

**Suite Request Form**

All changes to original request must be made in writing.  
You will receive confirmation of your requests within 72 hours of receipt of this form.

Event Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Suite Guidelines:**

- Rooms will be set by 12:00pm on Monday, September 26, 2011. Suites are available on Sunday for an additional fee.
- Companies will be responsible for any long distance or Internet charges acquired in Suites.
- Keys for Suites will be distributed by the Front Desk at the Hyatt Regency Chicago. The Front Desk Manager will be available to assist with any problems during suite check-in.
- Once set, Business Conference Suites will be refreshed daily between 6:00pm – 9:00pm. If you do not wish for Hotel Staff to enter the room, please place the “Do Not Disturb” sign in your key slot and leave any trash outside the door for disposal.
- You may not tack, staple, tape, etc any banners or materials to the walls of the suites.
- All banners or materials must be free standing.
- No Furniture may be removed from guest rooms.
- Additional charges will be incurred for all onsite requests.

☐ Yes we would like the suite on Sunday, September 25, 2011 for \$400.00 plus tax.

**Credit Card Information**

I hereby authorize all charges for the above suite to be applied to the credit card number below.

Credit Card Type \_\_\_\_\_ AMEX \_\_\_\_\_ MC \_\_\_\_\_ VISA \_\_\_\_\_ Other

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Suite Request Form

### Room Set-Up

Standard set is Conference style for 10

Other: \_\_\_\_\_

\_\_\_\_\_ (6'x30") Skirted Table

\_\_\_\_\_ (3') Skirted Cocktail  
Table

\_\_\_\_\_ Tripod Easels for Display

Expected Attendance: \_\_\_\_\_

Expected amount of materials to be shipped to the hotel: \_\_\_\_\_

Amount of product that will need to be refrigerated or frozen

(size): \_\_\_\_\_

Please provide tracking numbers for all shipments to Stana Manojlovic to ensure timely delivery of materials.

- On the morning of Tuesday, September 27th, please place all trash in the hallway prior to 11:00am for removal.

### Telecom Needs (check selections)

- Existing Guest Rooms have Internet capability @ \$13.63 per room/day
- Existing Phones in Guest Rooms will have House Phone capabilities. To access usage for Local/800/Long Distance Calls, credit card must be submitted
- Additional Requests:

\_\_\_\_\_ Additional DID Phone & Line(s): \$100.00 installation each, plus \$75.00 per day plus usage

\_\_\_\_\_ Additional Polycom Speaker Phone & Line(s): \$250.00 installation each, plus \$100.00 per day plus usage

\_\_\_\_\_ Wired Internet Line: \$250.00++ / Day – Additional lines after first are \$100.00++/Day

\_\_\_\_\_ 42" Plasma Screen with stand \$350.00++/Day

### Electrical Requirements (check selections)

\_\_\_\_\_ Power Strips @ \$40.00++each

**Suite Request Form****Tuesday, September 27, 2011**Lunch Selections (check selections)

Delivery Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

\_\_\_\_\_ Grilled Chicken Breast on Ciabatta, Sliced Tomato, Crisp Lettuce and Herb Spread. Served with Cucumber salad, served with Potato Chips @\$14.50++ per person

\_\_\_\_\_ English Style Club with Smoked Turkey, Smoked Bacon, Fried Egg and Dijon spread. Served with Potato Chips @\$15++ per person

\_\_\_\_\_ Caesar Salad with Roasted Chicken Breast @\$16++ per person

\_\_\_\_\_ Tuna Salad Sandwich with Bibb lettuce and Tomatoes on a Ciabatta Roll. Served with Potato Chips @ \$13.75++ per person

\*Additional Beverages available – see break item menu below

Afternoon Break Selections (check selections)

Delivery Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

\_\_\_\_\_ Whole Fresh Fruit @ \$24.00++ per dozen

\_\_\_\_\_ Freshly Baked Brownies & Blondies @ \$54.00++per dozen

\_\_\_\_\_ Assorted Jumbo Cookies @ \$54.00++per dozen

\_\_\_\_\_ Assorted Petit Fours, Tartlets and Mini Pastries @ \$54.00++per dozen

\_\_\_\_\_ Soft Pretzels @ \$54.00++ per dozen

\_\_\_\_\_ International Cheese Presentation @ \$12.00++per person (10 person minimum)

\_\_\_\_\_ Energy Drinks (Red Bull) @ \$6.00++each

\_\_\_\_\_ Bottled Fruit Smoothies @ \$5.00++each

\_\_\_\_\_ Assorted Sodas \$4.25++ each

\_\_\_\_\_ Bottled Water – Still or Sparkling \$4.75++each

\_\_\_\_\_ Fresh Brewed Coffees \$99.00++per gallon

\_\_\_\_\_ Assorted Herbal Hot Teas \$99.00++per gallon

\_\_\_\_\_ Fruit Punch \$99.00++per gallon

## Suite Request Form

**Wednesday, September 28, 2011**

### Breakfast Selections (check selections)

Delivery Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

\_\_\_\_\_ Signature Continental Breakfast Buffet @ \$31.00++per person  
Chilled Fruit Juices, Pastries, Muffins and Breakfast Breads, Sliced Seasonal Fruit, Appropriate Condiments, Coffee, Decaffeinated and Tea.

