



**Please return all completed forms to:**  
 Gabrelle German, Catering Administrative Assistant  
 One South Capitol Avenue  
 Indianapolis, IN 46204  
 317.616.6077 (phone) or 317.616.6079 (fax)

[Gabrelle.German@hyatt.com](mailto:Gabrelle.German@hyatt.com)

### Exhibitor Service Form

Please Print or Type all information on this form

Convention Name		Contact Name	
Company Name		On Site Contact/Cell	
Address		Event Dates	
City		Requested Set Up Time	
State	Zip Code	Requested Tear Down	
Telephone #		Function Room	
Fax #		Booth # or Location	
e-mail address		Today's Date:	

Print Name:

Authorized Signature:

All requests must be approved by Hotel and Group Contact.

**Any request that does not identify a form of payment will not be honored.**

Advance orders must be received 7 business days prior to event, otherwise floor order pricing will apply.

#### Electrical Service Per Day

All standard electrical based on 20amp circuits and includes one extension cord. All electrical charges are on a daily basis.

Description	# of Days	Quantity	Advance Order	Floor Order	Price Total
(1) 120v circuit	0	0	\$50.00	\$75.00	\$ -
(1) 208v, single phase circuit	0	0	\$80.00	\$120.00	\$ -
				Sales Tax (7%)	\$ -
<b>Total Electrical Service</b>					\$0.00

#### Additional Electrical Items

Description	# of Days	Quantity	Advance Order	Floor Order	Price Total
Extension cord (25' or 50')	0	0	\$25.00	\$40.00	\$ -
Power strip	0	0	\$25.00	\$40.00	\$ -
Spider box = (6) 20 amp circuits	0	0	\$300.00	\$500.00	\$ -
				Sales Tax (7%)	\$ -
<b>Total Additional Electrical Items</b>					\$0.00

#### Boxes and Delivery

All boxes are charged a standard receiving fee. Boxes taken to meeting spaces will also be charged an additional delivery fee per box.

Description	Quantity	Receiving and Delivery Fees (per box)	Price Total
# of boxes to be shipped to Hotel (up to 50 lbs)	0	\$8.00	\$ -
# of boxes to be shipped to Hotel (50-100 lbs)	0	\$13.00	\$ -
# of boxes to be shipped to Hotel (100 lbs or more)	0	\$53.00	\$ -
# of pallets shipped to Hotel	0	\$75.00	\$ -
<b>Total Boxes and Delivery</b>			\$0.00

Credit Card #:		Total Electrical Services	\$0.00
Cardholder Name:		Total Additional Electrical Items	\$0.00
Expiration Date:		Total Boxes and Delivery	\$0.00
Check #:		<b>Total All Services</b>	\$0.00