



## 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)

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

GRAND HYATT NEW YORK

109 EAST 42<sup>ND</sup> 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](mailto: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
<b>ELECTRICAL ORDER FORM</b>				
20 Amps	(1)	\$160.00		\$160.00
			Subtotal	\$145.00
Special Items	#	Rate	Labor	Cost
Engineer Labor			INCLUSIVE	INCLUSIVE
			Subtotal	\$160.00

<b>SUBTOTAL</b>	<b>\$160.00</b>
<b>8.875% Tax</b>	<b>\$14.20</b>
<b>TOTAL</b>	<b>174.20</b>

## 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.



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## 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)	
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### 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	
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Setup and Teardown Labor Charge (23% of equipment total)	
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Subtotal = Equipment + Labor Charge	
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Total Cost (add 8.875% tax)	
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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:
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### 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.: _____ <p style="text-align: center;">I also authorize any unpaid balances to my Credit Card</p> 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.