

Exhibitor Kit

ACOG District II



Annual Meeting

October 23-25, 2015

Grand Hyatt, New York

Dear Exhibitor:

Thank you for choosing to exhibit at the 2015 Annual District II Meeting on Friday, October 23 and/or Saturday October 25, 2015 at the Grand Hyatt, NY. District II is committed to making your experience as profitable and enjoyable as possible.

This Exhibitor Kit includes information to help you plan- and to help us promote- your company. Included in this kit are forms that need your attention. **You may be without services should you fail to meet deadline requirements - (see page 7)** Also enclosed are the Booth Staff registration form and Guest Pass request form. These forms must be completed and returned to ensure accurate and quick check in on site.

<input type="checkbox"/>	Tips to Enhance Your Exhibiting Experience	Page 3
<input type="checkbox"/>	Meeting Agenda/Exhibit Timeline	Page 4
<input type="checkbox"/>	Set-up and Dismantle Information	Page 5
<input type="checkbox"/>	Print Specifications	Page 6
<input type="checkbox"/>	Important Deadlines	Page 7
<input type="checkbox"/>	Travel Information	Page 7
<input type="checkbox"/>	<i>Booth Staff Registration Form (required)</i>	<i>Page 8</i>
<input type="checkbox"/>	Guest Pass Registration Form	Page 9
<input type="checkbox"/>	Exhibitor Rules & Regulations	Page 10
<input type="checkbox"/>	Grand Hyatt Exhibitor Summary Sheet	Page 13
<input type="checkbox"/>	Grand Hyatt Electrical Request Form	Page 14
<input type="checkbox"/>	AVT Grand Hyatt Audiovisual Order Form	Page 15
<input type="checkbox"/>	Grand Hyatt Credit Card Authorization Form	Page 16
<input type="checkbox"/>	Grand Hyatt Communication Requisition Form (WiFi)	Page 17
<input type="checkbox"/>	Grand Hyatt Shipping / Mailroom Services	Page 18

If you need further assistance, please contact me at 518.436.3461 or via email at: jhoward@ny.acog.org.

I look forward to seeing you all in October!

Sincerely,

Jessyca Howard

Director of Meetings, ACOG District II

Tips to Enhance Your Exhibiting Experience:

- ✓ Send out personal invitations, make phone calls and be sure your website is up to date regarding your participation in the Annual District II Meeting (ADM). By doing so, you will alert current and prospective customers to your booth. Be sure to tell them you will be located in the Ballroom at the Grand Hyatt and what products/services you will be featuring.
- ✓ Issue press releases to appropriate newspapers, media outlets and trade publications. Take this opportunity to announce any new product launch or news about your company. Public relations efforts are an inexpensive way to market your exhibiting presence - and can pay off handsomely.
- ✓ In order to achieve a successful exhibiting experience, booth staff *MUST* engage show floor traffic.
- ✓ Arrange your area so it is readily accessible from the aisle; always allow space for customers to enter the booth and for booth staff to exit and greet passers-by.
- ✓ Booth staff should remain near the aisle to easily speak to potential customers; if possible, they should hand something to attendees to make them stop, look and listen.
- ✓ During dedicated exhibiting times, never leave your booth unstaffed. It is imperative for staff to always be available to speak with prospective customers.
- ✓ Register to attend the Friday evening Welcome Reception to network and engage with attendees outside of the exhibit hall. This can be a wonderful time to meet new prospects and strengthen relationships with existing clients.
- ✓ Smile! Your staff could be featured in pictures or a video for use on the ACOG District II Website, Facebook, and YouTube pages.

