



**** Hotel requests that shipments arrive no earlier than 3 business days prior to the conference ****

Dear Exhibitor,

Following are forms for your completion to ensure a successful Exhibition.

- 1) Credit Card Authorization Form
- 2) Phone / Internet Request Form
- 2) Electrical Exhibit Service Order Form
- 3) Exhibitor Service Requirements Acknowledgement Form
- 4) Swank Audio Visuals Request Form

The Exhibitor is responsible for all exhibit set-up and teardowns. Hotel staff will assist with box delivery at \$3.00 per box, \$75.00 per pallet and/or case. A \$5.00 per box handling fee for outgoing shipments will be applied to the designated credit card on file. All Exhibitors must complete a Credit Card Authorization Form as last minute charges often incur. Please contact the hotel for pricing on shipments other than boxes, pallets or cases.

In-coming shipment of materials requires the following information to ensure proper retrieval. Please have Tracking Numbers, Name of Sender, Sender's Address, Date of Delivery and Type of Shipment (ie, FedEx, UPS, Airborne, etc.) available in the event of missing boxes. The hotel can assist with out-going shipment of boxes, simply ask for assistance on day of move-out. We recommend each exhibitor bring their own shipping forms and account numbers. The outgoing box handling fee indicated above will apply. Please note exhibitors will need to provide their own packaging materials. Exhibitors will be responsible for packaging all outgoing shipments.

**TO: EXHIBITOR NAME [YOUR NAME]
EERI-Seismic Design Competition (Pavilion)
02/09-02/12 2011
c/o Hotel Convention Services Manager: Kristin Antonakos**

**Hyatt Regency La Jolla
3777 La Jolla Village Drive
San Diego, CA 92122
PH 858.552.1234
Box 1 of**

We look forward to a successful conference. Please feel free to contact the convention services department directly with any questions.

Thank you



EXHIBITOR CREDIT CARD AUTHORIZATION FORM

Name Of Conference: _____

Exhibitor Company: _____

Exhibitor On Site Contact: _____

Exhibit Dates: _____

Hotel Contact: _____

I, _____ Hereby Authorize The Hyatt Regency La Jolla
To Charge The Credit Card Listed Below:

Card Holder's Name: _____

Credit Card Type: _____

Credit Card Number: _____

Expiration Date: _____

Card Holder Address: _____

Cardholder's Phone Number (_____) _____

Card Holder Authorizes Event _____

Deposit In The Amount Of: _____

Cardholder Authorizes Prepayment Of Total Charges Based On An Estimated Amount Of \$ _____
Any Remaining Balance At The Conclusion Of The Event Will Be Charged Or Credited To The Card Unless
Prior Arrangements Are Made.

Card Holder's Signature: _____ **Date:** _____

Due To Hotel Policy, A Legible Photocopy Of The Front And Back Of Your Credit Card
Must Be Submitted Along With The Cardholders Signature

All Deposits On Credit Card Will Be Charged Upon Receipt

**Any Remaining Balance At The Conclusion Of The Event Will Be Charged Or Credited To
The Card Unless Prior Arrangements Are Made.**