



THE PHOENICIAN IN SCOTTSDALE, AZ

HOTEC Design

06/23/19 - 06/25/19



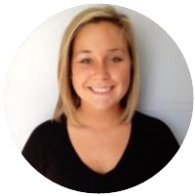
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Contact Us

To make sure your participation in HOTEC goes smoothly, we have prepared this Event Services Manual with information and services available to ensure your success at the event.

Our goal is to provide excellent service. Please do not hesitate to contact any member of our team with questions regarding the event.



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Mary Malloy, *Event Director, HOTEC Design*

Email: mmalloy@questex.com

Phone: 216-402-9467

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 HOTEC 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 HOTEC SPRING MOBILE APP?

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

Event Schedule **schedule is subject to change*

SUNDAY, JUNE 23, 2019

11:00 AM - 5:00 PM	Registration
3:00 PM - 7:00 PM	Supplier Table Set-Up
7:00 PM - 9:00 PM	Welcome Reception

MONDAY, JUNE 24, 2019

6:30 AM - 8:00 AM	Supplier Table Set-Up
8:00 AM - 9:00 AM	Networking Breakfast
9:00 AM - 10:00 AM	HOTEC Design Keynote
10:15 AM - 11:25 AM	Appointments
11:30 AM - 11:50 AM	Morning Break
11:55 AM - 12:40 PM	Appointments
12:45 PM - 1:45 PM	Networking Lunch
1:50 PM - 3:00 PM	Appointments
3:05 PM - 3:25 PM	Afternoon Break
3:30 PM - 4:15 PM	Appointments
4:15 PM - 6:00 PM	Free Time to Enjoy the Resort
6:00 PM - 6:15 PM	Transfers to Nightly Event
6:15 PM - 9:15 PM	Networking Activity & Dinner

TUESDAY, JUNE 25, 2019

8:00 AM - 9:00 AM	Networking Breakfast
9:10 AM - 10:20 AM	Appointments
10:25 AM - 10:45 AM	Morning Break
10:50 AM - 12:00 PM	Appointments
12:05 PM - 1:05 PM	Networking Lunch
1:15 PM - 3:15 PM	Appointments
3:15 PM - 7:00 PM	Free Time to Enjoy the Resort
7:00 PM - 9:00 PM	Closing Reception & Dinner

WEDNESDAY, JUNE 26, 2019

5:00 AM - 12:00 PM	Departures
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Top Tips for Suppliers Attending HOTEC Design

The HOTEC format is a simple and effective way to do business with a select group of top industry buyers. Some of you have attended HOTEC several times and are familiar with the format but many are new to the concept. We hope you find these tips useful.

BEFORE HOTEC -

1. Adhere to the Event Deadlines

This will ensure that you are well prepared for the event and that any special requirements you have are met. If you are unsure about anything, please ask us.

2. Maximize your Sales Opportunities

Be sure your profile within the appointment system is completed accurately. Your company profile will be read by buyers when choosing their meetings and will also be printed in the directory which buyers use as a resource manual throughout the year.

3. Research the Buyers

Get to know the buyers attending HOTEC by reading their profiles within the appointment system. In particular, make sure they are interested in meeting suppliers from your category. Try to look up their websites to be as knowledgeable about the companies you will be meeting at HOTEC as possible. Buyers tell us that it really impresses them when a supplier has done their homework and done their research prior to the meetings.

4. Meetings Preparation

Prepare for each meeting with a list of questions you'd like to ask each buyer. The key is to establish where there is a connection between your products and/ or services and the buyer's needs. In this respect, be prepared to just focus. Don't spend time talking through activities that may be of no interest to the buyer. Be a good questioner and listener rather than a pure salesperson. The discussion may range from broad strategic to detailed specific so be prepared to talk strategically about the development of your company and future activities.

Use PowerPoint sparingly. Sometimes it is unavoidable but remember most of the buyers will sit through a minimum of 20 meetings, so it can become a little tiresome, particularly in the final sessions. Qualify what they are looking for and, if you have a PowerPoint, flip straight through to the salient points that can drive home your proposition.

5. What to Bring to HOTEC

Bring or send enough materials for your meetings. A display book is better than a laptop as it does not need charging. However, if you have something that is very visual and involves movement that can only be demonstrated properly via video, then obviously a laptop is the best option. Make sure you bring an adequate supply of business cards (a common oversight!). If you wish to give the buyers samples, it is best if you send these to their offices after HOTEC, so they do not have excess baggage to take back with them.

6. Find a HOTEC Buddy

If this is your first time to HOTEC and you are unsure about how to get the most out of the event, please let us know and we can introduce you to someone who has been to the event before and can help you along the way. On the other hand, if you have attended previously perhaps you might volunteer to be a HOTEC buddy for a new attendee.

AT HOTEC -

7. One-to-one Meetings and Program Participation

Every part of the program has been designed to give you maximum networking opportunities. So please ensure that you are punctual at all times and participate in the full program. The one-to-one meetings will be managed by a timekeeper who will announce the beginning and end of each meeting so please listen for these announcements. We can also schedule additional meetings for you with buyers who have available appointments at an additional cost. To inquire come by the HOTEC Hospitality Desk once you've received your finalized schedule.

