

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 with Every Major Carrier Inbound and Outbound
- » Graphic Design
- » Office Equipment Rental
- » Secretarial
- » 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

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Internet	There is an 9% tax on all services
15 minutes per session	\$7.00
Under 6 minutes	\$3.50
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" (<i>white</i>)	\$12.00 per ream
8.5"x11" or 8.5"x14" (<i>color</i>)	\$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 add.
International	\$8.00 for first page, \$3.00 for each add.
Receiving	\$1.00 per page
Scanning	\$3.00 per page or object
Extras	
SPECIALTY SERVICES	Call for details
Spiral Binding	Call for details
Laminating	Call for details
Transparencies	Call for details
Color Transparencies	Call for details
FINISHING	Call for details
Reduction/Enlargement	Call for details
Hand Staple/Unstaple	Call for details
Hand Folding/Hand Insertions	Call for details
Cut & Paste Clip Art	Call for details
Paper Cutting/Punching	Call for details
MISCELLANEOUS SERVICES	Call for details
Word Processing	Call for details
Signs (large)	Call for details
Notary Public	Call for details



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.....	\$250.00
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 Friday - 6:00am - 7:00pm**
- Saturday through Sunday - 7:00am - 6:00pm**

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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Displays/Monitors	Show Rate
24" LCD Flat Panel Display	\$500.00
32" LED Flat Panel Display (widescreen)	750.00
Desktop PC/Laptops	
Windows Laptop (includes current Windows operating system with Microsoft Office)	\$750.00
Add Macbook Laptop (includes current macOS with Keynote)	1250.00
Wireless Keyboard/ Mouse Set	95.00
Miscellaneous Office Equipment	
Shredder (Professional Grade) Additional fees may apply for shredder waste disposal	795.00
Flat Bed Color Scanner	Call for details
Printers	
Black and White Laser Printer (Includes one ream of paper and 1000 B&W Prints)	295.00
Color Laser Printer (Includes one ream of paper and 500 Color Prints)	295.00
Fax Machine	
Low/ Mid Volume Plain Paper Fax	225.00
Copiers	
Color Professional Photocopier (Includes 2000 Color prints)	750.00
Black and White Professional Photocopier (Includes 5000 B&W prints)	450.00

Technical Support

Encore Event Technologies can provide desktop support for all office equipment rentals. Please contact your sales representative to receive a quote for these services.

Encore Event Technologies will provide quality controlled equipment in working order. It is the renters responsibility to inform Encore Event Technologies immediately with concerns regarding office equipment rentals. Encore Event Technologies reserves the right to troubleshoot or replace equipment within 4 hours of notification of problems before providing reduction in rental fees. Failure to notify Encore Event Technologies of problems will not result in a credit of rental fees.

Overage fees:

Black and White Copies/Prints	.15 each
Color Copies/Prints	.35 each

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.
- » 9% rental tax applies to all Equipment Rentals.
- » 24% Service Charge applies to all orders
- » Cancellations within 72 hours of the rental period will be billed at the full contracted amount.
- » All prices are per day per show, unless otherwise noted.

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:

Kim Smith-Waldrup, Business Services Manager,
kim.smith-waldrup@encore-us.com
Hyatt Regency Chicago, fax 312-239-4414.

I authorize the Hyatt Regency Chicago to charge my credit card for Shipping & Receiving
(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.