Full Meeting Agenda

FRIDAY, OCTOBER 23

7:00am-5:00pm	Registration
7:00am- 10:00am	Exhibitor Move-in
8:15am- 5:45pm	Plenary Sessions
10:00am- 4:00pm	Exhibit Hall Open (Mandatory)
10:15am-11:00am	Break in Exhibit Hall
11:45am- 12:45pm	Lunch on your own
3:00pm- 3:45pm	Ice Cream Social in Exhibit Hall and
4:00pm- 6:00pm	Exhibitor Move-out (Optional)
5:30pm- 6:30pm	Welcome Reception (additional fee)
6:30pm- 9:30pm	Dinner and Entertainment (additional fee)

SATURDAY, OCTOBER 24

7:00am- 5:00pm	Registration
7:30am- 10:00am	Junior Fellow Advisory Council Meeting Program and Breakfast
7:30am- 12:00pm	Exhibit Hall Open (Breakfast in Exhibit Hall 7:30 – 8:30, subject to change)
8:30am- 4:45pm	Plenary Sessions
10:15am- 1:30pm	Martin L. Stone, MD Research Day Poster Session & Residency Fair (<i>takes place in the exhibit hall</i>)
10:15am-11:00am	Break in Exhibit Hall
12:15pm- 1:15pm	Lunch on your own
12:00pm - 2:00pm	Exhibitor Move-out

Exhibit Time Line

FRIDAY, OCTOBER 23

7:00am-5:00pm	Registration
7:00am- 10:00am	Exhibitor Move-in
10:00am- 4:00pm	Exhibit Hall Open (Mandatory)
<i>*10:15am- 11:00am</i>	<i>Unopposed Exhibit Time</i>
<i>*3:00pm- 3:45pm</i>	<i>Ice Cream Social in the Exhibit Hall</i>
4:00pm- 6:00pm	Exhibitor Move-out (Optional)

SATURDAY, OCTOBER 24

7:00am- 5:00pm	Registration
7:30am- 12:00pm	Exhibit Hall Open
10:15am- 1:30pm	Martin L. Stone, MD Research Day Poster Session & Residency Fair (<i>in the Ballroom Lobby</i>)
<i>*10:15am- 11:00am</i>	<i>Break in Exhibit Hall</i>
12:00pm- 2:00pm	Exhibitor Move-out

**Breaks will occur in the exhibit hall*

SET-UP AND DISMANTLE

Exhibitor Set-Up

Exhibitor registration begins at 7am on Friday, October 23 in the Ballroom Foyer, located on the Ballroom Level of the hotel.

All booth installation should be complete **by 10am**. All individuals representing an exhibiting company must be registered as an exhibitor and wear the appropriate badge. All exhibit staff must check in and pick up Conference materials at the Exhibitor Registration table *prior* to unpacking and setting up. Staff must produce a business card for the exhibiting company they represent in order to pick up their badge. The card must have their name printed on it, and if requested, they must be prepared to present a positive ID to obtain a badge.

SHIPPING, ELECTRICAL AND AV INFORMATION

Should you need to ship packages, order electrical or AV services you must arrange these services directly through the Grand Hyatt in advance of the Meeting. Please review pages 13-20 for complete details.

*Please note there is not a general service contractor associated with this event. As such we do not have a vendor to provide lead retrieval services.

Exhibitor Move-out

Those companies exhibiting Friday, October 23 only: move-out will take place at 4pm. . *You are invited to register and attend the Welcome Reception taking place in the hotel beginning at 5:30pm. Additional fees and registration apply.*

For companies exhibiting on Saturday, October 24, move-out will begin at 1:00pm.

No dismantling is permitted prior to these times.

PRINT SPECIFICATIONS

Logos and Ads

All ads, logos for booth bingo card, sample signage and artwork must be submitted to Jessyca Howard via email at: jhoward@ny.acog.org by September 25, 2015

Ads must be:

- ✓ PDF, JPEG or TIF
- ✓ Images- CMYK at 300 dpi
- ✓ Fonts- embedded or converted to outline
- ✓ No Microsoft Word documents will be accepted

Full Page: 7.5" x 10" H (*no bleed*)

1/2 Page: 7.5" x 4.75" H

1/4 Page: 3.675" x 4.75" H

1/8 Page*: 3.675" x 2.25" H

**Plus, Premium or Platinum booth package* includes a 1/8 page Exhibit Guide ad. Ads may also be purchased separately.

“Doctor’s Bag”-

If you have purchased the option to place a promotional piece into the registration bag attendees will receive, please note the following. Pieces must be submitted for approval via email to Jessyca Howard at: jhoward@ny.acog.org by September 25, 2015

