



Hyatt Regency Atlanta - Engineering Department

265 Peachtree Street, NE, Atlanta, Georgia 30303-1294

Phone: 404-460-6360 Fax: 404-460-6375

Email: electric@hyatt.com

Print Form

ELECTRICAL AND SPECIAL SERVICES REQUEST AND RENTAL FORM

Show Name _____ Set-Up Date _____ Booth # _____
 Company Name _____ Ordered By _____ Phone # _____
 Onsite Contact _____ Phone # _____ (Mobile Preferred)
TO QUALIFY FOR 10% DISCOUNT, ALL ORDERS MUST BE RECEIVED, WITH PAYMENT AT LEAST SEVEN DAYS PRIOR TO SET-UP.

CONVERSION CHART AND RATES FOR STANDARD ELECTRICAL SERVICES (A)						
AMPS	1 PHASE 120 VOLTS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS	AMPS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS
20	2,000 watts \$185	3,300 watts \$250	5,800 watts \$425	60	10,000 watts \$625	17,300 watts \$1,000
30	---	5,000 watts \$325	8,600 watts \$575	100	16,600 watts \$975	28,800 watts \$1,650
40	---	6,600 watts \$400	11,500 watts \$725	200	---	57,600 watts \$3,200
50	---	8,300 watts \$500	14,400 watts \$825	400	---	143,900 watts \$5,625

ADDITIONAL SERVICES AND LABOR CHARGES (B)	
Water: Hot Water - \$210, Cold Water - \$210, Drain - \$140, Fill & Drain (Up to 400 Gal) - \$245 Hook up to Equipment Available - \$70 (Note: Booth location must be specifically arranged with Exhibit Contractor)	Equipment Rental: Extension Cord Rental - \$50 (25ft) & \$100 (50ft), Power Strip Rental - \$50 Clamp-On Light, 150 watt, includes power and hook-up - \$165
Air: Up to 80cfm, terminated in 1/2" FPT fitting at back of booth; no hook-up - \$450, (Plz advise of PSI, CFM, Intermittent or Continuous) Hook-Up to Equipment Available - \$70 (Note: Booth location must be specifically arranged with Exhibit Contractor)	Electrical Labor Charges Section (See Information On Back Of Form): Straight Time, 8a – 4p, M - Sa: \$67.50 Overtime, 4pm – 8a, M – Sa: \$101.25 Doubletime, Sun. & Holiday: \$135.00

ELECTRICAL SERVICES (A)					
QTY.	AMPS	VOLTS	PHASE	UNIT PRICE	\$ AMOUNT
Subtotal A					

ADDITIONAL SERVICES AND LABOR (B)			
QTY.	ITEM DESCRIPTION	UNIT PRICE	\$ AMOUNT
Subtotal B			
Total A+B			
Grand Total			

Order form with payment received seven (7) days prior to **SET-UP** date - CHECK BOX TO DEDUCT 10%

(Standard pricing will apply for all orders received within seven (7) days of the set-up date)

PAYMENT INFORMATION

Total Order \$ _____

Payment in Full must be received prior to installation of services. Please indicate your method of payment:

___ CHECK ENCLOSED IN THE AMOUNT OF \$ _____ (Payable to Hyatt Regency Atlanta)

___ CHARGE MY CARD IN THE AMOUNT OF \$ _____

() Am Ex () M/C () Visa () Other _____

CREDIT CARD AUTHORIZATION: Your signature authorizes Hyatt Regency Atlanta to DEBIT your credit card for all charges associated with this order. Hyatt Regency Atlanta reserves the right to disconnect power if a credit card is declined or invalid. For your convenience, we will use your credit card authorization to charge any additional amounts incurred as a result of showsite orders placed by you or your organization.

Credit Card Number	Expiration Date	Print Name As It Appears on Credit Card
Authorizing Signature	Date Authorized	

THESE PRICES ARE GOOD UNTIL DECEMBER 31, 2009. THE HOTEL MUST BE CONTACTED FOR A CURRENT FORM BEGINNING JANUARY 1, 2010.

