



May 21 – 22, 2019 - Houston Marriott Westchase, Houston, TX

Table Top Sponsor Information

Thank you for supporting the 2019 PNEC event, May 21 – 22, 2019 at The Houston Marriott Westchase in Houston, Texas. As a Table Top sponsor, following is the basic information about setting up for your participation at the event:

Set Up Hours:

Monday, May 20th - 12PM – 5PM

Display Hours:

Tuesday, May 21st - 7:30AM – 6:30PM

Wednesday, May 22nd - 7:30AM – 6:00PM

Table Top Display Includes:

One (1) 6' skirted table 30" deep, two (2) chairs, one (1) waste bin and access to basic wall power.

*If you require electric outside a standard plug-in, IT or AV, please see the attached forms provided by the hotel. Please note this will be at your own expense.

- Any banners or displays used to enhance your table top display must be set behind or on top of the skirted tables provided and must not be larger than the width of the (six) 6 foot skirted table and no taller than (eight) 8 foot high (see examples below).
- Table does not have to be manned all the time during the event. The table is located in a very high traffic area for the Table Top Displayer to lay out company literature as well as place basic signage on or adjacent to your assigned table.
- Event organizers are not responsible for security of any items placed on the table or in the display area.
- You will be provided a small table tent sign for each table with the name of your organization. Once the table top is set up, you can remove this sign if it is not needed.

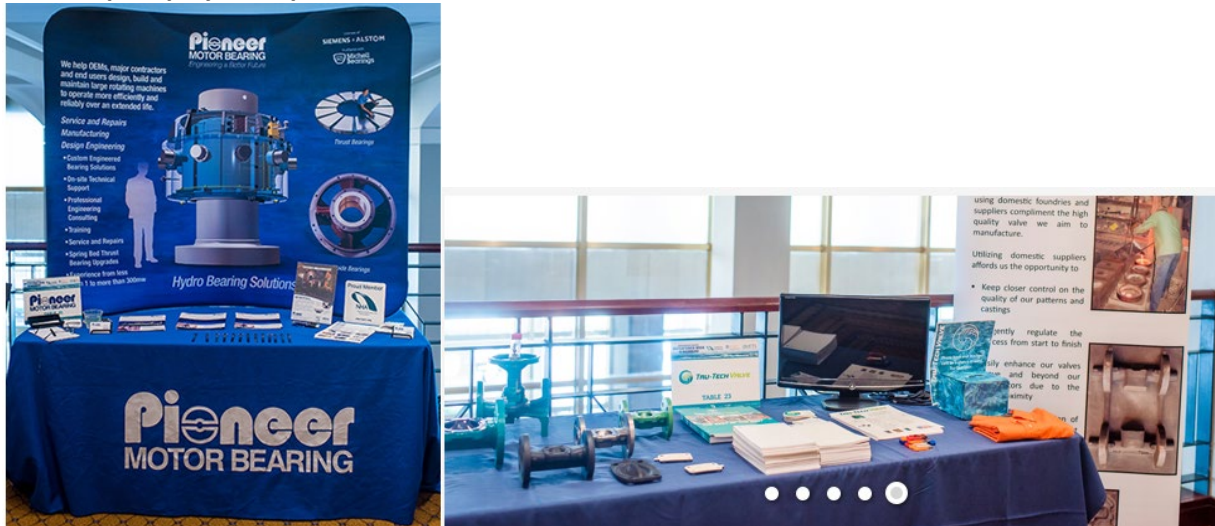
Link to Floorplan Layout:

<https://www.pneconferences.com/exhibition/exhibitor-center.html>



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Table Top Display Examples:



Conference Registration

Contact:

Toll Free (U.S. Only): 985.801.0678

Direct Dial: +1.985.809.0300

Onlinereg@american-tradeshow.com

<https://www.pnecconferences.com/register.html>

Shipping of Display Materials

Shipments may arrive as early as Monday, May 13th. Please see the attached Package Handling Charges from the Houston Marriott Westchase for detailed information and pricing.

All incoming packages/items are subject to a receiving/handling/storage charge. This includes receiving items from a carrier, up to a maximum of one week of storage of items prior to the event and delivery of items to the proper location within the hotel. Shipments should not arrive more than a week prior to the set-up date. All materials must be addressed as follows:

Houston Marriott Westchase
Attn: (your company or name)
c/o PennWell
2900 Briarpark Drive
Houston, Texas 77042

Multiple packages, within a single shipment, should be sequentially numbered, (i.e. 1 of 2, 2 of 2).



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Please contact the Houston Marriott Westchase at 713-978-7400 with questions or to set up payment for the receiving/handling/storage charge.

IMPORTANT: Please email your complete tracking information to Ann-Marie Dowling, adowling@pennwell.com once you receive it. This will ensure we know you have shipped your materials as well as provide us documentation to locate them if there are any issues.

Thank you again for your continued support of the 2019 PNEC event - see you in May!

