

INFORMATION

- An Exhibit cubicle consists of two (2) walls with an open front, one (1) 6' rectangle skirted table, two (2) chairs, and wastebasket
- A Meeting cubicle consists of four (4) walls with a door for added privacy, one (1) 6' rectangle skirted table, two (2) chairs, and wastebasket
- Limit of one (1) company per cubicle

BENEFITS

Company benefits include:

- Signage with company logo hung above the cubicle
- Company description and logo on the PTC'25 Exhibitors webpage
- Company listing in the event Mobile App and Online Platform for PTC'25
- Four (4) Full Conference registrations for 10' x 10' cubicle package
- Eight (8) Full Conference registrations for 10' x 20' cubicle package
- 10% discount on PTC'25 Full Conference registration rates for additional cubicle attendants

Cubicle (primary and comped) attendant registration benefits include:

- Conference materials (e.g., delegate bag (while supplies last), lanyard)
- Center Stage sessions
- Topical sessions
- Online platform access for PTC'25
- PTC'25 Mobile App access
- Discounted sleeping rooms on the PTC room block
- Internet access (maximum of five (5) devices):
 - o Wireless in hotel room for attendees that are staying at the Hilton and reserved room under the PTC room block
 - o Wireless hotspots in public areas
- Sunday Opening Reception
- PTC sponsored food and beverage functions (excludes those by invitation only)
- PTC HUB (exhibits, meeting cubicles, meeting tables, conference luncheons, and Lightning Talks)

USAGE POLICY

Access to your Exhibit/Meeting Cubicle is available to only PTC'25 registered attendees. All attendees, including exhibitors, cubicle attendants, and their guests, are required to wear their PTC'25 name badges at all times while in the PTC HUB. Badges are non-transferrable. PTC staff and security will refuse entry and escort out any person not wearing a PTC'25 name badge. PTC reserves the right to confiscate misused name badges.

Setup is permitted only during setup hours. No setup time will be allowed outside of specific setup times. A third-party vendor contracted by PTC will be available to set up your exhibit space at a minimum rate of USD 250. Please email ptchub@ptc.org for more information.

A replacement fee of USD 50 will be charged for each lost badge.

PTC HUB HOURS & REGISTRATION RATES (PTC will work with the Pre-Conference Contact for cubicle location.)

Exhibit/Meeting Days & Hours

Sunday, 19 January 2025, 08:00 – 18:00
 Monday, 20 January 2025, 08:00 – 18:00
 Tuesday, 21 January 2025, 08:00 – 18:00
 Wednesday, 22 January 2025, 08:00 – 12:00

Cubicle Registration and Setup Days & Hours

Saturday, 18 January 2025, 08:00 – 17:00
 Sunday, 19 January 2025, 07:00 – 08:00
 Monday, 20 January 2025, 07:00 – 08:00

10' x 10' CUBICLE PACKAGE (ALL AMOUNTS ARE IN USD)	REGISTRATION FEES THROUGH:			
	9 SEP 2024	31 OCT 2024	16 DEC 2024	17 DEC 2024-ONSITE
<input type="radio"/> Exhibitor Cubicle 10' x 10' Member*	4,650	4,725	4,825	4,975
<input type="radio"/> Exhibitor Cubicle 10' x 10' Non-Member	7,775	7,850	7,950	8,100
<input type="radio"/> Meeting Cubicle 10' x 10' Member*	4,750	4,825	4,925	5,075
<input type="radio"/> Meeting Cubicle 10' x 10' Non-Member	7,875	7,950	8,050	8,200

10' x 20' CUBICLE PACKAGE (ALL AMOUNTS ARE IN USD)	REGISTRATION FEES THROUGH:			
	9 SEP 2024	31 OCT 2024	16 DEC 2024	17 DEC 2024-ONSITE
<input type="radio"/> Exhibitor Cubicle 10' x 20' Member*	8,700	8,775	8,875	9,025
<input type="radio"/> Exhibitor Cubicle 10' x 20' Non-Member	14,525	14,600	14,700	14,850
<input type="radio"/> Meeting Cubicle 10' x 20' Member*	8,900	8,975	9,075	9,225
<input type="radio"/> Meeting Cubicle 10' x 20' Non-Member	14,725	14,800	14,900	15,050

ADDITIONAL CUBICLE ATTENDANT (ALL AMOUNTS ARE IN USD)	REGISTRATION FEES THROUGH:			
	9 SEP 2024	31 OCT 2024	16 DEC 2024	17 DEC 2024-ONSITE
Cubicle Attendant Member*	630	740	830	900
Cubicle Attendant Non-Member	1,055	1,145	1,235	1,370

***Member Rate Eligibility:** PTC Members must be in good standing to be eligible for the discounted registration rate. To be considered a PTC Member in good standing, your membership dues renewal must be completed before PTC'25.

Payment Policy: Full payment is due within 30 days of booking or by Monday, 16 December 2024, whichever is earlier. If booking after Monday, 16 December 2024, full payment is due immediately.

Cancellation/Refund Policy: Cancellations must be submitted in writing via email. Cancellations received by Monday, 16 December 2024 are subject to a 50 percent cancellation fee. No refunds will be granted after Monday, 16 December 2024.

CUBICLE SUPPORT SERVICES

Arrangements for additional furniture, labor, electricity, drapage, signs, furnishings, and support services will be handled by the official contractor, ICS. Charges will be billed directly to the organization reserving the cubicle. All inquiries on contractor services should be directed to:

ICS

1004 Makepono Street, Honolulu, HI 96819 USA
 Tel: +1.808.832.2430 | Email: helpdesk@icshawaii.net

INTERNET SERVICE

High speed Internet service for the cubicles is not included in the package.

Exhibitor orders for high-speed Internet service must be placed by Tuesday, 31 December 2024 to secure pricing. Request the order form from ptchub@ptc.org. For further information, please contact:

Encore

Hilton Hawaiian Village®
 Tel: +1.808.979.4920 | Email: tj.odonnell@encoreglobal.com

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	

AGREEMENT

Exhibitor warrants that it owns the rights to, licenses, and legally able to operate in the state of Hawai'i and the United States any hardware and technology for promotion or exhibition at PTC'25, and agrees to defend, at Exhibitor's expense, and to hold harmless and indemnify PTC for any claims or action brought against PTC, or their respective officers, employees, partners, or agents, and any damages, losses or costs incurred by PTC, or their respective officers, employees, partners, or agents, including court costs and reasonable attorney's fees, arising from or related to any dispute concerning Exhibitor's hardware and technology.

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

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

Please return this completed form to PTC via email to ptchub@ptc.org. The PTC HUB Team will advise the pre-conference contact person when the primary registrant may proceed to register online.