- ✓ Piece may only promote your company’s product, service or pre-approved event to be held during the ADM
- ✓ Piece can be no larger than 8" x 11"
- ✓ Item may be double-sided
- ✓ Number of pieces required: **500**

Materials should **arrive no earlier than October 18th** to:

Grand Hyatt New York*

109 East 42nd Street

New York, NY 10017

FOR: Jessyca Howard, ACOG District II Meeting- Dr. Bag

SPONSORING COMPANY: **YOUR COMPANY NAME**

SPONSORING COMPANY CONTACT: **ONSITE CONTACT**

HOTEL CONTACT: Wan Yi Tang

*Receiving fees will apply, see Grand Hyatt Mailroom Services Form

IMPORTANT DEADLINES

- | | | |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | September 10, 2015 | Final payment due for acknowledgement in Final Program |
| <input type="checkbox"/> | September 10, 2015 | Last Day to cancel with a refund (less 10% fee) |
| <input type="checkbox"/> | September 20, 2015 | Proofs for advertising, pre-event mailing and logo for booth bingo due to District II |
| <input type="checkbox"/> | September 20, 2015 | Submission of Raffle Approval for District II |
| <input type="checkbox"/> | September 30, 2015 | Hotel Cut-off for discounted rates (availability applies) |
| <input type="checkbox"/> | October 7, 2015 | Submission of Survey/ Questionnaire for District II Approval |
| <input type="checkbox"/> | October 7, 2015 | Booth Staff & Guest Pass Registration |

TRAVEL INFORMATION

District II has secured a discounted rate at the Grand Hyatt New York of \$369 (plus applicable taxes) per night for Meeting attendees. We strongly recommend you reserve at your earliest convenience to avoid availability issues.

Grand Hyatt New York
109 East 42nd Street at Grand Central Terminal
New York, NY 10017
Reservations: 402.592.6464 OR 888.421.1442 (refer to ACOG District II)
Or Go Online [HERE](#) to reserve your room.

*The cut-off date for
discounted rooms:
September 30, 2015*

For additional information about the Grand Hyatt or transportation options and directions visit:
<http://www.grandnewyork.hyatt.com>

BOOTH STAFF & GUEST REGISTRATION

Please complete and return to Jessyca Howard: jhoward@ny.acog.org by **Friday, October 7, 2015** to register up to (4) complimentary booth staff or request up to (3) complimentary exhibit hall guest passes for local customers, potential clients or VIPs. (You can also email me the names instead of submitting the form) There will be a \$30 processing fee assessed for each badge produced over the allotment. An exhibitor's badge is valid for admission to the exhibit hall only. Participation in Scientific Sessions, as well as breakfast and lunch functions, **is restricted to registered meeting participants only.**

Booth Staff

Company Name

**Please print clearly, name badges will be created from this information*

<u>Company Representative 1</u>	<u>Company Representative 2</u>
Title	Title
Email Address	Email Address

<u>Company Representative 3</u>	<u>Company Representative 4</u>
Title	Title
Email Address	Email Address

Guest Badge Request

Exhibiting Company Name

GUEST 1

Company

Title

Email Address

GUEST 2

Company

Title

Email Address

GUEST 3

Company

Title

Email Address

Please complete this form and return it to Jessyca Howard:

jhoward@ny.acog.org by **Friday, October 7, 2015** to request up to (3) complimentary exhibit hall guest passes for local customers, potential clients or VIPs. Pass is good on Friday, October 23, 2015 for access to the exhibit hall during regular exhibit hall hours. (If you are exhibiting on Saturday, October 24, 2015 pass will be valid for that day also.)

The exhibiting company is responsible for all of its guests and may be penalized if their guests are found to be in violation of this rule.

EXHIBITOR RULES & REGULATIONS

Subletting of Exhibit Space

The sharing or subleasing of booth space is not permitted. There may only be one approved exhibitor/company represented in an assigned exhibit space. All signs, advertisements, publications, materials, products, and representatives' badges must reflect the name of the contracted exhibiting company. Any violation of these regulations may result in an immediate shutdown and removal of the exhibit and materials in violation. Additionally, organizations found to be in violation of these regulations risk denial of participation in future Annual District II Meetings and removal from the District's approved exhibitors list.

