



ELECTRICAL EXHIBIT SERVICE ORDER FORM

Hyatt Regency Sacramento 1209 L Street Sacramento, CA 95814 (916) 443-1234 Fax (916) 321-3599

ALL SERVICE ORDERS MUST BE PLACED 10 DAYS PRIOR TO FUNCTION

Name of Group/Function:

Booth Number:

Dates:

Group Contact:

Hotel Contact:

Meeting Room/Rooms:

Set-up Date:

Tear-down Date:

SPECIAL NOTICE!

CALIFORNIA STATE CODE REQUIRES THAT NO ELECTRICAL EQUIPMENT OR APPARATUS CAN BE CONNECTED UNLESS IT CONFORMS TO ELECTRICAL CODE.

ALL CONDUCTORS USED MUST BE OF PROPER SIZE AND TYPE AND MEET OR EXCEED SPECIFICATIONS ESTABLISHED BY THE NATIONAL ELECTRICAL CODE.

ALL EXTENSION CABLES SHALL BE 3 WIRE SJ CORD OR OTHER APPROVED TYPE AND NOT MORE THAN 25FT LONG. THE USE OF LAMP CORD, CUBE TAPES OR FLEXIBLE CORDS & CABLES LESS THAN 14 GAUGE WIRE, SHALL NOT BE PERMITTED.

ALL POWER AND DISTRIBUTION BOX CONNECTIONS TO HOTEL WILL BE CONNECTED BY HOTEL ELECTRICIANS. HOTEL ELECTRICIANS HAVE THE RIGHT TO DENY THE USE OF ANY DEVICE WHICH DOES NOT CONFORM TO THE NATIONAL ELECTRICAL CODE.

PLEASE RETURN THIS ORDER WITH CHECK (MADE PAYABLE TO HYATT REGENCY SACRAMENTO) FOR FULL PAYMENT 5 DAYS PRIOR TO INSTALLATION IN TIME FOR OPENING OF SHOW. CUSTOMER'S COPY WILL BE STAMPED AND RETURNED AS CONFIRMATION.

ANY LATE ORDER, ADDITIONS AND CHANGES WILL BE BILLED AN ADDITIONAL \$25.00 SERVICE FEE

ELECTRICAL CHARGES

ITEM RENTED	QUANTITY	PRICE	CHARGE
115 Volts			
20 Amps		\$30.00	
208 Volts –Single Phase			
30 Amps		\$50.00	
60 Amps		\$100.00	
100 Amps		\$150.00	
208 Volts – Three Phase			
150 Amps Porta-Panel		\$300.00	
200 Amps		\$400.00	
400 Amps/Regency Ballroom		\$800.00	
400/600 Amps/Manchester Ballroom		\$800/\$1200	
RENTALS			
115v-20 Amp Ext Cord w/triple tap		\$25.00	
Ladder		\$25.00	
Manlift		\$20.00 per hour	
Duct Tape		\$10.00 per roll	
6 Outlet Power Strip		\$25.00	
OTHER			
Banner		\$20.00 per item	
Water Source/Lazer Equipment		Per Item	
Misc		Per Item	

LABOR RATES (MINIMUM)

LABOR RATES (MINIMUM)		RATE	AMOUNT
General Mechanic		\$25.00/hour	
	Overtime	\$37.50/hour	
	Double-time	\$50.00/hour	
Electrician		\$45.00/hour	
	Overtime	\$67.00/hour	
	Double-time	\$90.00/hour	
		TOTAL	

Group Rep

Signature

Hyatt Engineer

Signature

Date

Date

Date

Date

COMMENTS:

EXHIBIT SERVICE REQUIREMENTS

Engines, motors or any kind of equipment may be operated only with the consent of the Director of Engineering of the Hotel.

SPECIAL NOTICE: No nails, or bracing wires used in erecting displays may be attached to building without written consent of the Director of Engineering at the Hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense. Any and all hotel Equipment and tools used by the exhibitor must be accompanied by a tool/equipment release form.

FOOD AND BEVERAGE GIVEAWAYS: Any food or beverage dispensed or given away at booths must be purchased from or with the consent of Hyatt Regency Sacramento

LIABILITY: Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

STORAGE: The Hotel has no facilities for the storage of exhibits. All shipment for an exhibit must be directed to the official drayer.

FIRE EXIT

FIRE DEPARTMENT ENFORCED REGULATIONS: ALL DOORS & OPENINGS ON OFFICIAL FLOOR PLAN MUST BE KEPT CLEAR.

FIRE ALARM BOX AND FIRE EXTINGUISHERS MUST BE VISIBLE AT ALL TIMES

NOTE: ALL PRICES FOR EQUIPMENT AND LABOR QUOTED ARE SUBJECT TO CHANGE.