

CORROSION TECHNOLOGY WEEK 2018

Welcome to Corrosion Technology Week (CTW) being held **September 16-20** at the Royal Sonesta Houston Galleria in Houston, Texas.

This document is meant as an exhibitor planning tool for the event. If you have any additional questions or concerns regarding exhibits, please contact David Briley (david.briley@nace.org).

Additional information can be found on the **CTW 17 Website**:

<http://ctw.nace.org/>



****Please read Table Top Rules and Regulations on page 6****

CONFERENCE LOCATION

Royal Sonesta Houston Galleria
2222 West Loop South
Houston, TX 77027
Phone: 713-627-7600

EXHIBIT HOURS & EVENTS

Sunday, September 16th

Exhibitor Set-Up 2:00pm – 5:00pm

Monday, September 17th

Exhibits Open 9:00am – 7:00pm

Tuesday, September 18th

Exhibits Open 9:00am – 6:00pm

Wednesday, September 19th

Exhibits Open 9:00am – noon

Exhibitor Tear Down noon – 3:00pm

EXHIBITOR INFORMATION

Tabletop Spaces (6') - \$750 USD

Additional booth attendant* may register for the full conference registration fee of \$150 USD.

****Please note: Every booth attendee must register. Company representatives will not be permitted in the exhibits area unless registered****

Exhibit fee includes:

- 6' Table Top Exhibit Space (6 ft. skirted table with chair)
- One booth attendant with full conference registration
- One tent card displaying your company name
- Company name listed on conference Web page
- Recognition in E-mail deployments promoting the event

Please note that there is an additional charge for electrical

Electricity and Audio Visual:

Electrical, internet, and AV is available through an in-house AV company called Royal Productions. Please see the form on page 4. In you need assistance with these orders, please contact Mr. Cedric Patterson at 713.850.2895. Or cedric.rsh@royalproductions.com

Material Handling and Shipping: Shipments will be accepted 5 days prior to the event.

Shipping Address:

Royal Sonesta Houston

C/O: Ms. Sivietta Middelstaedt

Corrosion Technology Week / Booth number: _____

2222 West Loop South

Houston, TX 77027

Guest Name: _____

Guest Arrival Date: _____

Guest Cell Number: _____

Exhibitor company name: _____

Box(es): _____ of _____ (for multiple boxes)

BOX HANDLING FEES ARE AS FOLLOWS:

- \$5.00 per box, under 15 lbs.
- \$10.00 per box, 16-49lbs
- \$75.00 per box, 50+ lbs
- \$150.00 per pallet (in & out)

**Please see page 9 for the in-house FedEx “Package Shipping Instructions,” to answer any questions regarding rules, regulations, and fees in regards to shipping items to the hotel.*

Updated Attendee List Policy:

- **Pre- and post-show attendee lists with contact information will no longer be distributed**
GDPR states that all registered attendees must provide explicit consent to have their information shared with any third parties. This means that we would only be able to send you lists of attendees who have agreed to share their full contact details. Rather than sending you partial lists with incomplete information, NACE is instead providing other opportunities to connect with your target customers. [Click here for more information.](#)

LODGING

Royal Sonesta Houston Galleria
2222 West Loop South
Houston, TX 77027

Reservations: Deadline for hotel registration is **August 24, 2018.**

Room Type	Rate
Single/Double	\$179 per night
Triple/Quad	\$199 per night

The above rates are subject to applicable tax that is currently 17% per room, per night, and is subject to change without notice.

Website: sonesta.com

Book by phone: 800-766-3782

****Please indicate you're with "Corrosion Technology Week NACE International" when making your room reservations to receive the official discount.**



ROYAL SONESTA

HOUSTON

Exhibitor Order Form

The following information must be completed in full to be processed.

