

# EXHIBIT RESPONSE FORM

2013 EERI Annual Meeting Display

*Grand Hyatt Seattle*

*721 Pine Street*

*Seattle, WA 98101*

*Tuesday, February 12 through Friday, February 15, 2013*

\_\_\_\_\_ Yes, I will exhibit – complimentary

My first choice is exhibit space # \_\_\_\_\_ 2nd # \_\_\_\_\_ 3rd # \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Display Attendant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

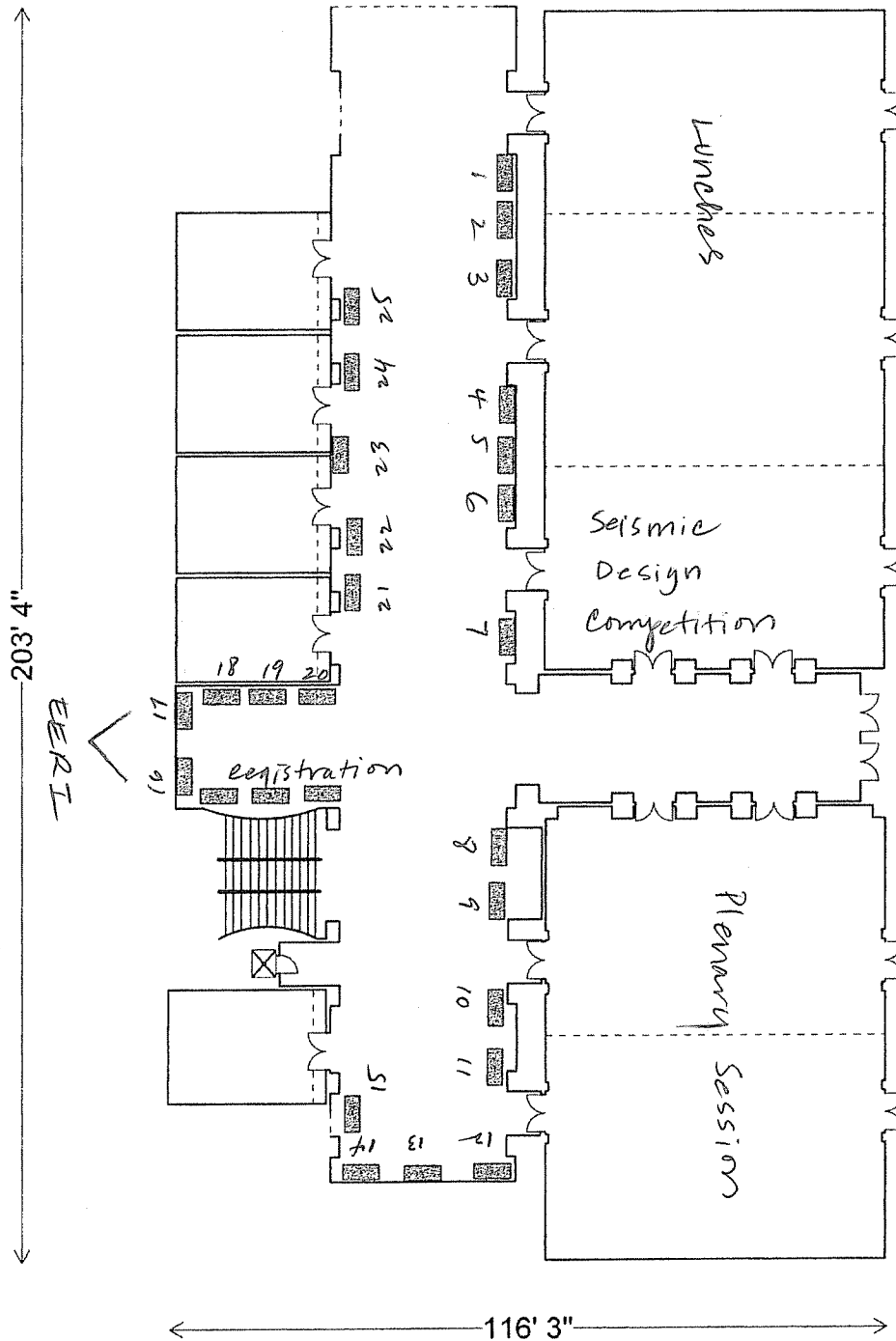
Setup is on Tuesday, February 12, 2013 from noon-9:00 pm. Take down any time.

If you need any electrical or audio visual equipment, you must make your own arrangements with the hotel with the attached order form. Please do not send it in until you have a confirmed booth number.

See separate attachment for shipping information.

