

## EXHIBITOR AV INFORMATION SHEET

**Please complete this once you have a confirmed quote from ENCORE.**

**Please have all orders in by April 9<sup>th</sup>, 2 weeks prior to the event**

### CREDIT CARD AUTHORIZATION

Exhibitor must secure its order with a credit card for payment. Since Exhibitor must provide Hotel with a credit card number, Hotel has employed a third party website (Sertifi) to upload the form in an extremely secure manner. **Please do not fax or email credit card information directly to the hotel.**

**Do you have an AV Quote from ENCORE GLOBAL? YES NO**

<b>Hotel Event Manager:</b>	Jenn Kwong – Hyatt Centric Fishermans Wharf
<b>Exhibitor Name:</b>	
<b>Organization Name:</b>	
<b>Event Name Date(s) of Event:</b>	CDAO Spring – April 23 <sup>rd</sup> & 24 <sup>th</sup> , 2024
<b>Onsite Contact:</b>	
<b>Onsite Day-Of Phone #:</b>	
<b>Onsite Email Address: (For Credit Card Payment Link from Sertifi &amp; receipt purposes)</b>	

**Email Jenn Kwong – [jenn.kwong@hyatt.com](mailto:jenn.kwong@hyatt.com) or Fax to: Sales/Catering Department 415-486-4424 with the completed form.**