

**EXHIBITOR REQUEST FORM**  
**Wyndham Grand Pittsburgh Downtown**



Remit to: Tanya McKee  
 tmckee@wyndham.com

600 Commonwealth Place, Pittsburgh PA 15222

Finance Fax #: 412-594-5130 Hotel Phone Number: 412-560-1754

Your Organization		Conference Name:				
Address		Event Dates				
City/State		Booth Number				
On Site Contact		Delivery/Install	Date		Time	
Phone Number		Pick Up/Teardown	Date		Time	
E-Mail		Order Total	\$	-		

**METHOD OF PAYMENT**

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express	<input type="checkbox"/> Company Check	Check #	
Name on Card						
Credit Card Number				Expiration Date		
Signature						
Receipt	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>Cards will be charged week of event and receipt sent at that time.</i>			

ELECTRICAL		
Extension Cords and Power Strips are not included with electrical drops. Pricing for electric is per event.		
Quantity		
	0-500 Watts (5 AMPS) Basic: Lapto	\$50
	500-1000 Watts (10 AMPS) 2+ item	\$60
	1001-1500 Watts (15 AMPS)	\$80
	1501 - 200 Watts (20 AMPS)	\$100
200 Volts Single Phase		
	20 AMPS	\$105
	30 AMPS	\$125
	60 AMPS	\$300
	100 AMPS	\$500
200 Volts Three Phase		
	20 AMPS	\$120
	30 AMPS	\$140
	60 AMPS	\$220
	100 AMPS	\$300
	Power Strip	\$24
	Extension Cord	\$17

INTERNET	
Hard Wired Connection, per day	\$150 Each
Location(s)	
Quantity	
WIFI Internet, per day	\$15 Per Device
Quantity	

DID PHONE LINE	
Phone Line	\$225 Each
Location(s)	
Quantity	
Phone Line	\$225 Each
Location(s)	
Quantity	

BANNER	
Banner	\$125 Each
Location(s)	
Quantity	

**SHIPPING**

		Per Box	Portage	Quantity	Delivery Location	Deliver Date	Deliver Time	Return Date	Return Time
Boxes	Up to 20lb	\$ 5.00	\$ 2.50						
Boxes	Over 20lbs	\$ 8.00	\$ 2.50						
Pallet	Each	\$ 40.00	\$ 40.00						
Gift Bags	Each		\$ 3.00						
Display Case	Each	\$ 8.00	\$ 8.00						

**FORK LIFT - Must be scheduled minimum of 7 days in advance.**

Load In Date		Load In Time		Load out Date		Load Out Time		Fork Lift	\$150
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**DOCK SUPERVISOR**

Load In Date		Load In Time		Load out Date		Load Out Time	
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Load requires a Loading Dock Supervisor. \$60 per hour straight time & \$90 per hour overtime. 4 hour minimum. Arrange with hotel representative.

*Orders are to be received by hotel 10 business days prior to set up date.*

*Orders received within 72 hours will be subject to 25% price increase. Lift and Dock Supervisors are minimum 7 days in advance.*

