

Below is a summary of the registration package purchase requirements needed upon reserving a hotel suite or converted guest room at the Hilton Hawaiian Village® Waikiki Beach Resort during PTC'25.

PLEASE READ THIS AGREEMENT CAREFULLY

HOTEL SUITE

Upon reserving a hotel suite for hospitality, office, or meeting purposes, you will be required to purchase a Hotel Suite Package Registration. The rates are as follows:

PTC MEMBER: USD 4,000 NON-MEMBER: USD 5,500

Benefits include:

- Four (4) Full Conference registrations
- One (1) online suite listing
- One (1) door signage

A Hotel Suite Package Registration must be purchased for **each** reserved suite and is **in addition** to the rates charged by the Hilton. Suites in the Ali'i tower are also subject to this purchase requirement even though conversions are not available.

Note: All suites in the Tapa Tower are exclusively reserved for PTC members in good standing. Membership renewals must be completed before PTC'25 to reserve and confirm your suite. Not a PTC member yet? [Join PTC today.](#)

CONVERTED STANDARD GUEST ROOM

Upon reserving a standard guest room in the hotel for hospitality, office, or meeting purposes, you will be required to purchase a Hotel Room Package Registration. The rates are as follows:

PTC MEMBER: USD 2,000 NON-MEMBER: USD 2,850

Benefits include:

- Two (2) Full Conference registrations
- One (1) online suite listing
- One (1) door signage

A Hotel Room Package Registration must be purchased for **each** reserved room and is **in addition** to the rates charged by the Hilton.

Note: All converted guest rooms in the Tapa Tower are exclusively reserved for PTC members in good standing. Membership renewals must be completed before PTC'25 to reserve and confirm your converted guest room. Not a PTC member yet? [Join PTC today.](#)

CONVERSION DEADLINES

Please ensure the Hilton Guest Room/Suite Conversion Agreement is submitted by Friday, 15 November 2024, to avoid incurring higher conversion fees.

FURNITURE AND SET-UP REQUIREMENTS

PTC is not responsible for furniture and set-up requirements. Please work directly with the Hilton Events Team for these arrangements.

CANCELLATION/REFUND POLICY

Cancellations for the Hotel Room and Suite Package registrations must be submitted in writing via email to suites@ptc.org. The Suites Team will confirm the cancellation with the Hilton. Confirmed cancellations received by Monday, 16 December 2024, are subject to a USD 100 cancellation fee. No refunds will be granted after Monday, 16 December 2024.

SUITE SIGNAGE

The online suite listing provides welcome visibility for your company and assists conference attendees in locating your suite/meeting room. The online suite listing will display your company name and suite/meeting room number(s).

Door signage provides enhanced visibility for your company and assists conference attendees in locating your suite/meeting room. The door signage will be applied on the front of your suite/meeting room door. It will cover from the top of door to the top of door lock for Diamond Head and Tapa Tower rooms, and will cover the top portion of doors for Ali'i and Rainbow Tower rooms.

All signage to be displayed in public areas must receive written approval in advance from PTC to be allowed on the Hilton property. Retractable banners are not permitted outside guest rooms. PTC and Hilton security will remove all other unauthorized signs.

One (1) online suite listing and one (1) door signage are included with each hotel room or suite package registration purchase.

Please indicate (below) whether you are interested in these benefits.

- I will proceed with the online suite listing included in the Hotel Room/Suite Package Registration.
Post Company Name as: _____
- I will proceed with the door signage included in the Hotel Room/Suite Package Registration.
- I am not interested in any signage.

The Suites Team will provide the artwork specifications and material deadlines.

PRE-CONFERENCE CONTACT INFORMATION

This person will work with PTC on logistics prior to the PTC'25 conference.

SURNAME/LAST NAME		FIRST NAME	MI
JOB TITLE/POSITION			
COMPANY/ORGANIZATION			
MAILING ADDRESS			
CITY		STATE/PROVINCE	
ZIP/POSTAL CODE		COUNTRY	
OFFICE PHONE [INCLUDING COUNTRY CODE]		MOBILE [INCLUDING COUNTRY CODE]	
EMAIL		WEBSITE	

PRIMARY REGISTRANT INFORMATION

SURNAME/LAST NAME	FIRST NAME	MI
JOB TITLE/POSITION		
COMPANY/ORGANIZATION		
MAILING ADDRESS		
CITY	STATE/PROVINCE	
ZIP/POSTAL CODE	COUNTRY	
OFFICE PHONE [INCLUDING COUNTRY CODE]	MOBILE [INCLUDING COUNTRY CODE]	
EMAIL	WEBSITE	

PAYMENT GUARANTEE

All Hotel Room and Suite Package registrations must be paid in full by **Thursday, 19 December 2024**. If payment is not completed by **19 December 2024**, your room number(s) will be withheld until full payment is received.

AGREEMENT

I have read and agree to the terms outlined on all pages of this form and I am duly authorized to sign this agreement on behalf of the company identified below.

NAME (PLEASE PRINT)	COMPANY NAME
COMPANY MAILING ADDRESS	
CONTACT PHONE NUMBER	EMAIL

Please return this completed agreement to PTC via email to suites@ptc.org or via fax to +1.833.944.0749. The Suites Team will follow up with additional details and instructions to reserve your suite(s) and/or converted standard guest room(s).

SIGNATURE	DATE
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