



# EXHIBITOR TABLE TOP ORDER FORM

Hyatt Regency San Francisco, 5 Embarcadero Center  
 San Francisco, CA 94111 · 415.788.1234 / Fax 415.291.6569

CONVENTION SERVICES MANAGER: AJ Patel DATE ORDERED \_\_\_\_\_

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

GROUP/SHOW NAME: Online News Association, Sept 20-22, 2012

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

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. Additional fees will apply to all boxes/freight requiring Hotel packaging. Exhibit boxes should arrive no more than (3) days prior to scheduled set up day.

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 \_\_\_\_\_ \$100.00 per pallet

Out-Bound Packages # \_\_\_\_\_ \$15.00 per piece \_\_\_\_\_ \$100.00 per pallet  
 (Estimated count; exact number determined on-site)

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

### TELEPHONE SERVICES BY HYATT

DID ANALOG LINE: \$150 installation, \$30 per day phone line usage, plus calls \_\_\_\_\_ (# of days)  
 All calls billed at guest room rates.

For Use As: Modem \_\_\_\_\_ Fax \_\_\_\_\_ Telephone \_\_\_\_\_ Credit Card Machine \_\_\_\_\_

Total Telephone Services \$ \_\_\_\_\_

### INTERNET AND AUDIO VISUAL EQUIPMENT BY AVT

AVT 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 \$ \_\_\_\_\_

Rates are for the duration of the event. For questions or additional services, please call Freeman Electrical Services at (415) 330-6215.

### BILLING INFORMATION:

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

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

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 \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Please return this completed form to the fax number listed above.**

cc: AVT, Freeman, Engineering, Banquets, Receiving