

Hyatt Regency Crystal City

ELECTRICAL REQUEST

NAME OF EVENT: _____	EVENT DATE: _____
COMPANY/EXHIBITOR: _____	BOOTH #: _____
ON SITE CONTACT: _____	EMAIL: _____
PHONE: _____	FAX: _____
ORDERED BY: _____	

PLEASE FAX COMPLETED FORM TO: 703 - 413 - 6754
 For questions please contact Engineering at 703 - 413 - 6750
 EMAIL: Electrical.requests@hyatt.com

PAYMENT: WE DO NOT ACCEPT PURCHASE ORDERS FOR ELECTRICAL CHARGES.
PAYMENT MUST BE RECEIVED WITH ALL ELECTRICAL ORDERS 10 DAYS PRIOR TO THE EVENT
 Please place an X next to your method of payment: Credit Card _____ Check _____ Master Account _____

Pay To: Hyatt Regency Crystal City Attention: Engineering, 2799 Jefferson Davis Hwy, Arlington, VA 22202

Credit Card # _____ EXP _____ Name on Card _____

CHARGES ARE PER EVENT

QUANTITY	DESCRIPTION	COST	TOTAL
10 AMPS	Basic Hookup - 120 VOLT (up to 1,000 WATTS)	\$85	
15 AMPS	1001 - 1500 WATTS - 120 VOLT	\$90	
20 AMPS	1501 - 2000 WATTS - 120 VOLT	\$100	
	Power Strips (each)	\$25	
	Extension Cords (each)	\$25	
	Panel Size		
50 AMPS - 3Ø	208 VOLT	\$400	
100 AMPS - 3Ø	208 VOLT	\$700	
150 AMPS - 3Ø	208 VOLT	\$1,000	
200 AMPS - 3Ø	208 VOLT	\$1,500	
250 AMPS - 3Ø	208 VOLT	\$1,750	
300 AMPS - 3Ø	208 VOLT	\$2,250	
350 AMPS - 3Ø	208 VOLT	\$2,500	
400 AMPS - 3Ø	208 VOLT	\$3,000	
	Banner Installation \$50.00 per occurrence or \$50 per person per hour weekdays. \$75 per occurrence or \$75 per person per hour weekends & evenings from 4:00 pm - 7:00 am		
	Subtotal		
	(E) Exempt	6% Tax	
	TOTAL		

208 - VOLT 1-PHASE DOUBLE PRICE - CONVERTERS & EURO RECEPTACLES ARE NOT AVAILABLE

24 HOUR CANCELLATION IS REQUIRED

PRINT: _____ SIGN: _____ DATE: _____

HOTEL USE ONLY

Install Date _____ Accepted By _____
 # Hours on Install _____ Cost/Hour _____ TOTAL _____
 Room Number Charged to _____ Master Account Charged to _____

By submitting this form and 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 www.privacy.hyatt.com