LABOR

Labor Rates are subject to labor contracts in effect at the time of Show. Labor before 8:00am and 4:00pm, Monday - Saturday will be at the overtime rate. Labor on Sunday & Holidays will be at the double-time rate.

OK to proceed without exhibitor supervision, per attached Floor Plan.

Date(s) Requested _____

Time Requested _____

No. of Electricians _____

Specify Labor Required:

_____ Electrical Distribution _____ Electrical Motor or Controls

_____ Electrical Distribution Overhead _____ Electrical Fixtures

Starting time can be guaranteed only in those instances when Electrical Labor is requested for the start of the working day, which is 8:00am, if not previously committed. A minimum charge per booth of one hour for installation and one-half hour to dismantle will apply, and time will commence in accordance with exhibitor's request.

Failure to start labor at requested time will result in a one hour charge, per electrician requested, unless 24 hour advance notice is provided.

ELECTRICAL REGULATIONS & GENERAL INFORMATION

1. Hyatt Regency Atlanta is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Hyatt Regency Atlanta electrician. Hyatt Regency Atlanta will not be responsible for any damage or lost equipment, component computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Hyatt Regency Atlanta electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. Twenty-four hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped back wall of in-line booths and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. Local ordinances allow only 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. All equipment should be property tagged and wired with full information as to current, voltage, Phase, cycle, horsepower, etc. and ready for connection. If special or specific receptacles are required for equipment, they should be supplied by the exhibitor and installation will be charged at labor rates.
12. All outlets 20 amps and over with a voltage of 150 volts and over require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
13. No credits will be issued on outlets or lights installed as ordered even though not used.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Fires can result from faulty wiring, carelessness or lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will be disconnected.

If an exhibitor is not knowledgeable or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material that can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited in all convention facilities.
- Inspect all internal wiring and connections frequently.

The use of 2-wire cords are prohibited



Eleventh Annual Leadership Training Conference
Hyatt Regency, Atlanta, Georgia
June 21-24, 2010

1-877-WIFLE10

Contract for Exhibition Booth Space

Exhibitor Name: _____
 Product/Service to be displayed: _____
 Company Name: _____
 Contact Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Email: _____
 Fax Number: _____ Website: _____

Select Exhibit Space Rental Options

No. of 6' x 10' booths _____ x \$1495 Government or Corporate Exhibitors \$ _____
 No. of 6' x 10' booths _____ x \$995 Nonprofit Organizations \$ _____

Terms and Conditions

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the hotel's premises and will indemnify, defend and hold harmless the Hotel and the WIFLE Foundation, Inc., its owner, and its management company, as well as their respective agents, servants, and employees from all losses, damages and claims. All exhibitors are subject to final approval by WIFLE, which reserves the right to reject an application or grant of an exhibit booth at anytime.

Payment Terms

Full payment is due June 1, 2010. Cancellation of space at any time will result in a \$75 cancellation fee. Forms of payment include check, Visa, MasterCard, American Express and Discover. Make checks payable to WIFLE Foundation, Inc.

Card Number: _____ Exp: ____/____ Security Code: _____
 Name on Card: _____ Billing Address: _____

Signature _____ Date: _____

Fax the completed exhibitor form to Michelle Manire, 562-980-7560 or Email to wifle2010@wifle.org. If paying by check mail the check with a 2nd copy of the form to WIFLE Foundation, Inc., 2200 Wilson Blvd., PMB 204, Suite 102, Arlington, VA 22201.

Please return this form by June 1, 2010

WIFLE Foundation, Inc.

Michelle Manire, Conference Manager

Phone: 877-WIFLE10 (943-5310) Fax: 562-980-7560 Email: wifle2010@wifle.org



**Eleventh Annual Leadership Training Conference
Hyatt Regency, Atlanta, Georgia
June 21-24, 2010**

1-877-WIFLE10

**WIFLE
2010 Annual Leadership Training Conference
June 21 – 24, 2010
Hyatt Regency, Atlanta, GA**

Conference Exhibition Opportunities

WIFLE invites companies and other organizations to participate in the 2010 Annual Leadership Training Conference to exhibit at the three day Exhibition. The booth costs and benefits of exhibiting are outlined in this package.

