



ELECTRICAL SERVICE ORDER FORM

In order for us to properly service all exhibitors, this electrical service order form must be completed and returned to the HYATT REGENCY MINNEAPOLIS seven [7] days prior to set-up date. Payment MUST BE INCLUDED with this order form. Orders received without payment CANNOT be processed until payment is received. **If payment is not received prior to set-up date, the request will be subject to a \$100.00 same day set-up fee**, in addition to the electrical service charge. Payments may be made by cash, company check or credit card payable to HYATT REGENCY MINNEAPOLIS.

Please complete the following:

Convention Name _____ Convention Dates _____
 Exhibitor Name _____ Booth Number _____
 Address _____ Phone Number _____
 City _____ State _____ Zip _____
 Authorized Signature _____ Convention Services Manager _____

Please Print Your Name Here

Type Of Service Required:	Standard _____	Special Service _____
Method Of Payment:	Check _____	Credit Card Type and # _____ exp _____

**** ORDERS NOT RECEIVED PRIOR TO SET-UP DAY OR RECEIVED WITHOUT PAYMENT ARE SUBJECT TO A \$100.00 SAME DAY SET-UP FEE ****

STANDARD ELECTRICAL SERVICE AVAILABLE*:

A) 20 amp/ 120 volt/ single phase \$75.00/ line/ day

SPECIAL ELECTRICAL SERVICE AVAILABLE:

B) 30 amp/ 208 volt/ single phase \$130.00/ line/ day

C) 60 amp/ single phase \$130.00/ line/ day

D) 60 amp/ 3 phase \$220.00/ line/ day

E) 100 amp/ 3 phase \$350.00/ line/ day

F) 200 amp/ 3 phase \$640.00/ line/ day

Multi-outlet Electric Box

G) 8 outlets (20 amps each) \$400.00/ line/ day

POWER REQUESTED

(Circle type that applies): A B C D E F G

Number of Lines _____

Cost per Line x \$ _____

Number of Days required _____

Total Electrical Cost = \$ _____

Number of Power Strips _____

Cost per Power Strip x \$ _____

Total Power Strip Cost = \$ _____

SPECIAL REQUEST:

Power Strip \$25.00/ strip

Grand Total Cost = \$ _____

*Standard Electrical Power is the same type of power that is typically in most homes. Each power line has 3 – 3 prong outlets.

ABSOLUTELY NO ORDERS FOR ELECTRICAL SERVICE WILL BE TAKEN OVER THE TELEPHONE!!

BE ADVISED THAT ALL EXHIBIT EQUIPMENT AND MATERIALS MUST BE REMOVED FROM EXHIBIT HALL BEFORE 12:00 MIDNIGHT OF TEARDOWN DAY. MATERIALS LEFT BEHIND WILL BE DISCARDED.

Office use only!!
 Amount Received
 \$
 By

Mail Order Form and Payment to:
HYATT REGENCY MINNEAPOLIS
ATTENTION: CONVENTION SERVICES
1300 NICOLLET MALL
MINNEAPOLIS, MN 55403

Equipment hook ups are not done,
we only provide power.

FULL PAYMENT MUST ACCOMPANY THIS ORDER FORM AND IS NON-REFUNDABLE FOR NON-USERS OR NO-SHOWS

QUESTIONS PLEASE CALL 612-596-4530 OR FAX 612-596-4539.

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