

Business Center Services

Business Center Price Guide

Imagine...

A facility dedicated to executing all of your business presentation and meeting needs.

The convenience and peace-of-mind gained from having this facility strategically located at your meeting site.

Technology minded hospitality professionals that respond effectively and efficiently to your changing requirements.

The advantages of having access to technology products and services while you're away from your office.

Imagine it all...then experience the reality.

- » Presentation Media
- » Copy and Print
- » Name Badges
- » Table Tents
- » Shipping
- » Graphic Design
- » Office Equipment Rental
- » Secretarial
- » Internet Access
- » Project Management and Preparation
- » Computer Workstations
- » Digital Media
- » Peripherals
- » Attendee hand out material production

Inviting, comfortable and loaded with the technology you expect while traveling...

That's Encore.



Information Guide

Business Center Price Guide

Internet

15 minutes per session	\$7.00
Under 6 minutes	3.50

There is an 8% tax on all services

Copies

Black & White Copies	0.20 per copy
Double-Sided Copies	0.35 per copy
Color Copies	1.75 per page
Black & White Transparency Copy	2.00 per page
Color Transparency Copy	3.00 per page
Black & White Oversized Copy	0.50 per copy
Specialty Paper Copy	1.50 per copy
Color Paper	0.10 per copy additional
3 Hole Paper	0.03 per copy additional
Resume Paper	0.25 per copy additional
Resume Envelopes	0.20 per envelope
Cardstock	0.25 per copy additional
8.5"x11" or 8.5"x14" (white)	12.00 per ream
8.5"x11" or 8.5"x14" (color)	18.00 per ream
8.5"x11" white card stock	22.00 per ream
11"x17" oversized	25.00 per ream

Printing

Black & White Printing (8.5"x 11")	0.75 per page
Color Printing (8.5"x 11")	1.75 each page

Fax

There is a 14.5% tax on all faxes

Local/Long Distance	3.00 for first page, 2.00 for each additional
International	8.00 for first page, 3.00 for each additional
Receiving	1.00 per page
Scanning	3.00 per page or object

Extras

Call for details

SPECIALTY SERVICES

Spiral Binding
Laminating
Transparencies
Color Transparencies

FINISHING

Reduction/Enlargement
Hand Staple/Unstaple
Hand Folding/Hand Insertions
Cut & Paste Clip Art
Paper cutting/Punching

MISCELLANEOUS SERVICES

Word Processing
Signs (large)
Notary Public



Shipping and Receiving

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Below are some guidelines for shipping packages to and from the Hyatt Regency Chicago, The labeling on your packages should include:

Group Name/ On-Site Contact Name (or person claiming packages)
ORGANIZATION NAME and DATES OF FUNCTION
Hyatt Regency Chicago
151 East Wacker Dr.
Chicago, IL 60601

Please do not put hotel contact name on package. **ANY PACKAGES ADDRESSED TO EXHIBITION COMPANIES WILL BE REJECTED BY ENCORE.**

Arrange to have your packages arrive to the hotel at least 2-3 days prior to your event to allow for necessary processing time. Your packages will be held in the Package Room until pickup or delivery. Contact the Package Room to arrange the delivery of your materials. For deliveries to meeting space, please allow 45-60 minute delivery time. Pallets of materials may require higher delivery times. You must be present to accept the delivery. Packages will not be left in an unattended space and will be returned to the Package Room until arrangements are made for repeat delivery.

The Hyatt Regency Chicago's current handling fee structure, for all incoming and outgoing packages, based upon the weight of the package are as follows:

Receiving/Shipping Packages - Handling fees

Letter.....	\$5.00
Packages up to 5 lbs.....	\$7.00
Packages between 6- 20 lbs.....	\$13.00
Packages between 21- 50 lbs.....	\$24.00
Packages 51 lbs & over.....	\$60.00
Skids/ Pallets.....	\$240.00
Shipping International Packages (<i>add</i>).....	\$12.00
Drop off packages (<i>any size</i>).....	\$13.00
Drop off rolling cases (<i>any size</i>).....	\$24.00

*The fees are subject to change without notice.
Additional fees assessed for unpacking/unloading and packing/loading of packages*

Exhibitors shipping packages participating in your event will need to provide credit card information prior to obtaining their packages.

Following your event, the Business Center can provide pickup service from your meeting space with a 45-minute pickup time. The handling fees listed above will apply for pickup per box.

The normal business staffing hours of the Business Center are:

Monday through Sunday - 6:00am - 7:00pm

Special accommodations can be made for service beyond the normal business hours at \$50.00 per hour per person with advance notice.



