



## CONVENTION TABLE TOP ORDER FORM

HYATT REGENCY SAN FRANCISCO, 5 EMBARCADERO CENTER  
SAN FRANCISCO, CA 94111 · 415.788.1234 / FAX 415.291.6569

EVENT PLANNING MANAGER: AJ Patel DATE ORDERED \_\_\_\_\_

EXHIBITOR NAME/COMPANY: \_\_\_\_\_ TABLE TOP# \_\_\_\_\_

GROUP/SHOW NAME: American Public Gas Association

CONTACT PERSON & PHONE NUMBER: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

INSTALLATION (DATE & TIME): \_\_\_\_\_ REMOVAL (DATE & TIME): \_\_\_\_\_

### PACKAGE HANDLING BY HYATT:

A \$15.00 fee per package or \$100 per pallet (each way) will be applied to all packages received into and shipped out of the Hotel. This fee does not include prevailing shipping fees. Exhibit boxes should arrive no more than (3) days prior to scheduled set up day. If you are using a freight company, contact AJ Patel at (415) 291-6549 or via email at [aj.patel@hyatt.com](mailto:aj.patel@hyatt.com) to coordinate load-in / load-out times. There is no General Contractor, so all freight companies must unload and load materials themselves. All exhibit materials must be assembled by the end user unless other arrangements have been made as the Hotel does not provide these services. If you are planning to bring materials yourself, **advance approval is required** and must be done through the Hotel's loading dock. *The Hotel does not provide carts for transportation of exhibit materials.* No loading/unloading of materials is permitted on the Front Drive.

Address packages to: Hyatt Regency San Francisco  
5 Embarcadero Center, San Francisco, CA 94111  
Convention Name, Date of Show  
Exhibitor Company Name, On-site Contact

In-Bound Packages # \_\_\_\_\_ \$15.00 per piece

Out-Bound Packages # (Estimated count; exact number determined on-site) \_\_\_\_\_ \$15.00 per piece

Total Package Services \$ \_\_\_\_\_

### INTERNET, TELEPHONE AND AUDIO VISUAL EQUIPMENT BY ENCORE:

Encore Event Technologies can be contacted at (415) 291-6611 for your internet, audiovisual, and computer rental needs.

### ELECTRICAL SERVICES BY FREEMAN:

	Quantity	Advance	Show Site
Standard 20 amp circuit, 120 volt	_____	\$295.00	\$442.50
Extension Cord / Power Strip	_____	\$21.00	\$31.50
Total Electrical Services	\$ _____		

Freeman Electrical Services can be contacted at (650) 878-6040 for questions or additional services. Rates are for the duration of the event.

### BILLING INFORMATION:

CREDIT CARD: (Circle One) **VISA** **MASTERCARD** **AMERICAN EXPRESS** **DISCOVER**

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ (MM/YY) (CID) \_\_\_\_\_

I hereby authorize the Hyatt Regency San Francisco \_\_\_\_\_ and Freeman \_\_\_\_\_ to utilize my credit card for the detailed billing as noted above.

Initial here Initial here

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

Please return this completed form to the fax number listed above or via email to [aj.patel@hyatt.com](mailto:aj.patel@hyatt.com)

cc: Encore Event Technologies, Freeman, Engineering