

## Exhibitor Kit

### Your Show Outline

Setup date	<b>Tuesday, August 27, 2019</b>	<b>6:00pm- 8:00pm</b>
Exhibit Hours	<b>Wednesday, August 28, 2019</b>	<b>7:30am-5:00pm</b>
Exhibit Hours	<b>Thursday, August 29, 2019</b>	<b>8:00am-4:00pm</b>
Teardown	<b>Thursday, August 29, 2019</b>	<b>2:00pm-4:00pm</b>

### Items That Come Standard In Your Exhibitor Table Are:

An exhibitor table in a non-carpeted/carpeted hall. Each exhibitor table comes with, (1) 6' skirted table, (2) side chairs, (1) wastebasket.

\*For AV rental items, please contact (847) 698-3747 or email [David.Hansen@encore-us.com](mailto:David.Hansen@encore-us.com).

\*For power/electricity, please contact (847) 698-1397 or email [Vicky.Cass@marriott.com](mailto:Vicky.Cass@marriott.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 22, 2019.** If you would like your boxes at your exhibit table, please email your tracking number and courier name to: Alice Wang, [awang@twst.com](mailto:awang@twst.com)

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Delivery Information *Deliver by 8/22/19
Attention: Alice Wang, TWST Events/ AI and SCADA 2019 Conference C/O: Vicky Cass, Director of Event Planning The Westin O'Hare 6100 N River Rd Rosemont, IL 60018 Exhibitor Name: Piece: _____ of _____

### 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 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 will be a \$25 per item/day storage fee charged by the Hotel

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**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 \$ 7.00 each

6 to 20 pounds \$ 15.00 each

21 to 50 pounds \$ 20.00 each

Over 50 \$ 40.00 each Crates \$ 100.00 each

Pallets \$ 100.00 each

Outbound Package Handling Fees \$ 5.00 each box

### Contact Us

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

Hotel and Sponsorship Logistics: Alice Wang | [Awang@twst.com](mailto:Awang@twst.com) | (212) 952- 3842

Equipment Rentals: David Hansen | [David.Hansen@encore-us.com](mailto:David.Hansen@encore-us.com) | (847) 698-3747

Electricity and Power: Vicky Cass | [Vicky.Cass@marriott.com](mailto:Vicky.Cass@marriott.com) | (847) 698-1397