



**Hyatt Regency Trinidad**  
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**ELECTRICAL AND SPECIAL SERVICES REQUEST AND RENTAL FORM**

The Engineering Department is available to provide assistance with your mechanical and special services needs. All requests for power requirements are to be communicated to your Convention Services Manager a minimum of two weeks prior to your event.

**N.B.** All rates are on a per day basis. Rates quoted below cover only the delivery of services to the booth or room and do not include connecting equipment or special wiring. All prices are in US dollars.

Convention/Group Name _____
Location _____
Installation Date and Time _____ Removal Date and Time _____
Convention Services Manager _____
Group Contact _____

**ELECTRICAL SERVICE**

Description	Quantity	Advance Order	Floor Order	Price Total
(1) 120V 20Amp circuit		\$40.00	\$60.00	
(1) 208V single phase circuit		\$80.00	\$120.00	
(1) 208V three phase circuit		\$150.00	\$250.00	
<b>Total Electrical</b>				

**ADDITIONAL ELECTRICAL SERVICES**

Description	Quantity	Advance Order	Floor Order	Price Total
Extension Cord (25' or 50')		\$25.00	\$37.50	
Power Strip		\$25.00	\$37.50	
<b>Total Additional Electrical Services</b>				

**BANNER HANGING**

Description	Quantity	Advance Order	Floor Order	Price Total
Banner (up to 8ft/25 sq.ft.)		\$33.30	\$50.00	
Banner (> 8ft/up to 50 sq.ft)		\$66.70	\$100.00	
Banner (> 50 sq.ft.)		On an individual basis		
<b>Total Banners</b>				

**MISCELLANEOUS SERVICES**

Description	Quantity	Advance Order	Floor Order	Price Total
Man-lift rental with Engineer		\$100.00/hr	\$166.70/hr	
General Maint. Engineer		\$16.70/hr	\$29.20/hr	
Electrician/Plumber/Carpt.		\$25.00/hr	\$37.50/hr	
Special lighting requests		\$100.00/hr	\$133.40/hr	
Ladder 6ft - 12ft (must sign waiver)		\$25.00	\$33.40	
Roof usage for Satellite links		\$500.00	-----	
Fog/Smoke use with fire watch		\$500.00/event	-----	
Vehicle display		\$166.70/event	-----	
<b>Total Misc. Services</b>				

<b>Method of payment</b>	<b>Total Electrical Services</b>	
<b>Credit Card #</b>	<b>Total Additional Electrical Services</b>	
<b>Cardholder Name:</b>	<b>Total Banner Hanging</b>	
<b>Expiry Date:</b>	<b>Total Miscellaneous Services</b>	
<b>Master Account #</b>	<b>VAT 15%</b>	
<b>Cheque#</b>		
<b>Other</b>	<b>TOTAL ALL SERVICES</b>	

**FULL PAYMENT MUST ACCOMPANY THIS FORM. NO CREDIT WILL BE ISSUED FOR SERVICES RENDERED.**

If payment is made by Cheque, make payable to **HYATT REGENCY TRINIDAD.**

**DEADLINE: ORDER MUST ARRIVE 14 DAYS PRIOR TO THE FUNCTION DATE. OTHERWISE LATE CHARGES WILL APPLY.**

RATES QUOTED ABOVE COVER ONLY DELIVERY OF SERVICES TO THE BOOTH/EQUIPMENT. PRICES DO NOT INCLUDE CONNECTING EQUIPMENT OR SPECIAL WIRING. ADDITIONAL SERVICES WILL BE CHARGED ON A TIME AND MATERIAL BASIS. PROPER TAGGING OF EQUIPMENT TO INDICATE THE VOLTAGE, PHASE, CURRENT, ETC., IS THE GROUP'S RESPONSIBILITY.

N.B. UTILITY SURCHARGE WILL BE ASSESSED FOR SPECIAL REQUEST FOR OVER-NIGHT PRE-COOLING IN FUNCTION SPACE.



### **IMPORTANT CONDITIONS AND REGULATIONS FOR GROUPS/EXHIBITORS**

- All equipment regardless of source of power must comply with all local safety and wiring codes.
- All power and distribution boxes connected to the hotel must be connected by a hotel electrician.
- Hotel electricians shall have the right to deny the use of any device that does not comply with the local safety and wiring codes.
- All group/exhibitor cords must be of the three wire grounded type. All exposed non-current parts of boxed equipment, which are liable to be energized, shall be grounded.
- All materials and equipment furnished by Hyatt for this service order will remain Hyatt's property and shall be removed only by the hotel at the end of the function or show.
- Hyatt is not responsible for voltage fluctuations of power failure.

### **NON-FLAMMABLE MATERIALS**

All materials used in the meeting room or any other room of the Hotel MUST be non-flammable to conform to the fire safety codes. Materials not conforming to such regulations will be removed immediately at the group's expense.

Engines or motors of any kind of equipment may be operated only with the consent of the Director of Engineering. Automobiles cannot be driven into the hotel, and must have a ¼ tank of gas and the battery disconnected.

### **SPECIAL NOTES**

No nails, bracing wires, or tape may be used in erecting or attaching displays to the building. All property destroyed or damaged by groups must be replaced in its original condition by the group or at the group's expense.

### **LIABILITY**

Hyatt will not be responsible for any injury, loss or damage that may occur to the group, the group's employees or property, or to any other person, prior, during or subsequent to the period covered by the group's contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hyatt. Each group expressly releases the Hyatt from such liability and agrees to indemnify the Hyatt against any claims for such injury, loss or damage. Groups who desire to carry insurance do so at their own expense.