FOR ACCOUNTING ONLY:

FOLIO _____

REF # _____

POST amount date pmnt type initial



2900 Briarpark Dr. □ Houston, Texas 77042
 Ph. 713-978-7400 □ Fax 713-735-2734

PLEASE PRINT OR TYPE

EVENT: _____

EVENT DATES: _____

C/S CATERING CONTACT: _____

EXHIBIT ROOM: _____

BOOTH NUMBER(S): _____

COMPANY/CLIENT: _____

STREET _____

CITY: _____

STATE/ZIP: _____

PHONE: _____

FAX: _____

AUTHORIZED SIG: _____

PRINT AUTHORIZED SIG: _____

METHOD OF PAYMENT: (ALL PREPAID SERVICES WILL BE FIRST PRIORITY)

CREDIT CARD:	# _____	EXP _____	SIGNATURE _____
			NAME (please print) _____
MASTER ACCT:	ACCT NAME _____		ACCT # _____
CHECK:	CHECK # _____	AMOUNT _____	DATE _____
CASH:	AMNT _____	DATE _____	REC. BY _____

please make checks payable to: HOUSTON MARRIOTT WESTCHASE

POWER OUTLETS

_____	20 amp 1 ph/115v circ. @	\$55.00 \$	_____
_____	30 amp 1 ph/115v circ. @	\$70.00 \$	_____
_____	40 amp 1 ph/208v circ. @	\$160.00 \$	_____
_____	40 amp 3 ph/208v circ. @	\$240.00 \$	_____
_____	50 amp 1 ph/208v circ. @	\$190.00 \$	_____
_____	50 amp 3 ph/208v circ. @	\$285.00 \$	_____
_____	60 amp 1 ph/208v circ. @	\$240.00 \$	_____
_____	60 amp 3 ph/208v circ. @	\$360.00 \$	_____
_____	100 amp 1 ph/208v circ. @	\$380.00 \$	_____
_____	100 amp 3 ph/208v circ. @	\$540.00 \$	_____
_____	200 amp 1 ph/208v circ. @	\$420.00 \$	_____
_____	200 amp 3 ph/208v circ. @	\$540.00 \$	_____

ACCESSORIES & SERVICES

_____	Extension Cord @	\$20.00 \$	_____
_____	Power Strip @	\$35.00 \$	_____
_____	Power Box @	\$85.00 \$	_____
_____	Additional Outlets @	\$55.00ea \$	_____
_____	Hang Banner @	\$35.00ea \$	_____
_____	Labor Charge@	Varies \$	_____

AMOUNT TOTALS

SUBTOTAL	\$ _____
INCLUDE 8.25 % SALES TAX	\$ _____
TOTAL DUE	\$ _____

For assistance, contact Cathy Oltremari at 713-978-7400 ext. 2021 or coltremari@marriottwestchase.com
 Return for by fax 713-735-2734 or coltremari@marriottwestchase.com



2900 Briarpark

Houston, Texas 77042

Tel: (713) 978-7400

Fax: (713) 735-2727

TELEPHONE ORDER FORM

EVENT: _____

COMPANY: _____

BOOTH/ROOM: _____

Set Up Date : _____ Set Up Time: _____

End Date: _____ End Time: _____

COMPANY INFORMATION

.....
 Company Name (PRINT)

ON-SITE CONTACT NAME

ADDRESS

CITY, STATE AND ZIP

DESCRIPTION	QTY	RATE	#DAYS	TOTAL
WIRELESS INTERNET	_____	@ \$12.95	_____	= _____
DIRECT INWARD DIAL LINES _____ @ \$75.00 _____ = _____				
COMMONLY USED FOR FAX MACHINES AND DIRECT INCOMING CALLS LINE CAN BE ACCESSED DIRECTLY FROM THE OUTSIDE THROUGH ITS INDEPENDENT NUMBER. YOU MUST DIAL 9 FOR OUTWARD ACCESS ON THIS LINE.				
Wired Internet (1 LINE ONLY) _____ @ \$250.00 _____				
DIGITAL SPEED LINE FAST INTERNET CONNECTIONS ARE PROVIDED BY THIS SERVICE. WE PROVIDE THE ROUTER AND ISP FOR THIS LINE. YOUR COMPUTER WILL NEED EITHER AN ETHERNET CARD OR NETWORK CARD IN ORDER TO USE THIS SERVICE.				
HOUSE PHONE _____ @ \$25.00 _____ = _____				
IN HOUSE PHONE ACCESS ONLY. NO CALLS OUTSIDE THE HOTEL FROM THIS TYPE OF LINE.				
SPEAKER PHONE _____ @ \$175.00 _____ = _____				
HARD WIRE SERVICE FOR ANY OF THE ABOVE SERVICES DIRECT TO GUESTS ROOM. (FOR INSTALLATION ONLY) _____ @ \$200.00 _____ = _____				
OTHER AUDIO VISUAL SERVICES Contact Ulvio Lamar at 713-978-7400 ext. 2782 or ulamar@psav.com				
<u>ALL PRICES LISTED ABOVE ARE PER DAY/ PER LINE. TO THE ABOVE CHARGES, WE BILL FOR LOCAL AND LONG DISTANCE CALLS.</u>				

PAYMENT:
 ___ CREDIT CARD ___ CHECK ___ MASTER
 MASTER ACCT. NUMBER: _____

_____ Cardholders name as shown on card _____

_____ Account number _____ expire date _____

_____ Authorized signature _____

_____ Telephone number _____

TOTAL COST:
 TOTAL ABOVE: _____

SUBTOTAL: _____

8.25 Sales Tax \$ _____

GRAND TOTAL \$ _____



Package Handling Charges

Handling Charges will include:

- Handling
- Tracking
- Storage up to 2 weeks
- *Pallets allowed 1 week storage

Package Storage:

- Will be held in bell closet
- Contact Guest Services/Concierge Desk

Additional Charges:

- If package is not picked up after 2 weeks, an additional charge of \$5.00 per package will apply until claimed every 2 weeks

Packages are not delivered to guestroom unless requested by guest

All packages must be paid in full

Envelopes	\$2.00 any size
Small Box	\$3.00 up to 10 pounds
Medium Box	\$5.00 up to 10 pounds
Large Box	\$7.00 up to 10 pounds
	\$8.50 up to 40 pounds
Extra Large Box	\$10.00 up to 10 pounds
	\$12.50 up to 40 pounds
	\$16.00 up to 100 pounds
*Pallets	\$50.00 per pallet delivered to meeting room 1 week storage on property