

**Hyatt Regency Atlanta - Engineering Department**

265 Peachtree Street, NE, Atlanta, Georgia 30303-1294

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Email: [electric@hyatt.com](mailto:electric@hyatt.com)**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 \$260	5,800 watts \$450	60	10,000 watts \$650	17,300 watts \$1,050
30	---	5,000 watts \$340	8,600 watts \$600	100	16,600 watts \$1,015	28,800 watts \$1,720
40	---	6,600 watts \$420	11,500 watts \$760	200	---	57,600 watts \$3,350
50	---	8,300 watts \$525	14,400 watts \$900	400	---	143,900 watts \$5,850

**ADDITIONAL SERVICES AND LABOR CHARGES (B)****Water:**Hot Water - \$220, Cold Water - \$220, Drain - \$150,  
Fill & Drain (Up to 400 Gal) - \$450

Hook up to Equipment Available - \$75

(Note: Booth location must be specifically arranged with Exhibit Contractor)

**Equipment Rental:**

Extension Cord Rental - \$55 (25ft) &amp; \$110 (50ft),

Power Strip Rental - \$55

Clamp-On Light, 150 watt, includes power and hook-up - \$175

**Air:**Up to 80cfm, terminated in 1/2" FPT fitting at back of booth;  
no hook-up - \$470, (Plz advise of PSI, CFM, Intermittent or Continuous)

Hook-Up to Equipment Available - \$75

(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: \$75.00

Overtime, 4pm - 8a, M - Sa: \$112.50

Doubletime, Sun. &amp; Holiday: \$150.00

**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%** ☐

(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 \_\_\_\_\_

**THESE PRICES ARE GOOD UNTIL DECEMBER 31, 2014. THE HOTEL MUST BE CONTACTED FOR A CURRENT FORM BEGINNING JANUARY 1, 2015.**

<b>LABOR</b>								
<p>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 &amp; Holidays will be at the double-time rate.</p> <p style="text-align: center;">OK to proceed without exhibitor supervision, per attached Floor Plan.</p> <p>Date(s) Requested _____</p> <p>Time Requested _____</p> <p>No. of Electricians _____</p>								
<p><b>Specify Labor Required:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">_____ Electrical Distribution</td> <td style="width: 33%; border-bottom: 1px solid black;">_____ Electrical</td> <td style="width: 33%; border-bottom: 1px solid black;">Motor or Controls</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____ Electrical Distribution Overhead</td> <td style="border-bottom: 1px solid black;">_____ Electrical</td> <td style="border-bottom: 1px solid black;">Fixtures</td> </tr> </table>			_____ Electrical Distribution	_____ Electrical	Motor or Controls	_____ Electrical Distribution Overhead	_____ Electrical	Fixtures
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_____ Electrical Distribution Overhead	_____ Electrical	Fixtures						
<p>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.</p> <p>Failure to start labor at requested time will result in a one hour charge, per electrician requested, unless 24 hour advance notice is provided.</p>								

## **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 properly 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!