internet

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Wired Internet Line (per day per device)		\$100.00	\$250.00		
Wireless Internet Access (per day per device)		\$50.00	\$100.00		

Computer /Display Equipment

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
20" Flat screen monitor		\$125.00	\$160.00		
40" Flat screen monit with stand		\$300.00	\$390.00		
50" Plasma Display with stand		\$400.00	\$520.00		
Laptop		\$225.00	\$290.00		
Desktop Computers (based on availability and specifications)		TBD	TBD		

Customer Information

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Telephone #: _____

Booth #: _____

Fax #: _____

Email Address: _____

Packages

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
TV/DVD/VCR Combo Package		\$350.00	\$420.00		

Delivery Information

On-Site Contact: _____

Show Name: _____

Booth #: _____ Room: _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Cell Number: _____

Audio Equipment

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Wired Microphone: Handheld ****		\$60.00	\$72.00		
Wired Microphone: Lavalier ****		\$75.00	\$90.00		
Wireless Microphone: Handheld / Lavalier / Headset****		\$185.00	\$222.00		
4 Channel Mixer****		\$70.00	\$84.00		
Powered Speaker with stand****		\$80.00	\$100.00		
Laptop Audio ****		\$50.00	\$75.00		
Other:					

****additional equipment may be required for all audio equipment please contact AV Department directly****

Ordering Instructions

The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.

⇒ Additional equipment is available on request. Please contact Swank Audio Visuals directly for pricing

⇒ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward

⇒ To guarantee equipment availability and advanced rate, Complete this form in it's entirety atleast seven (14) days before the start day.

⇒ Same day cancellation will be charged at cancellation, 50% of original charges will be applied.

Comments

Rental Totals **PAYMENT IS DUE WHEN ORDER IS PLACED**

EQUIPMENT TOTAL	
LOSS DAMAGE WAIVER (7.% of line 1)	
DELIVERY/PICKUP (22% OF LINE 1 OR 50% MINIMUM WHICHEVER IS GREATER)	
SUBTOTAL	4
SALES TAX (8% of line 1)	5
INTERNET CHARGES	6
TOTAL DUE	7

Method of Payment

Card Number: _____ Exp Date ___ / ___

Card Type(Circle One) : American Express Visa Master

Cardholder's Name (as appears on card): _____

Cardholders Signature: _____

_____ Please intial to acknowledge that the form of payment will be a check

All checks must be received 14 days before the event start date to receive the advanced rate.

Return for Processing

SWANK AUDIO VISUALS

HYATT REGENCY ATLANTA

265 Peachtree Street NE

Atlanta, GA, 30303

PHONE: 404-460-6550

FAX : 404-460-6564