

# Exhibit Request Form

## Exhibit Rentals and Exhibit Networking Guide

**ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.**

VIDEO EQUIPMENT	SHOW RATE	QUANTITY	TOTAL
90" HD Monitor (Includes Stand)	\$5,250.00		
80" HD Monitor (Includes Stand)	\$3,500.00		
70" HD Monitor (Includes Stand)	\$2,750.00		
60" HD Monitor (Includes Stand)	\$2,400.00		
55" HD Touch Screen Monitor (Includes Stand)	\$3,500.00		
55" HD Monitor (Includes Stand)	\$2,000.00		
46" HD Monitor (Includes Stand)	\$1,250.00		
32" HD Monitor (Includes Stand)	\$750.00		
24" HD Monitor (Includes Stand)	\$500.00		
7" Executive LCD and Screen Package	\$2,750.00		
DVD Player	\$350.00		

MISCELLANEOUS RENTAL ITEMS AND SUPPORT	SHOW RATE	QUANTITY	TOTAL
PC Laptop	\$750.00		
Apple Mac Laptop	\$1,250.00		
Apple iPad	\$500.00		
Apple iPad Mini	\$425.00		
Android Tablets	Please Call		
Windows Tablets	Please Call		
Booth Size PA System with Wireless Mic	\$650.00		
Media Player	\$325.00		
Apple TV Media Player	Please Call		
Social Media Walls	Please Call		
Charging Stations	Please Call		
Battery Powered Wireless LED Uplights	Please Call		

SUBTOTAL: \_\_\_\_\_

Rental tax=10.25% of Subtotal: \_\_\_\_\_

Service Charge=23% of Subtotal: \_\_\_\_\_

City tax=9% of Service: \_\_\_\_\_

Calculated by Encore

**GRAND TOTAL:** \_\_\_\_\_

**EXHIBIT RENTAL CONTRACT (NEXT PAGE) MUST BE COMPLETED FOR ORDER TO BE PROCESSED AND RESERVED. PLEASE SUBMIT A MINIMUM OF 72 HOURS IN ADVANCE.**



# Exhibit Rental Contract

## Exhibit Rentals and Exhibit Networking Guide

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

**Payment Information**

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Please complete forms and submit via fax to Encore Event Technologies at 312-275-8735. You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact hrce Exhibits@encore-us.com.

Master Account #: \_\_\_\_\_ Authorized Signer's Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CCID: \_\_\_\_\_ Type: \_\_\_\_\_ Exp: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Customer Signature Print Name (as it appears on credit card) \_\_\_\_\_ Date: \_\_\_\_\_

**Terms and Conditions**

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All company checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to up to 50% of rental plus any handling charges, service charge, and labor fees.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of Chicago are subject to city tax of 9%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312-938-0320.

I understand the above condition:

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order on show site. Absolutely no credits will be issued after show closing.

9. Encore Event Technologies must supply all Switches and Hubs for the high-speed internet service.

I understand the above condition:

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Networking Request Form

## Exhibit Rentals and Exhibit Networking Guide

NOTE: ALL SECTIONS MUST BE COMPLETED

**Client/Exhibitor Information**

Group/Organization: \_\_\_\_\_ Event: \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_ Requested by \_\_\_\_\_  
 On-Site Cell # \_\_\_\_\_ Phone # \_\_\_\_\_  
 Fax # \_\_\_\_\_ Fax # \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Service Request**

BOOTH NAME/NUMBER:

DATES:					
Start Time:					
End Time:					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Hyatt/Encore network unless other arrangements have been discussed and agreed upon with Encore Event Technologies.

**Cost Worksheet**

	DAILY RATE	QUANTITY	DAYS	TOTAL
Wired Internet Access	\$200.00 first device/day \$100.00 additional device/day			
Wireless internet access can be purchased on site via the Hyatt Conference Web Portal by using a credit card or by charging to a guest room at the hotel.  <i>Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 23% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.</i>  Customer provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services. Please contact your sales manager for available options.  Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 23% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.				

SUBTOTAL: \_\_\_\_\_  
 Service Charge=23% of Subtotal: \_\_\_\_\_  
 City tax=9% of Service: \_\_\_\_\_  
 Calculated by Encore  
**GRAND TOTAL:** \_\_\_\_\_



## F.A.Q. Riverside Exhibition Hall

### Exhibit Rentals and Exhibit Networking Guide

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be directed in e-mail form to the following address: [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your show dates, name of your company, and your contact information.

**Q. What are the deadlines and/or cut-off dates?**

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered onsite orders and are SUBJECT TO EQUIPMENT AVAILABILITY & A 25% ADDITIONAL ONSITE EXPEDITE FEE. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive onsite by using the web portal. You can use a credit card to book or place your charge to your room.

**Q. When will my credit card be charged?**

A. All credit cards will be charged for the entire amount of the order 24 hours in advance of the set-up of the show. All credit card orders must include the entire number, the expiration date, the billing address, billing zip code and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show and escalated rush fees.

**Q. How do I get a receipt?**

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt, include your company name in the request.

**Q. Can I pay with a company check?**

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks should be made payable to Encore Event Technologies at the address listed below. When paying by check please include a copy of your order as generated by Encore, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

**Q. Why is union labor a separate charge?**

A. On-location set-up and take down by required union labor is not included in the rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312-938-0320.

**Q. Are wire transfers an acceptable form of payment?**

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for written instructions.

**Q. Where is my equipment?**

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from Encore to Local Union 134. A union electrician will be responsible for the delivery and set-up of the equipment ordered. Encore does not control this schedule.

**Q. Can I bring my own networking equipment?**

A. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time onsite IT team. Advanced networking services for custom requirements are available for purchase. These may include high density wireless solutions, routable Static Public IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth. Please contact us at [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for more information.

**Q. Who do I contact if I have problems with equipment during the show?**

A. For Encore equipment, wired and wireless internet connections, login information and passwords; contact Encore directly at 312-735-6622. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

**Q. Does Encore require a diagram of my booth?**

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

**Q. How will I know my order was received?**

A. Once your completed forms have been faxed to Encore, Encore will process them and will send you a final order within 48 hours of receipt. IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF ILLINOIS OR THE CITY OF CHICAGO, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

# Wireless Self Service Instructions

Thank You for using Encore for your wireless internet needs. Please follow the below instructions for use of the self-service portal.

1. From your Wi-Fi Selection Dialogue select the "Hyatt Conference" Wifi Code.  
  
After connecting to the network, wait a moment. If a page does not pop up, open your browser (ie, safari, chrome, etc.) and attempt to go to any website. You will be redirected to the following login screen.
2. Click on "Connect Using a Credit Card"
3. Fill out your credit card information.
4. Click "Purchase"

A receipt will be emailed to you with a record of your personalized access code.

For Technical Assistance Please Call 312-239-4799

