



## **Exhibit, Electrical & Shipping Form**

Hyatt Centric French Quarter  
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 \$3.00 per box portage fee, charged to your master account. Any delivery of large crates or boxes (over 75 lbs each) will need to be coordinated with the event planning manager prior to delivery and are subject to additional portage fees based on weight. Large boxes weighing 75 lbs or more are \$25 each and pallets are \$150 each for receiving and delivery costs.

**NOTE:** Vehicles are subject to street parking when dropping off materials at the Dauphine Street loading dock entrance.

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  
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 \_\_\_\_\_

(Secure payment link to be emailed directly from HCFQ sales department)

Card-holder's Name \_\_\_\_\_

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 event planning manager to coordinate with engineering department.

<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 HCFQ communications data provider.

<b>• Telephone</b>		
House Phone	\$100 per day	_____
DID Line	\$125 per day	_____

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