Product/Service Displays

The exhibitor is permitted to demonstrate devices, instruments, equipment, or services, to make presentations and to distribute printed materials related to those products or services that are listed on the Exhibitor Application and Contract.

Please be aware that only those products or services that are related to the practice of obstetrics and gynecology or primary care for women are permitted. If your organization has products or provides services that may not be related to the profession of obstetrics and gynecology or women's health and they have not been approved by District II, they may not be displayed. If such products or services are displayed, District II will require you to remove the unrelated product or service from your exhibit. We reserve the right to decide the appropriateness of any service, product, device, videotape, or audiotape.

Selling

To assist companies with maximizing their exhibiting opportunity, exhibitors will be allowed to sell their products/services in the exhibition hall. The exchange of checks and credit cards for a product or service is

allowed. Every transaction must be accompanied by a receipt for the purchaser. For security reasons, cash transactions are discouraged. It is the exhibitor's responsibility to acquire any necessary licenses, permits, and/or identification numbers required by the local government to sell their products/services.

Codes and Regulations

Exhibitor shall adhere to and be bound by 1) all applicable fire, utility, and building codes and regulations; 2) any and all rules or regulations of the facility where the ADM is held; 3) applicable terms of all leases and agreements between ACOG and the managers or owners of the facility; 4) the terms of any and all leases and agreements between ACOG and any other party relating to the exhibit. Exhibitors shall not, nor permit others to do anything to the exhibit or do anything in the facility that will in any way void the policies or increase the insurance premiums payable by ACOG or the owners or manager of the facility.

Space Assignments

Exhibitors may use the Exhibit Application and Contract to designate their desire not to be located adjacent or opposite designated companies. These requests will be honored to the greatest extent possible in conjunction with assignment priorities and requests for specific locations on the exhibit floor.

Organizations which participate in certain sponsorship opportunities may receive priority booth assignment. If at the time of making an assignment for a particular organization, the requested spaces are no longer available, ACOG will assign the best space available that is closest to the location of the first choice. Please keep in mind that there are many organizations applying for the same exhibit space. When making your selections, try not to concentrate all of your choices in one area.

Unofficial Social and Educational Activities

Unofficial activities are defined as any activity or event that is not sponsored by ACOG. This includes, but is not limited to, CME symposia, combination CME symposia/social functions, press releases, press conferences, media events, social events, product announcements and unveiling, focus groups for physician registrants, and educational functions. Exhibiting organizations may apply for permission to hold their activities during unrestricted times and dates. If the application is approved, it will be assigned (pending space availability) by ACOG.

In this regard, the education provided should be consistent with the scientific evidence available, promote the professionalism, compassion and trust inherent in the physician/patient relationship and should not conflict with the mission of ACOG.

Third Party Medical Education Provider

Sponsors who choose to use a third-party planner must submit a letter on company letterhead notifying ACOG of the company name, address, phone number, and company contact information. No direct requests from third-party planners will be considered. Symposium Applications received from third-party planners without the appropriate sponsor contact information listed will be denied. The sponsoring organization will be responsible for forwarding all pertinent information to the vendor. ACOG will assume no responsibility for furnishing information to a sponsor's vendor. The sponsoring organization will be held responsible for all actions of the vendor/third party, and any accident(s) or suit(s) arising from or in connection with the event.

Handling and Storage

Exhibitor shall make its own arrangements of shipment, delivery, receipt and storage of display materials with the Grand Hyatt. All shipments and deliveries to the ADM must be prepaid.

Cancellation/Exhibit Space Reduction

Cancellation or reduction of exhibit space will be accepted in writing to Jessyca Howard at jhoward@ny.acog.org or faxed to (518) 426-4728.

A refund, less a 10% processing fee will be possible only if the cancellation notice is received on or before September 10, 2015. No refunds will be made for cancellation/reduction after September 10, 2015. There are no exceptions to this rule. District II reserves the right to resell any cancelled exhibit space without notification to the canceling party, or without refunding any fee paid by the exhibitor.

