CONVENTION TABLE TOP ORDER FORM
HYATT REGENCY SAN FRANCISCO, 5 EMBARCADERO CENTER
SAN FRANCISCO, CA 94111 · 415.788.1234 / FAX 415.291.6569

EVENT PLANNING MANAGER: AJ PATEL, SENIOR EVENT PLANNING MANAGER
EXHIBITOR NAME/COMPANY:
GROUP/SHOW NAME: 2021 DRS Annual Meeting
CONTACT PERSON & PHONE NUMBER:
COMPANY ADDRESS:
E-MAIL ADDRESS:
INSTALLATION (DATE & TIME):
REMOVAL (DATE & TIME):

PACKAGE HANDLING BY HYATT:
A $15.00 fee per package or $100 per pallet (each way) will be applied to all packages received into and shipped out of the Hotel. This fee does not include prevailing shipping fees. Exhibit boxes should arrive no more than (3) days prior to scheduled set up day. If you are using a freight company, contact (AJ Patel, 415-291-6549) to coordinate load-in / load-out times. There is no General Contractor, so all freight companies must unload and load materials themselves. All exhibit materials must be assembled by the end user unless other arrangements have been made as the Hotel does not provide these services. If you are planning to bring materials yourself, advance approval is required and must be done through the Hotel’s loading dock. The Hotel does not provide carts for transportation of exhibit materials. No loading/unloading of materials is permitted on the Front Drive.

Address packages to: Hyatt Regency San Francisco
5 Embarcadero Center, San Francisco, CA 94111
Convention Name, Date of Show
Exhibitor Company Name, On-site Contact

In-Bound Packages # $20.00 per piece
Out-Bound Packages # (Estimated count; exact number determined on-site) $20.00 per piece
Total Package Services $

INTERNET, TELEPHONE AND AUDIO VISUAL EQUIPMENT BY ENCORE:
Encore Event Technologies can be contacted at (415) 291-6611 for your internet, audiovisual, and computer rental needs.

ELECTRICAL SERVICES PROVIDED THROUGH DRS AS APPROPRIATE

BILLING INFORMATION:

CREDIT CARD: (Circle One) VISA MASTERCARD AMERICAN EXPRESS DISCOVER
Card Number Expiration Date (MM/YY) (CID)

I hereby authorize the Hyatt Regency San Francisco to utilize my credit card for the detailed billing as noted above.

Initial here Initial here
Date

Please return this completed form to the address or fax number listed above.

cc: Encore Event Technologies, Freeman, Engineering