

BOOTH SERVICE AGREEMENT



COMPLETION REQUIRED

FORM MUST BE SIGNED & RETURNED REGARDLESS OF NEEDS TO:

Hyatt Regency Crown Center
Convention Services Department
2345 McGee Street
Kansas City, Missouri 64108
Phone: (816) 421-1234
Fax: (816) 398-4931

CONTACT INFORMATION

Company Name:	
Company Contact:	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	

EVENT INFORMATION

Event/Show Name:	
Exhibit Dates:	
Booth Number:	
Onsite Contact:	

STANDARDS & SIGNATURE

NON-FLAMMABLE MATERIALS

All materials used in the Hotel MUST be non-flammable to comply with the Fire Regulations of Kansas City. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

SPECIAL NOTICES

No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, 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 willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.

INSURANCE

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

PAYMENT

All charges incurred by each exhibitor must be paid in full prior to hook-up taking place.

MISCELLANEOUS

All requests for services after your arrival are subject to the availability of equipment and staff. All advance orders will be given priority. If you are not certain of your requirements, please call for assistance. These standard conditions for exhibits and displays apply whether electrical, phone or high-speed Internet services are utilized or not. No services will be provided without a signed copy of this form or before payment is received. Please retain a copy for your records.

Signature:		Date:	
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Check Here if No Services Required

BOOTH SERVICE AGREEMENT

PHONE SERVICES

- LOCAL ACCESS** *Make or receive local area calls*
\$50.00 Installation & First Day
\$25.00 Each Additional Day
\$1.00/Call Outside Hotel
\$1.00/800# Calls Using LD carrier (*other 800#'s free*)
- LONG DISTANCE & DIRECT-IN-DIAL** *10-digit private #; can be called directly w/o operator*
(2) \$150.00 Installation & First Day
(4) \$50.00 Each Additional Day
\$1.00/Call; Plus \$.25 per minute; Plus AT&T LD rates
- SPEAKER PHONE** *Full duplex phone w/ DID & Long Distance*
\$150.00 Installation & First Day
\$75.00 Each Additional Day
\$1.00/Call; Plus \$.25 per minute; Plus AT&T LD rates

50% of First Day Fee applied to orders requested under 48 hours

INTERNET SERVICES

- STANDARD HIGH-SPEED** *Includes Cable, Set-up & Dynamic Address*
\$350.00 Installation & First Day
\$100.00 Each Additional Day
- DEDICATED T-1 LINE** *Full 1500 kilobits (2 week notice requested)*
\$3,500.00 One-Time Fee

COMPUTER HUBS (*for additional connections in same location*)

- 4 PORT (*allows access for 3 computers*) **\$50.00** One-Time Fee
- 8 PORT (*allows access for 7 computers*) **\$100.00** One-Time Fee
- 16 PORT (*allows access for 15 computers*) **\$200.00** One-Time Fee

ELECTRICAL SERVICES

120 VOLT - SINGLE PHASE - 60 CYCLE

- 500 WATTS/5 AMPS** \$ 50.00 **1000 WATTS/10 AMPS** \$ 60.00
- 1500 WATTS/15 AMPS** \$ 70.00 **2000 WATTS/20 AMPS** \$ 80.00
- 3000 WATTS/30 AMPS** \$ 100.00

208 VOLT - SINGLE PHASE & 3 PHASE POWER

Call to make arrangements and to get a price quote

10% Price Increase applied to orders requested under 48 hours
Surge Protectors & Multi-Plug Strips must be provided by Exhibitor

FOOD AND BEVERAGE NEEDS

Quantity	<u>COOKIES/BROWNIES</u>	Quantity	<u>SOFT DRINKS/BOTTLED WATERS</u>
___	\$34.00/DOZ	___	\$3.25 EACH
___	<u>GRANOLA/ENERGY BARS</u>	___	<u>COFFEE & HOT TEA</u>
___	\$30.00/DOZ	___	\$46.00/GALLON

Let us cater your hospitality! Call 816-421-1234 and ask for Catering

BOOTH SERVICE AGREEMENT

PAYMENT INFORMATION

Total Amount of Services:

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No Service Required

Check enclosed

Credit Card

(Copy of Check if Form Faxed)

(Complete Below)

Credit Card:

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Exp:

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I authorize charges to be made to the above credit card.

Signature:

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Date:

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