No Shows

Exhibiting companies that reserve exhibit space and do not provide District II with written notice of their inability to exhibit by October 3, 2015 will automatically be charged an additional lounge fee of \$500, and may not be allowed to participate in future exhibitions sponsored by ACOG District II.

CME

The granting of CME credits to meeting participants, in any category, from an exhibit space is prohibited.

ACOG Cancellation

In the event ACOG cancels the meeting and/or the exhibits for any reason, the exhibiting company may receive a full refund. ACOG will not be responsible for, nor pay any other penalties, fees, damages, liquid damages, expenses, salaries/vendor or employee compensation that the exhibiting company may suffer.

After Hours Admission to Exhibit Hall

- Exhibitors may enter the exhibit hall three hours before the opening of the exhibition on Friday, October 23, 2015, and remain for one hour after the close of the exhibition to prepare for the following day or two hours to dismantle.
- Exhibitors may enter the exhibit hall one hour before the exhibition opening on Saturday, October 24, 2015, and stay for two hours after close to dismantle.

Liability

Exhibitor shall indemnify ACOG, its officers, directors, agents, employees, and members against any and all liability, loss, claims or actions, and the defense thereof (including reasonable attorney's fees and costs), based upon or arising out of damages or injury (including death and environmental damage) to persons or property caused by or related to any act or omission of exhibitors, its employees, agents, subcontractors, or vendors. Exhibitor further agrees that ACOG, and its respective agents and employees shall not be responsible in any way for 1) damage, loss or destruction of any property of exhibitor or 2) injury to exhibitor or its representatives, agents, employees, licensees or invitees. Exhibitors shall not allow any children in the Exhibit Hall during installation or dismantling of exhibits.

Insurance

It is the responsibility of each exhibitor to maintain insurance against injury, property damage, theft, fire, and any other forms of property loss. Exhibitor shall maintain at a minimum the following insurance: Worker's Compensation insurance — statutory requirements; Employer's Liability insurance — \$100,000 each accident, \$500,000 policy limits and \$100,000 each employee; Commercial General Liability insurance — \$1,000,000 each occurrence; Personal Injury Liability insurance — \$1,000,000 each occurrence; Business Automobile Liability Insurance — \$1,000,000 each accident; Umbrella Liability Insurance — limit of not less than \$1,000,000. If requested by ACOG, exhibitor shall provide ACOG with certificates evidencing the required coverage before the Annual District II Meeting.

Security

ACOG and the Grand Hyatt New York assume no responsibility for the safety of the property or the occupant of the booth, their officers, agents or employees from theft, damage by fire, accident or other causes.

Music, Videotapes, and Posters/Pictures

At no time should music or videos be played at a level that interferes with a neighboring exhibitor's booth activities. Music, videos, or posters/pictures containing sexually explicit or vulgar language or act are strictly prohibited. District II reserves the right to determine what is appropriate regarding music, music volume, videos, and posters / pictures.



EXHIBITOR SUMMARY SHEET

ACOG DISTRICT II MEETING

Friday, October 23rd and Saturday, October 24th 2015

EXHIBITOR: _____

CONTACT: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Grand Hyatt New York, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Grand Hyatt New York, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from or out of or by reason of any accident or bodily injury or other occurrences to any persons, including the injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitors occupancy and use of the exhibition premises, the Hotel or any part there of.

SUMMARY OF EXHIBITORS REQUIREMENTS:

COMPLETE THIS FORM , AND ATTACH ALL APPROPRIATE BACK-UP MATERIALS

ELECTRICAL REQUIREMENTS: (IF NEEDED)

AUDIOVISUAL FORM : (IF NEEDED)

CREDIT CARD AUTHORIZATION FORM—REQUIRED FOR SHIIPPING / RECEIVING /OUTBOUND CHARGES

TELECOM FORM : (IF NEEDED)

PLEASE RETURN THIS FORM AND ALL ATTACHMENTS FOR ELECTRICAL / AV / CREDIT CARD FORM TO:

GRAND HYATT NEW YORK

109 EAST 42ND ST

NY NY 10017

ATTENTION: WAN YI TANG; EVENT PLANNING SERVICES MANAGER

PH: 646-213-6884 FX: 646-213-6881

EMAIL: WANYI.TANG@HYATT.COM

Hotel Parking:

Parking at the hotel is valet parking only.