Name of Conference: _____	Dates of Conference: _____
Exhibitor/Company Name: _____	Booth #: _____
Contact Name: _____	Contact Phone: _____
Contact Fax: _____	Email: _____
Contact Address: _____	
City: _____	State: _____ Zip Code: _____
On Site Contact (if different from above): _____	
Credit Card: _____	Expiration: _____ CVV: _____
Name On Credit Card: _____ (Please provide a front & back copy of the card)	
Signature: _____	Date: _____
<i>All charges related to requirements below may be billed to the credit card noted above.</i>	
Are you a guest at the hotel during the conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Requirements

Please specify the quantity of each item needed on the line to the left of each item. (Please note the majority of the equipment is charged on a daily basis. Charges are listed next to each item).

Tables

_____ 6' Table, draped (In addition to the 1 table that has been provided for you) @ \$25.00++

Telephone

_____ DID Phone Line @ \$135.00++ for the 1st line; \$25.00++ for each additional line
(In and out calling, dedicated phone number)

_____ Analog Data Line @ \$135.00++ for the 1st line; \$25.00++ for each additional line
(Dialing out ONLY, good for modems or credit card machines)

Shipping

All boxes shipped directly to the hotel will incur handling and storage fees based on the scale listed below. Please indicate the number of boxes being shipped: _____ Please initial: _____

Boxes up to 15lbs @ \$5.00 each ++

Boxes 16-50lbs @ \$10.00 each ++

Boxes 51-300lbs \$75.00 each ++

Pallets @ \$150.00 each ++

All boxes shipped to the hotel must be addressed in the follow format:

Royal Sonesta Houston
 C/O (Meeting Manager's Name – Department)
 Name of Convention/Meeting – Booth #
 Date of Meeting
 2222 West Loop South
 Houston, Texas 77027

Royal Sonesta Houston cannot be held responsible for damages incurred to packages during the shipping process which are caused by an outside carrier. Further, Royal Sonesta Houston does not assume any responsibility in labeling packages for outbound shipping. Any packages being shipped from the hotel must be correctly labeled and paid for by the exhibitor or they will be deemed inappropriate for shipping from the hotel. **Packages must not arrive at the hotel earlier than 48 hours prior to the event and must be shipped out within 48 hours after the event.**

Exhibitor Order Form Continued...

Internet Options – Royal Sonesta Houston offers several flexible internet options in all of our meeting space which allows for greater connectivity of our clients.

_____ High Speed T1 Line @ \$175.00+

(Dedicated high speed internet connection. This is a hardwire line and requires processing from the engineering department for installation. The line will only be available at your designated booth and does not have roaming capabilities throughout the hotel.)

_____ Wireless Internet - *(Wireless internet available on an individual IP basis. This connection will allow for easy access in all of our meeting space as well as the guestrooms. To offer best flexibility, wireless internet is available in three different tiers.)*

_____ Basic (Complimentary)

_____ Enhanced @ \$10.00 per device per day+

_____ Premium @ \$15.00 per device per day+

Audio/Visual – Additional audio visual services will be quoted as needed through Royal Productions at 713.850.2895

_____ Flipchart With Markers @ \$85.00 each per day++

_____ 60" Flat Panel on Stand @ \$450.00 each per day++

_____ 19" Flat Panel LCD @ \$150.00 each per day++

_____ 32" Flat Panel Desktop Monitor @ \$250.00 each per day++

_____ 46" Flat Panel Desktop With Stand @ \$325.00 each per day++

Power – Charges are one-time fees good for the entire duration of your event.

20 Amp Power Package

_____ Power Strip @ \$25.00 each++

_____ 25' 12GA Extension Cord @ \$25.00 each++

_____ 20 amp 1ph /115v Circ. @ \$75.00 each++

\$125.00 = Total

Additional Services

_____ Power Box @ \$20.00 each++

Hanging Of Banners – Prices vary by size.