Please email this form to [sonya@eeri.org](mailto:sonya@eeri.org) or fax it back to the EERI office to (510) 451-5411.

# Grand Hyatt Seattle



First Floor Foyer with First Floor Rooms

# GRAND HYATT SEATTLE

## Exhibitor Hotel Data Sheet

**\*MUST BE COMPLETED BY THE CONTRACTED EXHIBITOR ONLY \***  
**GROUP: EERI ANNUAL MEETING                      DATES: 2/11/13 – 2/16/13**

Grand Hyatt Seattle  
 Hotel Contact: Jillian Nakai  
 721 Pine St., Seattle, Washington 98101  
 Tel: (206) 774-6231 Fax: (206) 774-6146

**PLEASE PRINT AND COMPLETE ALL INFORMATION BELOW**

<b>Company Name:</b>	<b>Main Contact:</b>
<b>Phone Number:</b>	<b>Email:</b>
<b>Booth #</b>	

POWER REQUIREMENTS (prices include 23% service charge and 9.5% sales tax)				
Type of Service / Equipment	Price Per Day	Quantity	# of Days	Cost
Power (Extension Cord & Power Strip)	\$40.41			\$

TELEPHONE EQUIPMENT & COST (prices include 9.5% sales tax)				
Type of Service / Equipment	Price Per Day	Quantity	# of Days	Cost
Standard Phone Line (Internal & External Access)**	\$136.87			\$
Direct Inward Dialing Line (D.I.D.Phone line)**	\$164.25			\$
Type of Service / Equipment	Price Per Day	Quantity	# of Days	Cost
High Speed Internet Access (1 Connection)***	\$130			\$

*\*\*Phone lines do not include local & long distance calls*

*\*\*\*Price includes a one-time setup fee of \$100; Connections are charged daily at \$30 per day*

Shipping Charges (Exhibitor is responsible for hotel handling charge)				
A handling charge of five dollars (\$5.00) / box and or two hundred dollars (\$200.00) / pallet will be applicable for all boxes delivered to the Hotel and shipped from the Hotel.				
Type of Service / Equipment	Price per Box	Quantity	# of Days	Cost
Individual Cardboard Boxes	\$10.00*			\$
Pallet (Boxes arrive to hotel on Pallet)	\$200.00			\$

*\*The first (2) boxes are complimentary; additional boxes are \$10.00 each.*

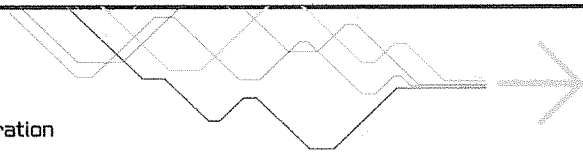
**PAYMENT METHOD:**

<input type="checkbox"/> Company Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club				
Credit Card No: _____		Exp. Date: _____		
Print Name As Shown On Card: _____				
Signature As Shown On Card: _____				

Contact: Jillian Nakai – Convention Services Manager @ (206) 774-6231 or Fax @ (206) 774-6146



Technology Meets Inspiration



# Exhibitor Order Form

Video Equipment	Qty	Daily Rate		Days Used	Total	Customer Information
		Advance	On Site			
DVD Player		\$ 70.00	\$ 85.00			Show/Convention Name:
32" Video/Data Monitor		\$ 250.00	\$ 275.00			
32" Video Data Monitor w/ DVD Player on 54" cart		\$ 325.00	\$ 360.00			Company/Exhibitor Name:
42" Plasma Monitor on Floor Stand **		\$ 400.00	\$ 425.00			
50" Plasma Monitor on Floor stand**		\$ 500.00	\$ 550.00			Address:
** We do not supply labor for mounting monitors to your hard sets.						City:
						State: <input type="text"/> Zip: <input type="text"/>
						Ordered by:

Computer Equipment	Qty	Daily Rate		Days Used	Total	Telephone #:
		Advance	On Site			
Laptop Computer, 2.2GHz, 2GB RAM, 50GB HD DVD-RW, Windows XP Pro, Office 07		\$ 250.00	\$ 300.00			Fax #:
B&W Laser Printer		\$ 150.00	\$ 175.00			email:
17" Flatscreen Monitor		\$ 125.00	\$ 150.00			
20" Flatscreen Monitor		\$ 150.00	\$ 175.00			
Call with specific Hardware/Software needs.						If you don't see something you need, please call.