For exhibit inquiries contact Michelle Manire, Conference Manager.

- Michelle Manire, CTC Destination & Meeting Management at 877-WIFLE10 (943-5310) or wifle2010@wifle.org

Introduction

WIFLE is an outgrowth of an interagency committee formed by the Department of Treasury and the Department of Justice in 1982. In June 1999, WIFLE was established as a non-profit organization. In 2006, the WIFLE Foundation, Inc. was established to educate the agencies and the general public about the issues facing women in federal law enforcement.

Your Opportunity

As an exhibitor at the 2010 Conference, you will have the opportunity to reach a nationwide audience of culturally diverse, professional women and men.

Attendee Profile

Attendees are mainly Federal law enforcement officers, criminal investigators, special agents, forensics specialists, inspectors, managers, attorneys and administrators. Many are in positions authorized by Congress to carry firearms.

Attendee Demographics

Most of the registrants are women who are well educated, healthy, and physically fit. They range from 21-57 years of age with a typical income ranging from \$40,000 to \$150,000 per annum. Agency executives and high-level management officials, empowered to make procurement decisions, are also participants.

Registrants attend from throughout the United States. Some agents from foreign posts of duty also attend. The attendees represent more than 60 Federal law enforcement agencies.

Number of Attendees

Over 600 registrants and guests are expected to attend the 2010 Conference.



2010 Annual Leadership Training Conference
 Hyatt Regency, Atlanta, Georgia
 JUNE 21-24, 2010

1-877-WIFLE10

Conference	2010 Annual Leadership Training Conference
Conference Dates	Monday, June 21 – Thursday, June 24, 2010
Exhibition Dates	Monday, June 21 – Wednesday, June 23, 2010
Exhibit Schedule	Monday – 6pm – 7:30pm, Tuesday – 7:30am – 5pm, Wednesday – 7:30am – 2pm
Location	Hyatt Regency Atlanta On Peachtree St. 265 Peachtree St. NE Atlanta, GA 30303
Exhibit Hall	Grand Hall
Booth Sizes	6' X 10'
Booth Price	\$1495 Government or Corporate Exhibitors \$995 Nonprofit Organizations
Registration & Payment	There are two ways to register for an exhibition booth <ol style="list-style-type: none"> 1. Visit www.wifle.org to <u>registration online</u> (full payment is required). No space will be reserved until full payment has been received. 2. Complete the one-page exhibitor form and fax the form to Michelle Manire, 562-980-7560 or Email to wifle2010@wifle.org. <p>If paying by check make checks payable to the WIFLE Foundation, Inc. Mail to: 2200 Wilson Blvd., PMB 204, Suite 102 Arlington, VA 22201</p>
Booth Amenities	Each booth receives a 6ft. draped table, 2 chairs, waste basket and 2 exhibitor badges
Booth Add Ons	Booth “add ons” such as electrical, internet access, phone lines may be purchased directly through the hotel. Please fill out the attached documents for the “add ons” you require and forward the documents to Kelly Henderson, Convention Services Manager at the Email below. All “add ons” are at the exhibitor’s expense.
Booth Assignments	All booth assignments will be made by WIFLE personnel
Contact & On Site Coordinator	Michelle Manire WIFLE Conference Manager Phone: 877-WIFLE10 (877-943-5310) Fax: 562-980-7560 E-mail: wifle2010@wifle.org
Hotel Exhibitor Contact	Kelly Henderson Convention Services Manager Phone: 404.460.6489 E-mail: kelly.henderson@hyatt.com
Shipping Information	See attached documents
Set-Up (Load-in)	Monday – 8am – 5pm
Tear-Down (Load-out)	Wednesday – 2pm – 5pm
Confirmations	Confirmations will be mailed via Email

