

## Exhibitor Kit

### Your Show Outline

Setup date	<b>Tuesday, August 25, 2020</b>	<b>12:00pm- 5:00pm</b>
Exhibit Hours	<b>Wednesday, August 26, 2019</b>	<b>7:00am-7:00pm</b>
Exhibit Hours	<b>Thursday, August 27, 2019</b>	<b>7:00am-3:00pm</b>
Teardown	<b>Thursday, August 27, 2019</b>	<b>3:00pm-6:00pm</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 power/electricity, please contact (214) 652-4253 or email [Timothy.Baldy@encore-is.com](mailto:Timothy.Baldy@encore-is.com).

### Shipping Information:

Packages may be delivered to the Hotel within 48 hours of the date of the function. Shipping and receiving hours are Mon-Fri 7am- 6pm. 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)

Delivery Information *Deliver by 8/20/19
Attention: Alice Wang, TWST Events/ AI and SCADA, 5G Antenna 2020 Conference Contact Phone: (212) 952-3842 Arrival: Monday, August 24, 2020 UPS Store Business Center 555 South Lamar Street Dallas, TX 75202 Convention Manager: Frances Benitez Convention Manager Phone/Email: (214) 979-2516/ <a href="mailto:frances.benitez@omnihotels.com">frances.benitez@omnihotels.com</a> Number of Boxes:

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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 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 storage fee charged by the Hotel

**Hotel's shipping and receiving hours of operations are from 7:00am- 6:00pm Monday through Friday.**

#### Incoming/ Outgoing Packages

Inbound and Outbound Package Handling Fees - The fees are as follows:

Letter/Envelope \$ 5.00 each

1 to 10 pounds \$ 7.00 each

11 to 20 pounds \$ 15.00 each

21 to 40 pounds \$ 25.00 each

41 to 60 pounds \$ 45.00 each

61 to 80 pounds \$ 70.00 each

81 to 100 pounds \$ 100.00 each

### 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

Electricity and Power: | [Timothy.Baldy@encore-is.com](mailto:Timothy.Baldy@encore-is.com) | (214) 652-4253