\_\_\_\_\_ Rise & Shine Breakfast Buffet @ \$39++per person / Minimum 10 People  
Chilled Fruit Juices, Sliced Fresh Fruit, Scrambled Eggs, Bacon or Sausage, Breakfast Potatoes, Breakfast Bakeries, Appropriate Condiments, Coffee, Decaffeinated and Tea.

Breakfast Enhancements (ordered in conjunction with Buffets above):

Additional: \$6.00 \_\_\_\_\_ Oatmeal & Granola \$6.00 \_\_\_\_\_ Regency Breakfast Strata \$6.00 \_\_\_\_\_ Breakfast Steak Burrito

### Lunch Selections (check selections)

Delivery Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

\_\_\_\_\_ Angus Burger on Freshly Baked Bun served with Potato Chips @\$15.50++ per person

\_\_\_\_\_ Cobb Salad – Grilled Chicken, Smoked Bacon, Egg, Avocado, Blue Cheese, and Tomatoes tossed with Lemon Dijon Dressing @\$16++ per person

\_\_\_\_\_ Reuben- Corned Beef, Sauerkraut, Swiss cheese and Thousand Island dressing served with Potato Chips @\$14.50++ per person

\_\_\_\_\_ Vegetable Wrap with Grilled Vegetables, Mushrooms, Feta Cheese and Pesto Yogurt Sauce served with Potato Chips @\$11.75++ per person

\*Additional Beverages available – see break item menu below

### Morning & Afternoon Break Selections (check selections)

Delivery Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

\_\_\_\_\_ Whole Fresh Fruit @ \$24.00++per dozen

\_\_\_\_\_ Freshly Baked Brownies & Blondies @ \$54.00++per dozen

\_\_\_\_\_ Assorted Jumbo Cookies @ \$54.00++per dozen

\_\_\_\_\_ Assorted Petit Fours, Tartlets and Mini Pastries @ \$54.00++per dozen

\_\_\_\_\_ Assorted Fresh Vegetable Crudité Tray @ \$7.00++per person (10 person minimum)

\_\_\_\_\_ Assorted Domestic and Cheese Display @ \$12.00++per person (10 person minimum)

\_\_\_\_\_ Energy Drinks (Red Bull) @ \$6.00++each

\_\_\_\_\_ Bottled Fruit Smoothies @ \$5.00++each

\_\_\_\_\_ Assorted Sodas \$4.25++ each

\_\_\_\_\_ Bottled Water – Still or Sparkling \$4.75++each

\_\_\_\_\_ Fresh Brewed Coffees \$99.00++per gallon

\_\_\_\_\_ Assorted Herbal Hot Teas \$99.00++per gallon

\_\_\_\_\_ Lemonade or Fruit Punch \$99.00++per gallon

## Suite Request Form

**Thursday, September 29, 2011**

Breakfast Selections (check selections)

Delivery Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

\_\_\_\_\_ Signature Continental Breakfast Buffet @ \$31.00++per person  
Chilled Fruit Juices, Pastries, Muffins and Breakfast Breads, Sliced Seasonal Fruit, Appropriate Condiments, Coffee, Decaffeinated and Tea

\_\_\_\_\_ Rise & Shine Breakfast Buffet @ \$39++per person / Minimum 10 People  
Chilled Fruit Juices, Sliced Fresh Fruit, Scrambled Eggs, Bacon or Sausage, Breakfast Potatoes, Breakfast Bakeries, Appropriate Condiments, Coffee, Decaffeinated and Tea.

Breakfast Enhancements (ordered in conjunction with Buffets above):

Additional: \$6.00 \_\_\_\_\_ Oatmeal & Granola \$6.00 \_\_\_\_\_ Regency Breakfast Strata \$6.00 \_\_\_\_\_ Breakfast Steak Burrito

Lunch Selections (check selections)

Delivery Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

\_\_\_\_\_ Grilled Chicken Breast on Ciabatta, Sliced Tomato, Crisp Lettuce and Herb Spread. Served with Cucumber salad, served with Potato Chips @\$14.50++ per person

\_\_\_\_\_ English Style Club with Smoked Turkey, Smoked Bacon, Fried Egg and Dijon spread. Served with Potato Chips @\$15++ per person

\_\_\_\_\_ Cobb Salad – Grilled Chicken, Smoked Bacon, Egg, Avocado, Blue Cheese, and Tomatoes tossed with Lemon Dijon Dressing @\$16++ per person