**\SWISSCOM HOSPITALITY SERVICES EXHIBITOR ORDERING INSTRUCTIONS
*PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST***

1. **Fill out the accompanying forms completely:** include contact (ordering and onsite), payment information and signatures on all faxed or mailed service requests.
2. **Using a credit card for payment:** completely fill out the payment/credit card authorization form. Make sure signature is the same as the credit card holder's name; also attach a copy of the credit card holder's driver's license with the form. *Charges will appear as Hyatt Regency Atlanta*
3. **Using a check for payment:** Mail original check with service order form to Hyatt Regency Atlanta 265 Peachtree Street, N.E. Atlanta, GA 30303. Make out to Hyatt Regency Atlanta - ATTN: Swisscom Hospitality Services.
DO NOT MAKE CHECKS OUT TO SWISSCOM HOSPITALITY SERVICES DIRECTLY
4. **Include service drop location within your booth:** On the bottom of the order form is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. ***Charges may apply for service relocations***
5. **Additional network devices (more than one):** When ordering services you will receive one routable IP address as well, any additional devices using network resources (regardless of IP addressing scheme) will be subject to an additional device fee, charged per device. Simply order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.
*** You will not be permitted to use access points, switches or hubs without paying for the additional devices***
6. **Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
7. **Services not covered by this form:** More network solutions such as; VLAN(s), videoconferencing, WiFi Hotspots, Webcasting and more are available upon request. Email requests for a customized solution to derrick.parris@swisscom.com.
8. **Fax or mailing your order:**
1-775-248-6651 or Hyatt Regency Atlanta/265 Peachtree Street, NE Atlanta, GA 30303
C/O Swisscom Hospitality Services
 - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
 - b. **A completely filled out payment form:** Check/CC info with signature and a copy of the driver's license. If you are not comfortable sending this to our private and secure fax, please call and we will accommodate you as we protect information vigorously.
 - c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).
9. We will contact you within 48 hours of fax receipt via e-mail or telephone and supply you a service invoice for your records.
10. Questions? Contact Swisscom Hospitality Services – Number, (Time Zone) or Email
Derrick J. Parris 678-598-6499 1-775-251-7388 derrick.parris@swisscom.com



Exhibitor Ethernet Service Order Form

Hyatt Regency Atlanta



NO STAMPS PLEASE - FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED
PLEASE PRINT LEGIBLY

<u>Customer Information</u>				<u>Show Information</u>	
Company Name:		Ordering Contact Email:		Booth Number	
Ordering Contact:		Ordering Contact Phone:		Set Up Date	
On-Site Contact:		Onsite Cell Phone:		Set Up Time	
Company Address:				Strike Date	
City:	ST: _____	ZIP	_____	Strike Time	
Show Name:				Show Dates	

<u>High Speed Ethernet Service (per booth)¹</u> <i>Exhibitor HSIA Services are billed per day</i>	<u># of Days</u>	<u>Discount¹</u>	<u>Standard</u>	<u>Total</u>
<ul style="list-style-type: none"> ▪ Shared Ethernet Network Access T1 or better 10/100 BaseTX, RJ-45 wired connection with 1 routable DHCP IP address 	x	\$ 500.00	\$750.00	
<i>Additional Services are billed as one-time fee^{2,3}</i>				
QTY				
<ul style="list-style-type: none"> ▪ Additional Routable DHCP IP address (each) auto-assigned once connected to network 	x	\$100.00	\$150.00	
<ul style="list-style-type: none"> ▪ Additional Routable Static IP address (each) assigned by Swisscom Hospitality Services 	x	\$125.00	\$175.00	
			SUBTOTAL	
<ul style="list-style-type: none"> ▪ Installation/Setup Fee (per booth) 	1	x	@ \$95.00/Price each	\$ 95.00

