

Exhibitor Kit

Your Show Outline

Setup date	Tuesday, August 23, 2022	12:00pm-4:00pm
Exhibit Hours	Wednesday, August 24, 2022	7:30am-6:00pm
Exhibit Hours	Thursday, August 25, 2022	7:30am-12:00pm
Teardown	Thursday, August 25, 2022	12:00pm-4:00pm

Items That Come Standard In Your Exhibitor Table Are:

An exhibitor table in a carpeted hall.

Each exhibitor table comes with:

(1) 6' skirted table, (2) side chairs, (1) wastebasket.

Equipment Rental: Tom Petroski | thomas@wsw.com | 201-683-2100 x803

*For power/electricity please email phillip.else@encoreglobal.com

Shipping Information:

Due to the limited storage space, packages may be delivered to the Hotel three working days prior to the conference. **Please plan to have your packages arrive by Thursday, August 18, 2022.** If you would like your boxes at your exhibit table, please email your tracking number and courier name to: Ken Wolfrath kwolfrath@twst.com.

Delivery Information *Deliver by ##/##/##
Westin Dallas Park Central Hotel C/O Exhibitor Company Name / AI/SCADA Conference 12720 Merit Drive Dallas, TX 75251-1206 Piece: _____ of _____

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Deliveries/Package Handling Fee and Information:

The exhibitor is responsible for the arrangement and all expenses of shipping materials, merchandise, exhibits or any other items to and from the hotel. The Hotel and TWST Events are not responsible for lost, misplaced and damaged packages. Handling charges cannot be collected by the shipper's account number, therefore please pay handling charges with one of the following methods: cash, check or credit card to the Hotel.

*Storing packages beyond three days, there would be a \$25 per item/day storage fee charged by the Hotel.

Hotel's shipping and receiving hours of operations are from 7:30am- 5:00pm Monday through Friday.

Incoming/ Outgoing Packages

Inbound Package Handling Fees - The fees are as follows:

0 to 5 pounds \$ 7.50 each

6 to 20 pounds \$ 15.00 each

21 to 50 pounds \$ 20.00 each

Over 50 \$ 75.00 each, Crates \$ 100.00 each

Pallets \$ 100.00 each

Forms must be received 10 days business days prior to the function setup, or \$25 late fee will be assessed. **See attached excel sheet.**

Contact Us

Sponsorship: Robert Schaudt | RSchaudt@twst.com | (720) 799-1464

Hotel and Sponsorship Logistics: Ken Wolfrath | kwolfrath@twst.com | (212) 952- 7403

Equipment Rental: Tom Petroski | thomas@wsw.com | 201-683-2100 x803

Electricity: Phillip Else | phillip.else@encoreglobal.com