\_\_\_\_\_ Tuna Salad Sandwich with Bibb lettuce and Tomatoes on a Ciabatta Roll. Served with Potato Chips @ \$13.75++ per person

\*Additional Beverages available – see break item menu below

Morning & Afternoon Break Selections (check selections)

Delivery Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

\_\_\_\_\_ Whole Fresh Fruit @ \$24.00 per dozen

\_\_\_\_\_ Freshly Baked Brownies & Blondies @ \$54.00++per dozen

\_\_\_\_\_ Assorted Jumbo Cookies @ \$54.00++per dozen

\_\_\_\_\_ Assorted Petit Fours, Tartlets and Mini Pastries @ \$54.00++per dozen

\_\_\_\_\_ Assorted Fresh Vegetable Crudité Tray @ \$7.00++per person (10 person minimum)

\_\_\_\_\_ Assorted Domestic and Cheese Display @ \$12.00++per person (10 person minimum)

\_\_\_\_\_ Energy Drinks (Red Bull) @ \$6.00++each

\_\_\_\_\_ Bottled Fruit Smoothies @ \$5.00++each

\_\_\_\_\_ Assorted Sodas \$4.25++ each

\_\_\_\_\_ Bottled Water – Still or Sparkling \$4.75++each

\_\_\_\_\_ Fresh Brewed Coffees \$99.00++per gallon

\_\_\_\_\_ Assorted Herbal Hot Teas \$99.00++per gallon

\_\_\_\_\_ Lemonade or Fruit Punch \$99.00++per gallon

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**Suite Request Form**

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**FOOD AND BEVERAGE GENERAL INFORMATION:**

- Please use the Credit Card Authorization Form to pay for any food and beverage requests. This form must be on file before any food or beverage is delivered to a suite.
- Food and Beverage service will be provided at the requested time. All dirty dishes will be removed after each meal period.
- Please leave your trash can outside the door prior to 5:00 pm for trash removal.
- Food and Beverage prices do not include 22% Service Charge or State and Local Taxes.
- While in the hotel, please direct all calls to In-Room Dining for any additional requests.

**Please return food and beverage orders to:**

**Stana Manojlovic**  
Event Manager  
Hyatt Regency Chicago  
151 East Wacker Drive  
Chicago, IL 60601  
Phone: (312) 239-4563  
**Fax: (312) 239-4541**  
**Email: [stana.manojlovic@hyatt.com](mailto:stana.manojlovic@hyatt.com)**

**AV Requirements**

All Audio / Visual needs are handled by the In-house AV company, AVT. Please contact BJ Strote for your audio visual needs.

**AVT CONTACT:**

BJ Strote  
AVT Sales Manager  
Direct: 312-239-4669  
Main: 312-565-1234 x6757  
Fax: 312-239-4664



**Suite Request Form****SHIPPING INFORMATION**

**Commerce Concierge Business Services** is the Hyatt Regency Chicago's in-house business center and shipping and receiving vendor. Please note that all of your materials shipped into the hotel are stored or handled by the business center.

Main Number: 312-239-4410

Fax: 312-239-4414

Manager: Kim Smith-Waldrip

E-mail: [hrcbc@avt.com](mailto:hrcbc@avt.com)

**Business Center and Package Room Hours are:**

Sunday 7:00am - 6:00pm

Monday – Friday 6:00am - 7:00pm

Saturday 7:00am - 6:00pm

(Hours are subject to change)

All materials to be utilized in meeting rooms and or offices are to be shipped as follows:

**YOUR NAME (or person claiming packages)**

**FMI Private Brands Business Conference (September 26-29, 2011)**

**HYATT REGENCY CHICAGO**

**151 EAST WACKER DRIVE**

**CHICAGO, IL 60601**

**To ensure all your materials will be delivered to the suite in a timely fashion, clearly indicated your suite number and name on all packages.**

The hotel package room is available for delivery and shipping of packages, standard rates apply:

**Inbound Packages (Handling fees)**

Letter Packs \$5.00 / Box

Packages < Than 5 lbs \$7.00/box

Packages 6 lbs - 20 lbs \$13.00/box

Packages 21 lbs. - 50 lbs \$24.00/box

Packages 51 lbs. - and above \$60.00/box

Skids \$240.00/skid

**Outbound Packages (Handling fee + Shipping cost)**

Packages < Than 5lbs \$7.00

Packages 6 lbs - 20 lbs \$13.00/box

Packages 21 lbs. - 50 lbs \$24.00/box

Packages 51 lbs. - and above \$60.00/box

International \$12.00

**Miscellaneous Notes**

**FedEx is the preferred shipper for the Hyatt Regency Chicago**

- ❖ **The Hyatt Regency Chicago and the Business Center will not be liable for damages or losses incurred during shipping.**
- ❖ **Hours of Operation are subject to change on any given day according to the business needs.**