GRAND TOTAL: _____

1. Orders received with payment 30 days prior to first show date qualify for discount price.
2. Client must pay for each device connected to the network (wired or wireless) regardless of addressing scheme used. *To maintain network integrity, Swisscom Hospitality Services requires the WAP **SSID, Channel and WEP encryption key** of your access point (prior approval required)*
3. Cables and 10/100 auto-sensing switch is included with multiple device orders.
Subject to \$150 charge if switch is not returned or returned damaged after use

Booth Layout Diagram:

Provide orientation and mark service location with (X)
(FRONT, BACK, SIDES OR ADJACENT BOOTH NUMBERS)



By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form and as posted at www.swisscom.com/hospitality

Authorized Signature: _____ Date: _____



Exhibitor Ethernet Service Order Form Hyatt Regency Atlanta



Payment and Credit Card Authorization

<u>Payment Information</u>	Swisscom SO# (Completed by Swisscom HS) _____		
<input type="checkbox"/> Company Check or Money Order → MAKE PAYABLE TO: HYATT REGENCY ATLANTA MAIL TO: 265 PEACHTREE STREET, NE ATLANTA, GA 30303 ATTN: PROPERTY ACCOUNTS RECEIVABLE/CREDIT MANAGER (ACCOUNTING)		Grand Total: _____ <i>(total from order form)</i>	
<i>** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING PROPERTYNAME TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM**</i>			
<input type="checkbox"/> *CC	Type: _____	Acct #: _____	Exp. Date _____
CC Billing Address: _____		Billing Phone #: _____	
City _____		State: _____	Zip: _____
Name on CC _____		Authorized Signature: _____	

****ONCE COMPLETED FAX TO 1-775-248-6651**

(this is a private and secure direct fax to Swisscom Hospitality Services)

- a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form:**
 If paying by CC – all CC info with signature and a copy of the driver’s license.
 If paying by check - include a copy of the mailed check in the fax.
- c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form and as posted at www.swisscom.com/hospitality

Authorized Signature: _____ Date: _____

General Terms & Conditions

1. Services. Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at www.Swisscom.com/Hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

6. Limitation of Liability. Neither Swisscom nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Swisscom relating to its obligations under this Agreement. Swisscom's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. Indemnification. Customer shall indemnify and hold harmless Swisscom, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. **Force Majeure.** Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.



Hyatt Regency Atlanta ♦ Telephone Service Order Form

Phone: 404-577-1234

Fax: 404-588-4137

Convention Name: _____	
Company Name: _____	Contact Name: _____
Address: _____	
Phone #: _____	Master #: _____
Credit Card #: _____	Expiration: _____

	Cost	# of Lines	# of Phones	Install Date	Remove Date & Time	Location/Booth/Room
Communication Services						
DID Long Distance Lines Installation Charge	\$225					
~Dial 9 + phone number	\$50					
Each additional day + Calls						
House Phone Installation Charge	\$150					
~Dial 9 + phone number	\$50					
Each additional day + Calls						
Dedicated BellSouth Line (See Notes)	\$300					
~Phones calls billed 30 days later	\$50					
Each additional day						
ISDN Line / Plus Calls	\$700					
In-House Video Channel Rental (Per Day Rate)	\$1,000					
Equipment Rental Cost						
~Polycom Conference Phone (one-time)	\$400					
~Standard Speaker Phone (per day)	\$125					
~Phone Rental (per day)	\$15					
~Multi-Line Phone Rental (per day)	\$100					
~Hunt Group (one-time charge)	\$75					
~Voice Mail (one-time charge)	\$75					
~T1 Rental	For T1 lines and Internet Service prices, please call SwissComm at 404-460-6346.					

NOTES:

- All requests for service should be faxed directly to the Communications Department at 404-588-4137.
- For BellSouth lines, BellSouth requires three weeks advanced notice.
- For all other services, seven days advanced notice is required. If you are unable to provide us with seven days advanced notice, there will be an additional service charge of \$50 for onsite orders.
- There will be a \$100 charge for each phone not returned to the Communications Department.

