



**Hyatt Regency Miami**  
 400 SE Second Ave. Miami, FL 33131  
 Phone: (786) 235-9094  
 Fax: (305) 400 -6498  
 Please email request to: PSAVhyattregencymiami@psav.com

**EXHIBIT REQUEST AGREEMENT**  
 Order Form for Audio Visual

Company Name:	
Company Contact:	
Address:	
City, State, Zip	
Phone:	
Email:	
Exhibit Show Name:	
Exhibit Set Date:	
Exhibit Strike Date:	
Booth #	

**AUDIO VISUAL SERVICES**

AUDIOVISUAL ARE PROVIDED BY PSAV

- |                          |                          |                   |                |
|--------------------------|--------------------------|-------------------|----------------|
| <input type="checkbox"/> | DVD PLAYER               | \$ 85.00 PER DAY  | # of Days_____ |
| <input type="checkbox"/> | 19" LCD MONITOR          | \$ 225.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | 32" LCD MONITOR          | \$ 260.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | 46" LCD MONITOR          | \$ 525.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | ONE SPEAKER SOUND SYSTEM | \$ 250.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | COMPUTER AUDIO BOX       | \$ 40.00 PER DAY  | # of Days_____ |
| <input type="checkbox"/> | LAPTOP WITH WINDOWS 7    | \$ 250.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | LCD PROJECTOR            | \$ 505.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | LCD 8 FOOT SCREEN        | \$ 95.00 PER DAY  | # of Days_____ |

**Please note: Some sets may require additional labor charged at \$75 per hour.**

**DEDICATED HIGH SPEED INTERNET SERVICES**  
**INTERNET SERVICE PROVIDED BY PSAV**

- STANDARD HIGH-SPEED - \$200.00 Wired Internet / Per Line / Per Day
- WIRELESS INTERNET - \$100.00 Per Device / Per Day

\*Contact PSAV for any additional network or equipment needs  
**SERVICES TO INCUR A 21% SERVICE CHARGE AND 7% TAXES**



## PAYMENT INFORMATION

Total Amount of Services:

Check enclosed     Credit Card

Credit Card:

EXP

CVV

Card Holder Name:

Card Holder Address:

City, State,

Zip

I hereby authorize the following amount be applied to the credit card  
(Applicable sales tax and service charges do apply)

Signature:

Date:

### NON-FLAMMABLE MATERIALS

All materials used in the Hotel MUST be non-flammable to comply with the Fire Regulations of Florida and the city of Miami. 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.

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at [privacy.hyatt.com](http://privacy.hyatt.com)

Signature:

Date: