



Hyatt Regency Austin

208 Barton Springs Rd.

Austin, TX 78704

Fax: 512-480-2069

EXHIBITOR SERVICES ORDER FORM

Exhibit Booth Info:

Program: _____

Set up Date: _____

Set Time: _____

Tear Down Date: _____

End Time: _____

COMPANY INFORMATION

ON-SITE CONTACT NAME

E-mail Address

Billing Address

City, State, Zip

Telephone Number

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Payment Terms & Conditions

Full payment, including sales tax, is due 10 Days in advance. Purchase orders not accepted.

A representative must be in your booth to sign for delivery of shipped items.

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Regency Austin, its owners or managers that results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt Regency Austin, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability includes all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily 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 Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

The Hotel does not accept any liability for equipment, goods, displays, or other materials that arrive or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage. All packages should be clearly marked with a return address.

Internet / Phone Lines

Price

Qty

Days

TOTAL

Hard Wired Internet Line (20Mbps)

\$250.00

X

=

Additional Wired Line (each)

\$75.00

X

=

Custom SSID and WPA2 Encryption (20Mbps)

\$700.00

WiFi Group Code (10)

\$250.00

Wireless Internet (@Hyatt_WiFi | @Hyatt_Meeting) - 10mbps

Complimentary

TOTAL CHARGES

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Payment

Please complete the requested information below:

Cardholder's Name (or Name of Guest Room to put charges on)

Account No. (Or Hotel Guest Room Number)

Exp Date

Authorized Signature

X

Telephone Number

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Email Address to Send Receipt

Please contact Courtney Heyne in the Events Department with any questions - saul.arenas@hyatt.com