SHIPPING/ RECEIVING PRICE LIST



RECEIVING PACKAGES

ENVELOPES	LETTER/ LEGAL SIZE	COMPLIMENTARY
BOXES	0-25 LBS	\$10.00
BOXES	26-50 LBS	\$20.00
BOXES	51-OVER	38.00 PER 100LBS
EXHIBIT/ DISPLAY	PER CASE	\$38.00
PALLETS	PER PALLET	\$50.00

***EXHIBIT HALL DELIVERIES ARE AN ADDITIONAL \$25.00, PLUS RECEIVING FEE

SHIPPING PACKAGES

ENVELOPES	LETTER/ LEGAL SIZE	CARRIER FEE ONLY
BOXES	0-25 LBS	\$5.00+ CARRIER FEE
BOXES	26-50 LBS	\$10.00+ CARRIER FEE
BOXES	51-OVER	\$10.00 + CARRIER FEE
EXHIBIT/ DISPLAY	PER CASE	\$10.00+ CARRIER FEE
PALLETS	PER 100LBS	\$10.00+ CARRIER FEE

***EXHIBIT HALL PICK-UPS ARE AN ADDITIONAL \$25.00, PLUS RECEIVING FEE

PACKING SUPPLIES

PACKING TAPE	PER ROLL	\$5.00
BUBBLE WRAP	PER SQ. FT	\$1.00
PACKING PEANUTS	PER BAG	\$3.00
BOXES	10X10X10	\$5.00
BOXES	12X12X12	\$6.00
BOXES	14X14X14	\$7.00
BOXES	16X16X16	\$8.00
BOXES	18X18X18	\$9.00
BOXES	20X20X20	\$10.00

***PLEASE BE ADVISED THAT THE HOTEL IS NOT RESPONSIBLE FOR PACKAGING.

STORAGE FEES

SHOULD WE RECEIVE PACKAGES WITHIN 10 DAYS PRIOR TO THE EVENT THERE IS NO STORAGE FEE. IF STORAGE EXCEEDS 10 DAYS PRIOR TO A SCHEDULED EVENT, THEN A STORAGE FEE OF \$5.00 PER PACKAGE PER DAY WILL BE ADDED.



SHIPPING/RECEIVING OPERATING HOURS

MONDAY- FRIDAY	7:00 AM-7: 30PM
SATURDAY & SUNDAY	7:00 AM-6: 30PM

****PLEASE BE ADVISED THAT HOURS OF OPERATION MAY VARY DUE TO HOTEL FORECAST. SHIPPING/ RECEIVING CAN BE REACHED AT EXT. 6320 OR 6321, OR BY HOTEL RADIO CHANNEL 9.

CARRIER DROPOFF/ PICKUP HOURS

CARRIERS	DROP OFF	PICK-UP	SATURDAY
DHL	8:00AM-10: 30AM	6:00PM	12:00PM DROP&PICK
UPS	8:00AM-12:00PM	4:00PM & 6:30PM	DROP OFF ONLY
FEDEX EXPRESS	8:00AM-12:00PM	6:00-7:30PM	PICK UP & DROP OFF
FEDEX GROUND	2:00PM-3:00PM	CALL TO SCHEDULE	N/A
USPS	11:00AM	4:00-4:30PM	1:00-1:30PM

***PLEASE BE ADVISED THAT PICK UP TIMES MAY VARY, PLEASE BRING YOUR ITEMS TO SHIPPING/RECEIVING AT LEAST 30 MINUTES PRIOR TO PICK-UP TIME IN ORDER TO ASSURE THAT YOUR PACKAGE IS PICKED UP FOR THAT DAY.

SHIPPING LABELS

Make sure that the following information is noted on all items shipped to the hotel;

WIFLE Meeting - June 21-24
 Hold for Guest _____, Arrival _____
 CSM - Kelly Henderson
 Hyatt Regency Atlanta
 265 Peachtree St, NE
 Atlanta, GA 30303