8. Network with the Buyers

During the breakfasts, lunches, and receptions make sure that you sit next to different delegates. Target key people you want to meet, with whom you don't have one-to-one meetings. Buyer and supplier name badges are color-coded so that it is easy for you to tell who is a buyer. Photos of all delegates are included in the directory, so you can easily identify people at the event. We are also onsite at all times to assist with introductions as needed.

9. Networking with Your Peers

By networking with one another, suppliers get to share market knowledge, experiences, and contacts, thus forming key relationships which can prove very worthwhile in the future.



10. Have Fun

We are sure that you will make many new and long-lasting business relationships and friendships with many of the delegates at the event.

AFTER HOTE C -

11. Follow Up

Previous suppliers, who had great success from HOTE C, have indicated that the best way to follow up with the buyers is not to call or e-mail them immediately after the event, but to allow some time for them to catch up on their work. In addition, if the buyers do not respond right away, keep following up. We have specifically asked the buyers to be honest and tell you if they have interest or not. This way you can spend time serving those with the most interest in taking discussions further.

Exhibit Order Form



Electrical & A/V Equipment Order Form 2019
 The Phoenician, 6000 East Camelback Road, Scottsdale, AZ 85251
 ATTN: Sean Simpson, Sales Manager, Phoenician Audio/Visual
 Phone (480) 874-8800 Email: ssimpson@psav.com



SECTION 1				
Show Name: HOTEC Design 2019	Booth #	Delivery Date:	Pick Up Date:	
Company Name:				
Address:		City:	State:	Zip:
Billing Contact:	Telephone #	Email:		
On-site Contact:	Telephone #:			
SECTION 2				
Audio/Visual Description	Advance	Standard	Qty	Total
Dedicated 20A 120V Power Drop (Includes Extention Cord to Booth Only)	\$288.00	\$315.00		
5A 120V Power Drop (Includes Extention Cord to Booth Only)	\$173.00	\$200.00		
6 Way Power Strip	\$42.00	\$52.50		
Blu Ray Player w/ Repeat	\$270.00	\$337.50		
46" LED Monitor w/ Floor Stand	\$1,390.00	\$1,692.50		
70" LED TV w/ Floor Stand	\$2,620.00	\$3,230.00		
24" Computer Monitor (with HDMI or VGA Cable)	\$430.00	\$537.50		
Laptop, Windows 7, Microsoft Office	\$500.00	\$625.00		
Computer Speaker	\$170.00	\$212.50		
Dedicated Wired Internet Line (10 Mbps Up/Down)	\$300.00	\$380.00		
Wireless Internet Connection (1st Connection) (5Mbps Up/Down)	\$160.00	\$260.00		
Wireless Internet Connection (Each Additional)	\$52.00	\$82.00		
All Rates are Show Rates and Include Labor				
This is an abbreviated list. Please contact Sean Simpson at 480-874-8800 should additional equipment or services be desired.		Sub-Total		
		25% Service Charge		
		8.6% Tax		
A PSAV representative will call for payment information		Grand Total		

Advance Rate Applicable for all orders received and processed 2 weeks prior to show date

CONDITIONS & REGULATIONS

- Building utility outlets are not part of the booth space and are not to be used by Exhibitor unless otherwise specified, thereby incurring a minimum charge.
- All equipment must be properly tagged and wired with the complete information as to the type of current, voltage, phase, cycle, horse power, etc., and must comply with all Federal, State and City regulations.
- Claims will not be considered unless filed by Exhibitor prior to the close of exposition.
- Only Phoenician inhouse electricians shall make special or direct wiring connections.
- All material and equipment furnished by The Phoenician for this service order shall remain the property of The Phoenician and shall be removed by The Phoenician at the close of the exposition.
- Exhibitor cords must be of the 3-wire grounded type (no use of open clips, sockets, latex or lamp cord wire).
- An Exhibitor desiring independent electrical lines will be subject to a charge for labor and power.
- The Phoenician will not be responsible for voltage fluctuation or power failure due to temporary or utility conditions.
- Credit will not be given for outlets installed and not used.
- Payment in full is required on all advance and floor orders when order is placed. All amounts are subject to a combined Arizona and City sales tax. All orders must be received two (2) weeks prior to exposition move-in, in order to secure order rates. Floor rates will be charged and must be paid prior to the exposition opening on all orders received without payment. If, by any reason of default on the part of the Exhibitor, it becomes necessary to engage an attorney, Exhibitor agrees to pay all costs, expenses and attorneys fees expended or incurred by The Phoenician in connection herewith.
- There'll be a \$25 service charge for any returned check. The Phoenician will not be responsible for strikes, accidents, fires, an act of God or delays beyond our control.

I have read and understand the condition and regulations of The Phoenician and approve of all charges for equipment and services requested:

Signature _____ Printed Name _____ Dated _____