_____ Small Banner @ \$50.00 each++

_____ Large Banner (Over 18 Square Feet) @ \$75.00 each++

_____ Oversize Banner (Over 36 Square Feet) @ \$150.00 each++

Power Outlets

_____ 30 amp 1ph/115v circ. @ \$500.00 each++

_____ 60 amp 1ph/115v circ. @ \$750.00 each++

_____ 60 amp 3ph/208v circ. @ \$900.00 each++

_____ 100 amp 1ph/208v circ. @ \$1,300.00 each++

_____ 200 amp 1ph/208v circ. @ \$2,050.00 each++

*All Prices are exclusive of 8.25% Tax and 24% Service Charge
All Audio Visual & Power: One Hour Minimum \$70 Labor Charge*

Special Exhibitor Notes

Please fax completed form to 713.369.2036, Attn: Conference Services
For further services, please contact Conference Services at 713.850-2817

All prices are exclusive of 8.25% tax and 24% service charge.

We look forward to welcoming you to the Royal Sonesta Houston.



TABLETOP DISPLAY RULES AND REGULATIONS

RULES AND REGULATIONS

- It is the responsibility of the exhibiting company to comply with NACE International rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- NACE International reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Pop ups are not allowed unless they can fit on the tabletop, and, combined height of table and pop up is less than 8' high
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service

Exhibitors may be asked to remove any display items not in compliance with these guidelines.

Intent: Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

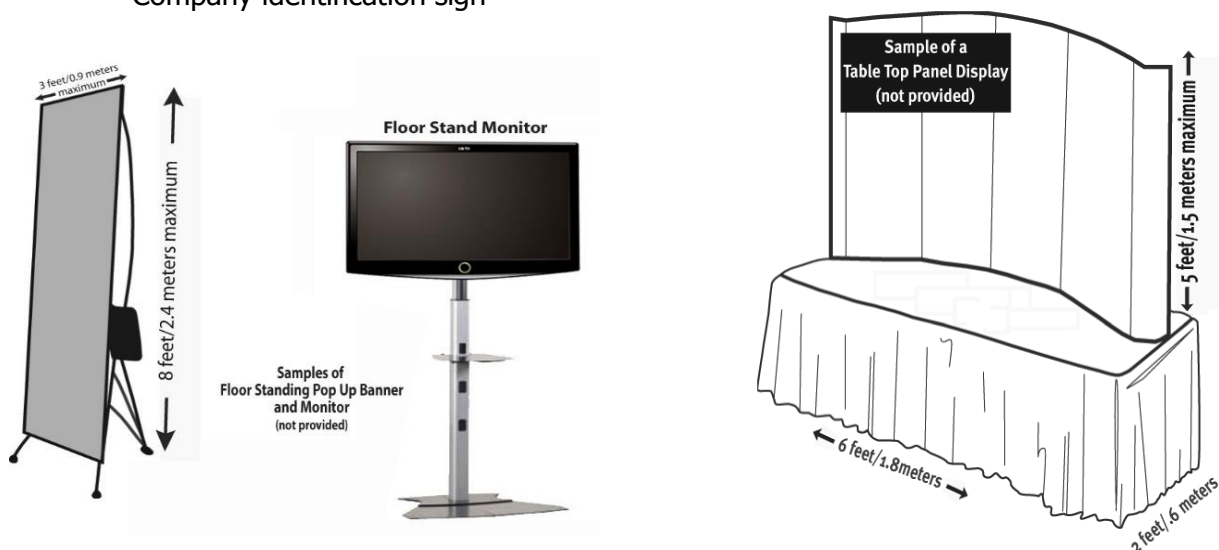
TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space, 6ft x 2ft (1.8m x .6m)

- Display space may not exceed 6 ft (1.8m) width limit
- Display materials are not allowed to be hung on back drape
- Floor standing back walls are not allowed

Included:

- One 6ft x 2ft (1.8m x .6m) skirted display table, 2 chairs
- Company identification sign



Questions? Contact NACE at david.briley@nace.org or Tel: +1 281-228-6481

TABLETOP DISPLAY RULES AND REGULATIONS



Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Table top or floor standing monitor
- Literature stand
- Bag stand

NACE International reserves the right to remove any display that does not conform to tabletop display regulations.