

Exhibitor Kit

Your Show Outline

Setup date	Wednesday, August 7, 2019	1:00pm- 5:00pm
Exhibit Hours	Thursday, August 8, 2019	7:30am-5:00pm
Exhibit Hours	Friday, August 9, 2019	8:00am-4:00pm
Teardown	Friday, August 9, 2019	4:00pm-6:00pm

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.

*To purchase additional rental items/services including electricity, please email Katie Zezula at kzezula@psav.com. Here is the [PSAV order form](#).

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 Friday, August 2, 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

Delivery Information *Deliver by 8/2/19
Attention: TBD
C/O: Alice Wang, TWST Events/ Thermal 2019 Conference
Hyatt Regency Denver Tech Center
7800 East Tufts Avenue
Denver, CO 80237
Exhibitor Name:
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 shipper's account number, therefore please pay handling charges with one of the following methods: cash, check or credit card to the Hotel.

Hotel's shipping and receiving hours of operations are from 7:00am- 4:00pm Monday through Friday.

Incoming/ Outgoing Packages are handled as follows:

Incoming and Outgoing Envelopes are charged at \$2.50 each.

Incoming and Outgoing Packages/ Boxes are charged at \$5.00 each. (Up to 25 pounds)

Incoming and Outgoing Packages/ Boxes are charged at \$25.00 each. (25 pounds or more)

Pallets and oversized packages are charged at \$200.00 each.

Contact Us

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

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

Exhibitor Rentals: Katie Zezula | kzezula@psav.com | (303) 221-8508