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ELECTRICAL TERMS AND CONDITIONS	SIGNAGE TERMS AND CONDITIONS
<p>Electrical Orders are Due 10 Business Days prior to scheduled set up day.            Payment in full must be rendered prior to delivery of service.            Credit will not be issued for Electrical Service installed but not used.</p> <p>Overhead Electrical Service will incur additional fees.</p>	<p>Signage, Reader boards, Decals, and Banners. All signage must be approved by the Wyndham Grand. Signage, Dimensions, location specifications, weight, and delivery is required 4 weeks in advance. Approval is required for any/all signage hung in function space, foyer space, and outside the Wyndham Grand. Signage is not permitted in public space or hung from the electronic room displays. Signage approval includes directional signage and any verbiage for the readerboard system. All signage must be coordinated and hung by the Wyndham Grand.</p>
<p>Rates for connections include the delivery and service to the booth/space. Rates do not include connecting equipment and/or special wiring.            Permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.</p> <p>Only Wyndham Electrician is permitted to make electrical connections.            All exhibitor's extension cords and power strips must be securely taped down. Should the hotel have to secure extension cords a labor fee will be assessed.</p>	<p align="center"><b>CERTIFICATE OF INSURANCE</b></p> <p>COI due to Wyndham 10 days prior to arrival date.            The Wyndham Grand Must be listed on the COI. COI required for AV, Decorator, Bands, DJ, etc.</p> <p><b>Entities Listed below are added as Additional Insured</b>            Pittsburgh Grand Hotel, LLC d/b/a Wyndham Grand            Pittsburgh 600 Commonwealth Place Pittsburgh, PA            Wyndham Hotels &amp; Resorts, LLC            Wyndham Hotel Management, Inc.            Wyndham Worldwide Corporation            Wyndham Hotel Group, LLC</p>
SHIPPING AND RECEIVING	
<p>Shipments will be accepted within 72 hours (3 days) of the event start date.</p>	
<p>Completed form and payment in full due 10 days prior to arrival date. Packages will <b>NOT</b> be delivered unless completed form and Method of Payment has been submitted.</p>	
<p>Exhibitors/clients are responsible for boxes, packaging tape, boxing their packages and shipping labels.</p>	
<p>Call Bellmen *5432 when you are ready to have your packages delivered/picked up. Inform the bellmen how many packages, name on packages, and delivery location.</p>	
<p>Package labels to have the Convention Name, Onsite Contact Name, Company Name and Booth Number.</p>	
<p>Packages will be delivered to Exhibit Booths during scheduled Exhibitor set up times.</p>	
<p>Contact your Convention Services Manager should delivery require a fork lift operator.</p>	
<p><u>U.P.S</u> - Download your airbill form the U.P.S. website. If you have a pre-printed label affix to the packages. The hotel can process shipment through the hotel U.P.S. account and charge to a master account (if you are approved for signing privileges) or us the credit card you provided when completing this form 10 days prior to arrival.</p>	
<p><u>Federal Express</u> - If you have an account with FedEx the Wyndham can provide air bills tat you will complete and affix to packages. If you already have a pre-paid air bill, affix to the packages and the hotel will schedule a pick up. If you wish to ship through FedEx ground, this will need to be completed online or already have a pre-printed air bill. Wyndham will schedule pick up for this service.</p>	
<p><u>Outside Carrier</u> - Delivery and pick up to be arranged by each individual company.</p>	
LOADING DOCK/FREIGHT ELEVATOR/FORK LIFT	
<p>The Wyndham Grand Pittsburgh Downtown offers a single three-bay dock located off Fort Duquesne Boulevard in an underground service area. Please consult with your hotel representative to arrange a detailed move-in/move-out schedule; in order to avoid conflicts with other deliveries. Clearance to the loading dock is 10'. Clearance into the service corridors is 7'4". Please share this form and the information provided above with your delivery company to avoid any possible confusion. Coordinate all deliveries with your hotel representative.</p>	
<p>To experience a convenient move in/out, deliveries should be made by vehicles under 10' in height. If delivery made by a larger vehicle, unloading from Fort Duquesne Boulevard will be necessary. The loading dock is 150' from the street with a down hill grade. If unload time averages (1) hour, allow (2) hours for unload at this location. Trucks are not permitted to unload from Ft. Duquesne Blvd Monday - Friday 7am-9am &amp; 4:30pm -7pm.</p>	
<p>Parking is not permitted on the loading dock, aside from your assigned loading and unloading times. Vehicles left unattended outside of their scheduled time will be towed at the owner's expense. Should you need assistance in locating parking for the delivery vehicle(s), please consult with your hotel representative. Load in/out that exceed 20 minutes require a Dock Supervisor.</p>	
<p><b>Freight Elevator</b> - Door measurements – 7'10"W x 7'10"H. Weight Capacity - 7,000 lbs. Interior – 22'L x 7'10"W x 7'10"H.</p>	
<p>The Mezzanine Level stop, for the freight elevator, opens directly onto the stage located at the north end of the Grand Ballroom.</p>	
<p>Access to the freight elevator is obtained by moving down the service corridor approximately 30'.</p>	
<p><b>Fork Lift</b> - Special arrangements for use of a forklift can be made by your hotel representative at a cost of \$150.00 and must be operated by a Wyndham Grand Pittsburgh licensed staff member. Forklifts cannot be used Monday through Friday between the hours of 7am-9am or 4:30pm-7pm, as these hours conflict with traffic flow in and out of the parking garages located in our loading dock. Lift Operators request required a minimum of 7 bus. days in</p>	

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