

General Information

1. TABLE PACKAGE:

Your table package includes (1) 6' draped table; your table will be **(6'x30") 6ft wide by 30" in depth**, 1-3 standard chair(s) (# based on delegate package), and a table sign with your company name and location. **Please note: Pop up displays are prohibited. Taping, nailing and/or hanging any signs or banners on the walls is prohibited.**

2. SET UP:

Suppliers will have access to the ballroom to begin setup of your table on Sunday, June 23rd from 3:00pm to 7:00pm and Monday, June 24th from 6:30am to 8:00am. All tables should be ready by 8:00am Monday morning.

3. SHIPPING:

Please ship any materials to the following address. The following information **must** be included on all packages to ensure proper delivery.

HOTEC Design

ATTN: **Your Company Name**/ Full Name

The Phoenician Hotel & Resort

6000 E Camelback Road

Scottsdale, AZ 85251

Please do not send in boxes more than 5 days in advance of the Program

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.50 / lb. (\$150.00 Minimum)	\$0.50 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

4. DISMANTLE:

Dismantle begins Tuesday, June 25th at 2:50pm. To expedite the process for outbound shipments, please bring pre-labeled and completed outbound shipping labels for each of your packages. Boxes, packing tape, and shipping supplies are available through the Business Center. Pick up of outbound packages by all non-standard couriers (other than FedEx or UPS) must be coordinated by the supplier and pick-up should be scheduled for Wednesday, June 26th between 9am and 5pm.

Once you have labeled and taped your boxes, please leave the boxes on your table and the hotel will collect them.

5. ELECTRIC:

All suppliers are responsible for their own electrical, if needed. Please arrange your electrical order and payment directly with The Phoenician Hotel & Resort. Within this service manual you will find the Exhibit Order Form. Please submit the completed order form to Sean Simpson- ssimpson@psav.com.

6. HIGH SPEED INTERNET:

Wi-Fi is complimentary within the meeting space at The Phoenician Hotel & Resort. If you would like to purchase a hard line for your table, please complete the Exhibit Order Form included in this manual.

7. BROCHURES:

It is recommended that marketing collateral is limited to (100-125) pieces per table. Suppliers are encouraged to carry-in their materials on the day of the event. For those suppliers purchasing electricity, consider bringing a laptop to showcase company products/services during your one-to-one appointments.

8. SUPPLIER BADGES:

Please pick up your badges and welcome packet at the HOTE C registration desk on Sunday, June 23rd from 11:00am to 5:00pm.

9. APPOINTMENT SETTING:

The appointment system will open for selections on Tuesday, May 21, 2019 and close Monday, June 10, 2019. Both suppliers and buyers will be able to rank those who they are interested in meeting with. The system will auto-match appointments based on your rankings.

All finalized appointment schedules will be provided on Monday, June 24th after the keynote. Each appointment will be twenty minutes in length followed by five minutes for the buyers to transition to their next appointment.

Appointment System Deadlines **subject to change*

Profiles Open for Updates	Wednesday, April 10, 2019
Profiles Close for Updates	Friday, May 10, 2019
Open for Selections	Tuesday, May 21, 2019
Closed for Selections	Monday, June 10, 2019
Schedule available for preview	Wednesday, June 19, 2019

10. HOTEL RESERVATIONS:

Included in your package are 3 nights' hotel accommodations (June 23rd, June 24th, and June 25th). Should you wish to arrive prior to the event or stay additional nights after the event, you must contact Brianna McDonald at bmcDonald@questex.com. A group rate will be made available for pre or post event stay options based upon the hotel's availability. **If there is availability, we will require a credit card number to hold the reservation.**

The following services are included with your accommodations:

- Complimentary Wi-Fi
- Complimentary exercise classes
- Complimentary use of fitness center
- Golf practice area privileges with clubs and shoes
- Bicycle use at hotel and beach club
- Tennis court usage at golf club with racquets and balls
- Beach umbrellas
- Use of snorkels, masks and fins, body boards
- Use of kayaks and paddleboards at hotel
- Use of fishing poles at hotel, beach club and golf club

11. TRANSPORTATION:

Included in your package is transportation to and from ***Scottsdale Airport and/or Phoenix Sky Harbor International Airport***. Transportation will be provided for arrivals into PHX/SDL on **Sunday, June 23rd** and departures out of SRQ on **Wednesday, June 26th**. Please be sure to update your appointment system profile with your accurate flight details. **IMPORTANT: Those arriving or departing outside of the above listed dates or to/from an alternate airport will be responsible for their own transportation.**

12. SPA & GOLF DISCOUNT:

The Phoenician Hotel & Resort will offer a 20% spa (excluding retail). The golf discount includes: Golf Green Fees at \$99, Club Rentals at \$75, and shoe rentals at \$20 for all event attendees. Please contact the resort directly to make your appointments. We ask that you do not schedule your spa or golf activities during event hours.



13. MOBILE APP:

The HOTE C Design Appointment system can also be accessed via our mobile app! You can update your profile & make your meeting selections on the go with our easy to use app! Download the app using the directions below. Update your profile and make meeting selections the same way you would online.

14. FLORAL ARRANGMENTS:

To purchase floral arrangements for your table, you can work with a couple of preferred vendors located near The Phoenician Hotel & Resort.

- Brady's Floral Gallery- Lorraine Cooper- www.bradyfloralgallery.com-480.945.8776- located in The Phoenician Hotel & Resort.

HOW DO I DOWNLOAD THE HOTE C SPRING MOBILE APP?

- Open the App Store on your mobile device
- Search "QHBS Ranking" & Click Download
- Open the app and locate the HOTE C Design 2019 Event
- Click on the "key icon" to log-in
- Please use the username and password provided to you within appointment system emails