Prices for valet parking are as follows:

up to 6 hours - \$60

up to 24 hours - \$70.00

*****no in/out privileges*****

*****PRICING IS SUBJECT TO CHANGE*****

Outlets Item	Number Needed	Standard Rate		Total Cost
ELECTRICAL ORDER FORM				
20 Amps	(1)	\$160.00		\$160.00
			Subtotal	\$145.00
Special Items	#	Rate	Labor	Cost
Engineer Labor			INCLUSIVE	INCLUSIVE
			Subtotal	\$160.00

SUBTOTAL	\$160.00
8.875% Tax	\$14.20
TOTAL	174.20

Service Order Information

1. **Payment information for service must accompany service request.**
2. Incomplete information regarding hook-up or power requirement will delay processing

Important Rules and Regulations

1. No one other than the Hyatt electricians can make any electrical connections or install/remove cable or fixtures. Please consult the Hyatt personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by the Hyatt for services shall remain the property of the Hyatt and shall be removed only by the Hyatt at the closing.
3. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited
5. All exhibitors' cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, the Hyatt installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the Hyatt is not responsible for temporary conditions.
10. All electrical service connections (110 V) include 2 female outlets.
11. A standby electrician is required (for requests of 200amps or more) during set-up, teardown, and actual event times. See under "Special Items" on first page for labor charges.

Voltage Requirements

Alternating current only. (Current available, single phase 60 cycle approximately 115 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 220 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

Signs and Banners

The Hotel reserves the right to approve all signs and banners. All signs must be professionally printed. Arrangements must be made in advance since it is required that Union carpenters hang all banners. Ideally, more than one week's notice should be provided. At no time are attachments of any sort permitted on walls, pillars, glass, etc. This includes the usage of tapes, tacks, Velcro, etc. Should your client need a banner hung, arrangements must be made in advance with the Catering, Sales or Convention Services Manager to utilize a Hotel Carpenter. There will be a \$250.00 charge, plus applicable tax, posted to the group's master account for each banner hung when done so between the hours of 7am and 3pm. In the event that the work needs to be performed outside of these hours, the \$250.00 per banner charge will still apply, with a minimum charge of \$750.00. Pipe and drape must be rented to hang banners.

Liability and Insurance

The Grand Hyatt New York will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.

All terms, conditions, rules, regulations and pricing are non-negotiable.



CREDIT CARD AUTHORIZATION FORM

Group Name: ACOG DISTRICT II MEETING

Convention Dates: Friday, October 23rd and Saturday, October 24th, 2015

Convention/Catering Manager: Wan Yi Tang

THIS LETTER SERVES AS AUTHORIZATION TO CHARGE TO THE CREDIT CARD BELOW WITH THE BALANCE DUE FOR THE FOLLOWING GROUP FUNCTION AS CONTRACTED WITH THE GRAND HYATT NEW YORK:

COMPANY NAME: _____

• **ADDRESS:** _____

• **TELEPHONE:** _____ **FAX:** _____

• **CREDIT CARD NUMBER:** _____

• **EXPIRATION DATE:** _____

• **NAME AS IT APPEARS ON CARD:** _____

• **CARD HOLDER'S SIGNATURE:** _____

PLEASE FORWARD THIS FORM TO:

GRAND HYATT NEW YORK

Wan Yi Tang, Convention Services Manager

Park Avenue at Grand Central

New York, NY 10017

FAX: (646)213-6881

EMAIL: WANYI.TANG@HYATT.COM

Encore Grand Hyatt Exhibitor Audiovisual Order Form 2015

Conference Name	
Rental Dates	
Set-Up Time	
Tear Down Time	

Company Name		On-site Contact	
Cardholder Billing Address			
City, ST, Zip			
Phone		Fax	
Email			

