



#### INBOUND SHIPPING:

Exhibitor packages must not arrive at the hotel earlier than 48 hours prior to the event and must be shipped within 48 hours after the event.

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

**Royal Sonesta Houston  
C/O Edward J. Weldon  
Event: Pediatric Trauma Society Annual Meeting Nov 8-10, 2018  
[Company Name | Onsite Personnel Name] – [Booth #]  
2222 West Loop South  
Houston, Texas 77027**

#### OUTBOUND SHIPPING:

Exhibitors are responsible for packing up and labeling their shipments and may leave them in the exhibiting area from where hotel staff will pick up and deliver to the loading dock. Outbound exhibitor shipments will be picked up from the hotel loading dock through whatever arrangements the exhibitors have made for them. The hotel has daily FedEx and UPS pickups.

All exhibitors shipping to and from the hotel must fill out the hotels forms entitled “Exhibitor Order Forms Shipping, Electrical and AV” in the following pages below. These forms include a credit card authorization form for any accrued fees for your company. The Hotel will follow up with exhibitors on payment, receipts, and other things of that matter.

Any exhibitor services questions regarding shipping, electrical and AV rentals may be directed to the Conference Service Coordinator at the Royal Sonesta in Houston:

**RAVEEN JOHNSON**  
**ROYAL SONESTA HOUSTON | CONFERENCE SERVICES COORDINATOR**  
T: 713.850.2817 | F: 713.369.5575 | RJOHNSON4@sonesta.com



# 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): \_\_\_\_\_

Card Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

Name On Credit Card: \_\_\_\_\_ (Please provide a front & back copy of the card)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All charges related to requirements below may be billed to the credit card noted above.*

Are you a guest at the hotel during the conference?     Yes     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++

**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.

**Banner Hanging**

\_\_\_\_\_ Small Banner @ \$50.00 each++

\_\_\_\_\_ Large Banner (Over 18 Sq. ft.) @ \$75.00 Each++

\_\_\_\_\_ Oversize Banner (Over 36 sq. ft.) @ \$159.00 each++

## Royal Productions Exhibitor Services

\*Minimum 1 hour labor fee @ \$70

### Daily Rental Fee Items

#### Audio/Visual

- \_\_\_\_\_ 32" LCD Display with table stand @ \$300++
- \_\_\_\_\_ 60" LCD Display with floor stand @ \$450++
- \_\_\_\_\_ DVD Player @ \$100++
- \_\_\_\_\_ Laptop Computer @ \$175++
- \_\_\_\_\_ Wired Keyboard and Mouse @ \$60++

### Single Rental Fee for Duration Items

#### Internet

- \_\_\_\_\_ High Speed T1 Line @ \$175.00++ per line  
*(Dedicated high speed internet connection. The line will only be available at your designated booth and does not have roaming capabilities throughout the hotel.)*
- \_\_\_\_\_ Wireless Internet  
*(Complimentary, an access code will be provided upon request)*

#### Power

- \_\_\_\_\_ 20a 120v outlet (1 connection) @ \$75++
- \_\_\_\_\_ 20a 120v outlet with a Power Strip (6 connections) @ \$100++

Additional items available through Royal Productions  
Please contact Cedric Patterson at 713-850-2895

#### Additional Requests *(pricing dependent on request)*

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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 24% service charge and 8.25% sales tax.

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