



Patent Information Users Group, Inc.
The International Society for Patent Information

Exhibiting Company: _____ Contact's Name: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____ Date: _____

GENERAL INFORMATION

Wall, column, and permanent utility outlets are not to be used by exhibitors, and are not part of the rental space. Under no circumstances shall anyone other than the electrician make any electrical connections. The Chief Electrician has the power to refuse connections where wiring of extension cords constitutes a fire hazard. All material and equipment furnished by Hyatt Regency San Antonio will remain the property of Hyatt Regency San Antonio. **SERVICE INCLUDES POWER TO ONE POINT.** (Example) - Single outlet includes one extension cord to one point of exhibitor's booth.

EXHIBIT SERVICE REQUIREMENTS • Standard Conditions for Exhibit and Displays •

NON FLAMMABLE: All material used in the Exhibit Hall, ballroom or any other room of the Hotel **MUST** be non-flammable to conform with the Fire Regulations of the City of San Antonio. Electrical wiring and exhibit installation must conform to appropriate N.E.C. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Engineering of the hotel.

SPECIAL NOTICES: No nails, or bracing wires used to erect displays may be attached to the building without written consent of the Director of Engineering of the hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor at the exhibitor's expense. No exits should be blocked at any time, for any reason. There shall be no connections from ceiling or grid or air wall tracks, no exceptions. Hotel man lift or ladders may not be used by personnel other than Hyatt employees. If an exhibition or decorating company is in need of a man lift or ladder, they will need to contact a local rental company.

LIABILITY: The hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employee or property or to any other person prior, during, or subsequent to the period covered by the exhibit contract, provided such 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 for such liabilities and agrees to indemnify the hotel against any and all claims of such injury, loss or damage.

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

SPECIAL SERVICES

In those instances where your needs cannot be found in the list below, please describe your requirements. This work will be done and charged on a time and material basis.

NOTE TO EXHIBITORS

An Electrical Service Order Form should be completely filled out when requesting Electrical Service. All forms should be sent to the Engineering Department at least 1 week prior to the exhibit. **A late fee of 1.5 times the normal amount will be charged for last minute requests.** All Electrical charges must be paid in advance.

Prices are subject to change without notice.

ITEM RENTED	RATE	EXISTING QTY	TOTAL	REMARKS
MISC. SERVICES				
BANNER - HANGING (LARGE)	80.00 EA.			
BANNER - HANGING (SMALL)	50.00 EA.			
1 MAN LIFT AND 1 ENGINEER TO OPERATE	75.00 HR			
ADDITIONAL ENGINEER TO ASSIST WITH MANLIFT	40.00 HR			
ELECTRICAL RENTAL				
SINGLE PHASE				
110V / 20 AMPS	60.00 EA.			
110V / 30 AMPS	80.00 EA.			
110V / 50 AMPS	150.00 EA.			
208V / 30 AMPS	150.00 EA.			
208V / 50 AMPS	250.00 EA.			
208V / 100 AMPS	350.00 EA.			
THREE PHASE				
208V / 50 AMPS	350.00 EA.			
208V / 100 AMPS	500.00 EA.			
208V / 200 AMPS	850.00 EA.			
EXHIBITORS HOOK-UP BOOTHS				
15 AMPS - 110V PLUGS --2 PLUG INS	55.00 EA.			
SURGE PROTECTED POWER STRIP (REQUIRED FOR ELECTRONICS)	35.00 EA.			
ELECTRICAL CORD RENTAL	30.00 EA.			
ADDITIONAL EQUIPMENT NEEDS (TO BE CHARGED ACCORDINGLY)				

SPECIAL WIRING:

Electrical labor rate \$50.00 per hour between 7:00 a.m. and 3:00 p.m., \$75.00 per hour Sat., Sun., Holidays, and after 3:00 p.m. Labor hired at 1 hour minimum. One week advance notice on all orders required.

METHOD OF PAYMENT:

NAME ON CARD: _____ CREDIT CARD # _____ EXPIRATION DATE _____

SIGNATURE: _____

Send completed form to Helen Yun
Fax: (908) 740 - 7015 or Email: helen.yun@spcorp.com

SUBTOTAL _____

PLUS TAX: _____

GRAND TOTAL: _____

CUSTOMER'S SIGNATURE: _____