Equipment Rental

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	Daily
Displays/Monitors	
19" LCD Flat Panel Display	\$125.00
20" LCD Flat Panel Display (widescreen)	175.00
Desktop PC's	
Core 2 Duo 1GB/CDRW/DVD 19" LCD	195.00
Microsoft Office Suite User License (software)	Call for details
PC Laptop's	
Centurion Duo 1 GB/40G w/DVD 14.1" wide	225.00
Microsoft Office Suite User License (software)	75.00
Computer Extras	
Keyboard/ Mouse Set	65.00
Wireless Keyboard/ Mouse Set	95.00
Miscellaneous Office Equipment	
Shredder (small)	125.00
Flat Bed Color Scanner	Call for details
Printer	
HP LaserJet 4250 (with one ream of paper)	295.00
Fax Machine	
Low/ Mid Volume Plain Paper Fax	175.00
Copiers	
Convenience-Desktop (<i>up to 16 cpm</i>) -1000 included copies	Call for details
Mid Volume (<i>20-30 cpm</i>) Doc Feed/ Sort - 3000 included copies	Call for details
High Volume (<i>40-75 cpm</i>) Doc Feed/Sort/Staple-5000 included copies	Call for details

TECHNICAL SUPPORT Fees based on equipment, must be prearranged

** Mid & High Volume copiers available only at the Weekly rate.

* Charges for additional days will be assessed to rentals beyond the contracted dates.

* All copies over the included volume amount will be assessed an average price per impression fee (\$0.06 for the Desktop, \$0.04 for the Mid Volume and \$0.03 for the High Volume.)

Additional Information

- » All rentals except copier rentals are assessed a \$75.00 delivery fee.
- » An additional \$75.00 charge will be assessed to rental orders placed with less than one business day's notice.
- » There is a 6% tax on all rentals.
- » There is a 23% service charge.
- » Cancellations of less than 24 hours are billed at the contracted amount.

Office Equipment Rental

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Client/Exhibitor Information

Group/Organization _____ Event: _____

On-Site Contact _____ Requested by _____

On-Site Cell # _____ Phone # _____

Fax # _____ Fax # _____

E-mail Address _____ E-mail Address: _____

Address _____ City _____ State _____ Zip _____

Service Request

Booth/Name: _____

Dates:					
Start Time:					
End Time:					

Cost Worksheet

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Copy Machine	Call for details			
Desktop Computer	\$195.00			
Fax Machine	225.00			
Keyboard/ Mouse Set	65.00			
20" monitor	175.00			
Laptop Computer	225.00			
Laserjet Printer	295.00			
Laserjet Printer Color	Call for details			

SUBTOTAL: _____

Rental Tax = 8% of Subtotal: _____

Service Charge = 23% of Subtotal: _____

City Tax = 8% of Service Charge: _____

Add 15% of Subtotal for on-site orders: _____

GRAND TOTAL: _____



Credit Card Authorization

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Please complete this form if you require any of the services below. You may also elect to cover any shipping & receiving charges you expect to incur for this event.

Please make your selections below and fax COMPLETED FORM AND PHOTO COPY OF FRONT & BACK OF CREDIT CARD TO: ENTER Name of Business Manager, Business Services Manager, Hyatt Regency Chicago, fax 312-239-4414.

I authorize the Hyatt Regency Chicago to charge my credit card for *(Check Appropriate)*:

Office Equipment Rental Shipping & Receiving Production
Fulfillment
(Please refer to Conference Shipping & Receiving Procedures for applicable Handling Fees)

Date of Function *(Exhibit)*: _____

Name of Group: _____

Type of Card *(Check one)*:

American Express Visa Mastercard Diners Club Discover

The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.

Card Holder Name: _____

Card Holder Address: _____

Card Number: _____

Expiration Date: _____

Code CCID: _____

Total Estimated Charges: \$ _____

Phone Number: _____

Signature: _____

Date: _____

Please Provide A Copy of the Front And Back Of Credit Card.

Encore to charge the credit card listed above for charges over the established order amount of my original invoice



Laptop Rental Agreement

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The undersigned agrees that the laptop computer provided by Encore is provided as a rental for the rates and dates as outlined below and verifies that an authorized credit card with sufficient credit line has been tendered for the rental and to be kept confidentially on file. The care, security and return of the "laptop and related components" (equipment), is the responsibility of the undersigned. The rate quoted below corresponds to the rental period and additional charges will apply for equipment returned beyond the specified rental period. Should the equipment not be returned for any reason, the undersigned authorizes Encore to charge the credit card on file for the full original replacement value of \$2,500.

Rental Period: _____
Pick Up _____
Return _____
Rental Rate \$ _____
Credit Card _____
Expiration _____
CCID _____

Authorized Signature: _____ Date: _____