Payment Type - C.O.D. (circle one)			
Company Check	AMEX	VISA	MC
CC #		Exp. Date	Sec. Code
Cardholder Name (please PRINT)			
Signature			

Booth/Table Number(s)	
-----------------------	--

Equipment (please indicate items needed)

Computer/Data Monitors:

Type	Price Per Day	Quantity	# of Days	Extended Price
23/24" Flat Screen Monitor	\$295.00			
32" Flat Screen Monitor	\$425.00			
40" HD LCD Monitor	\$575.00			
55" HD LCD Monitor	\$850.00			
floor stand - monitors 32" and larger	\$100.00			

**please note all monitors listed above are 16:9 format*

Computers:

Laptop Computer	\$295.00			
Computer Speakers	\$25.00			

If Supplying own laptop please specify cable required; VGA _____ HDMI _____

Total of all Equipment listed above	
-------------------------------------	--

Setup and Teardown Labor Charge (23% of equipment total)	
--	--

Subtotal = Equipment + Labor Charge	
-------------------------------------	--

Total Cost (add 8.875% tax)	
-----------------------------	--

For items not listed above, please call Encore Event Technologies at (212) 883-1234 x4025

Please fax or email form along with a *clear photocopy of both sides of your credit card* to Encore Event Technologies at (646) 213-6620 no less than 3 working days prior to your event to place order.

All electrical charges are separate and billed through the Grand Hyatt New York.

All telephone & internet charges are separate and billed through the Grand Hyatt New York.

Please call your catering or convention services manager for further information.

Mailroom Services Request Form



Group Information

Group/Exhibit Name:	Group/Exhibit Dates:
---------------------	----------------------

Incoming Packages/Boxes/Crates/Containers

Item	Cost Per Item	
Letters/Envelopes - All carriers	\$5.00	
One to Five Pounds	\$13.00	
Six to Twenty Pounds	\$22.00	
Twenty-One to Forty Pounds	\$33.00	
Forty-One to Fifty Pounds	\$55.00	
Fifty-One Pounds and Up	\$82.00	
Pallet and/or Skid	\$185.00	
Breakdown of Pallet - per item	\$12.00	

Outgoing Packages/Boxes/Crates/Containers

Item	Cost Per Item	
Letters/Envelopes - All carriers	\$5.00	
One to Twenty Pounds	\$15.00	
Twenty-One and Up	\$25.00	
Pallet and/or Skid		
Charged per piece by Weight		

Postage

Item	Cost Per Item	
Letter Postage - USA	\$49.00	
Letter Postage - International	\$1.15	
Post Card Postage - USA	\$0.35	
Post Card Postage - International	\$1.15	

All pricing is plus applicable taxes

Payment Information - Credit Card

<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex	Credit Card # _____ exp.: _____ <div style="text-align: center;">I also authorize any unpaid balances to my Credit Card</div> Name on Card: _____ (A copy of the front and back of Credit Card must be included with this form)		
Signature:			
Billing Address:	City	State	Zip
Telephone:	Fax:	On Site Contact:	

MAILROOM HOURS OF OPERATION
 Monday through Friday: 6am to 10pm
 Saturday Sunday: 7am to 7pm

SHIP TO:

Grand Hyatt New York

109 East 42nd Street

New York, NY 10017

Event Name: ACOG DISTRICT II MEETING

**Event Date: Friday 10/23 and Saturday 10/24
2015**

Exhibitor Name:

Exhibitor Contact:

Hotel Contact: Wan Yi Tang

GRAND | HYATT

The directions to the loading dock are the following:

At Depew Place, which is off 45th Street Between Vanderbilt and Lexington Avenues

Best Directional Route: Take Lexington Ave to 45th Street and make a right. Make your first left, Depew Place, which is located directly under the Park Avenue Ramp.

Security Procedure: NYPD monitors the deliveries and you may only use Depew Place loading dock if you have commercial plates.

Truck Size Restrictions

Truck should be no larger than 24 feet long and 12 feet high MAX

All freight deliveries will require a receiving appointment. 24 hours notification is necessary.

The loading dock hours are 7:00AM to 3:00PM, Monday thru Friday and on Saturdays on special request.