

**Exhibit & Electrical Form**

Hyatt Centric French Quarter New Orleans  
800 Iberville Street  
New Orleans, LA 70112  
Tel- 504-586-0800  
Fax- 504-565-4556  
Email- [denise.reid@hyatt.com](mailto:denise.reid@hyatt.com)

**Loading Dock Information**

The earliest we are able to receive boxes/materials is 3 days prior to your meeting start date. Any boxes received earlier than 3 days will be subject to a \$15.00 per day surcharge. The loading dock hours of operation are **Monday – Friday, 8:00am – 3:30pm.** Saturday delivery is available, additional carrier charges will apply. The first 5 packages will be received and stored with our compliments. For quantities over 5 packages, there will be a \$2.50 per box portorage fee, charged to your master account. Any delivery of large crates or boxes (over 75 lbs each) will need to be coordinated with a conference planner prior to delivery and are subject to additional portorage fees. Large boxes weighing 75 lbs or more are \$20 each and pallets are \$100 each for receiving and delivery costs.

**NOTE:** Vehicles are subject to street parking when dropping off materials.

Please list the following information on all boxes:

- Your name - or name of person that will need materials once on site
- “Hold for: (Date of Arrival)
- Group meeting name
- Date(s) of conference

**The shipping address for the hotel:**

Hyatt Centric French Quarter New Orleans  
800 Iberville Street  
New Orleans, LA 70112

Number of Boxes to be shipped \_\_\_\_\_

Estimated Date of Boxes arrival \_\_\_\_\_

## Billing Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Credit Card type \_\_\_\_\_ Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Card-holder's Name(Print) \_\_\_\_\_

Card-holder's Signature \_\_\_\_\_

Name of On-Site Contact \_\_\_\_\_

	<u>Cost</u>	<u>Quantity</u>
<b>• Electrical</b>		
Extension Cords/Power Strips	\$20 each	_____

\*Should exhibit require additional power, please contact the convention services manager.

<b>• Internet</b>		
Wired/Wireless Connections*	\$14.95 per user/ per day	

\*Pricing based on number of users, band width and number of days requested. Wireless pricing subject to change based on ROOMLINKS communications provider.

<b>• Telephone</b>		
House Phone	\$75 per day	_____
DID Line	\$100 per day	_____

<b>• Display Board</b>		
48" x 36" Rolling Dry Erase Board, Double Sided	\$150	_____

\*\*Audio Visual vendor Royal Productions provides pricing guide for Polycom phones and additional items.