## Ordering Instructions

Electrical Services	Qty	Daily Rate		Days Used	Total	Total charge is determined by multiplying the quantity by the daily rate by the number of days to be used.
		Advance	On Site			
Powerstrip with 25' Extension Cord		\$ 30.00	\$ 35.00			Please include applicable sales tax on equipment and services. <b>Tax Exempt Status</b> - If you are exempt from payment of sales tax, we require you to supply an exemption certificate for the state of Washington.
						To guarantee equipment availability and advance rate, this order should reach us <b>7 days prior</b> to delivery. Operator labor, if requested, is subject to prevailing hourly rates with a 5 hour minimum.
<b>Call for additional power needs</b>						<b>Cancellations:</b> Cancellations of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.
Neither the Grand Hyatt Seattle or PSAV are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection, install a surge protector/undervoltage protector on your computer(s) and/or other equipment as you deem necessary. Neither the Grand Hyatt Seattle nor PSAV will be responsible for any damage of loss of equipment, component, hardware or software and/or injury to any person caused by the installation, connection to or plugging into any electrical outlet by personnel other than Grand Hyatt Seattle Seattle, PSAV or Authorized Agents.						

Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED		Delivery Information	
Equipment/Services Total			On-Site Contact:	
Service Charge (23% of Equipment total)			Booth #:	Room:
Subtotal			Delivery Date:	Time:
Sales Tax (9.5% of Subtotal)			Show Start Date:	Time:
Total Due			Pickup Date:	Time:

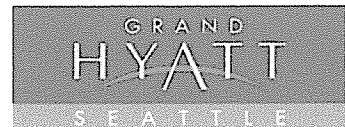
## Return For Processing



**PSAV Presentation Services**  
at the Grand Hyatt Seattle

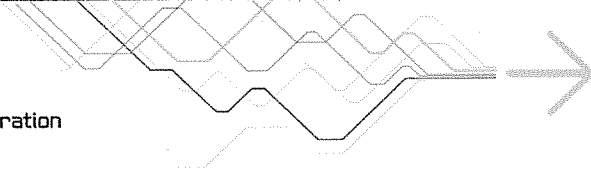
721 Pine Street  
Seattle, WA 98101

206.442.9600(phone), 206.442.9655(fax)





Technology Meets Inspiration



**Credit Card Consent / Security Deposit Form**

PSAV LOCATION NUMBER: 1473 Property Name: Grand Hyatt Seattle

Credit Card Type: *American Express* \_\_\_\_\_ *Discover* \_\_\_\_\_ *MasterCard* \_\_\_\_\_ *Visa* \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_

Customer PO: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

*(As it appears on credit card)*

Cardholder Billing Address: \_\_\_\_\_ Zip Code (REQUIRED): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Cardholder email address: \_\_\_\_\_

Customer Name: \_\_\_\_\_

*(Name as it should appear on the invoice)*

Invoice/Order Number(s): \_\_\_\_\_

I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Shipping and Receiving:

The Grand Hyatt Seattle will accept only prepaid packages. Any packages coming in C.O.D. will be refused by the hotel and no notification will be made to the hotel to the shipper. At the Grand Hyatt Seattle we ask that you follow these simple guidelines for shipping and receiving materials. All materials, literature, products, etc. that are shipped to the hotel must be labeled with the following information:

- 1) Return Address
- 2) Name of Group Affiliation - "EERI Annual Meeting"
- 3) Person Looking for Package and Date of Arrival
- 4) Group contact (Sales/Catering or Convention Services manager) - Lindsay Waldrop
- 5) Meeting Room Name and Date Needed - Leonesa Foyer, Booth #, Feb 12-15, 2013

All materials, literature, products, etc. that are shipped to hotel should be sent to the following address:

Grand Hyatt Seattle  
721 Pine Street  
Seattle, WA 98101

#### PACKAGE RECEIVING:

A handling charge of five dollars (\$5.00) per box and two hundred dollars (\$200.00) per pallet will be applicable for all boxes delivered to the hotel. The hotel accepts no responsibility for lost, stolen or damaged goods.

The hotel has limited capability for receiving, handling and storage of any convention materials. It is the responsibility of the meeting planner to notify hotel in advance of estimated volume of materials to be shipped to the hotel. Deliveries will not be accepted more than five (5) days prior to event date.

#### PACKAGE SHIPPING:

A handling charge of five dollar (\$5.00) per box will be applicable for all outgoing shipments. Any box that is not pre-packaged will be boxed by the hotel for an additional charge, which will depend on the amount of materials used.

All boxes for shipment must be accompanied with a shipping request form. This form must be filled out completely and signed by sender. In addition, each box must be clearly labeled with a shipping label to include the destination address, as well as the return address of the person shipping the box (not the hotel address.) If any box or envelope designated to be shipped does not have a label the hotel will affix a shipping label to the box at \$2.00 per box.