

## Exhibitor Kit

### Your Show Outline

Setup date	<b>Wednesday, August 7, 2019</b>	<b>1:00pm- 5:00pm</b>
Exhibit Hours	<b>Thursday, August 8, 2019</b>	<b>7:30am-5:00pm</b>
Exhibit Hours	<b>Friday, August 9, 2019</b>	<b>8:00am-4:00pm</b>
Teardown	<b>Friday, August 9, 2019</b>	<b>4:00pm-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 AV rental items, please contact Natalie Marschall (303) 221-8508 or email

[nmarschall@psav.com](mailto:nmarschall@psav.com)

\*For power/electricity, please contact Traci Pastoric (303) 714-4619 or email

[traci.pastoric@hyatt.com](mailto:traci.pastoric@hyatt.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 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](mailto:awang@twst.com)

## Exhibitor Kit

Delivery Information *Deliver by 8/2/19
Attention: Alice Wang, TWST Events/ Thermal 2019 Conference C/O: Traci Pastoric, Event Manager Hyatt Regency Denver Tech Center 7800 East Tufts Avenue Denver, CO 80237 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.

**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.

Thermal 2019 | August 7-8, 2019 | Hyatt Regency Denver Tech Center

## Exhibitor Kit

### 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: Natalie Marschall | [nmarschall@psav.com](mailto:nmarschall@psav.com) | (303) 221-8508

Electricity and Power: Traci Pastoric | [traci.pastoric@hyatt.com](mailto:traci.pastoric@hyatt.com) | (303) 714-4619