



# Exhibitor's Prospectus

## TORCH Annual Conference & Trade Show

April 10-12, 2018  
Hyatt Regency Dallas

**DEADLINE FOR APPLICATION**  
March 21, 2018

# President's Message

It is my pleasure to invite you to participate in the 2018 TORCH Annual Conference & Trade Show. For 27 years and with over 150 rural and community hospitals located throughout the state, this event is the premiere source for quality education and networking opportunities for rural hospital leaders and decision-makers in Texas.



While our hospital attendees seek opportunities to learn important, timely health care information, while earning continuing education credits, they are also very enthusiastic about interacting with you to learn about the latest technologies, products and services you have to offer. We feel it is the intersection between the great education and the networking with our vendors that makes the TORCH Annual Conference & Trade Show truly distinctive and that is why it is crucial that your company has a presence on the exhibit show floor. Please carefully review the Exhibitor Prospectus and return your application promptly.

On behalf of TORCH and all of our hospital attendees, thank you for helping advance rural health care in Texas and I enthusiastically welcome you all to join us at the Dallas Hyatt Regency again in 2018.

Sincerely,  
Steve Summers  
President/CEO

## Exhibit & Sponsor Benefits

- ★ Virtually all hospital attendees are purchasing decision-makers
- ★ Exhibit hall is strategically designed to bring the audience to you multiple times
- ★ Receptions, breaks and breakfasts take place in the exhibit hall
- ★ Dedicated exhibit hall time is on the agenda
- ★ All exhibits are in the same room
- ★ Advertising space in the conference syllabus
- ★ Exhibitors may attend all events with the audience for optimum interaction
- ★ After-hours events facilitate networking outside the traditional sales pitch
- ★ Exhibit hall is easily accessible to the meeting room
- ★ Casual, friendly atmosphere is conducive to forming personal relationships
- ★ Hospital attendee badges are easy to identify and read
- ★ Timely and relevant educational sessions and experienced faculty attract a large crowd
- ★ All activities are on-site with more than 600 in expected attendance
- ★ The registration list provided at the opening of the conference and the complete attendee list sent afterwards are valuable marketing tools that last long after the conference ends
- ★ The syllabus is also a directory of conference exhibitors and sponsors

# Exhibit & Sponsor Packages

**DEADLINE FOR APPLICATION: March 21, 2018 or while exhibit spaces are available**

As an exhibitor or sponsor, you get singular opportunities to position your company to meet the unique needs of this important market. The sponsorship level you choose determines the recognition and exposure you can expect to receive. At all levels, you are assured of maximum traffic at multiple times, throughout the three-day conference. Your access to

decision-makers is unsurpassed. Your participation and support is promoted throughout the conference. You need not be an exhibitor to sponsor. TORCH corporate members have special signs provided for their exhibit space to advertise their support of the organization. On behalf of our hospital members we look forward to working with you.

**\*All costs are inclusive. Exhibitors receive complimentary conference meals, refreshments and event admission, plus a six-foot exhibit table and two chairs at no extra charge.**

## Platinum Package

**\$3,500**

- ★ Full-page color ad in on-site conference syllabus
- ★ Listing in on-site conference syllabus
- ★ Company name on tote bags
- ★ Prominent floor-standing or tabletop 10' x 10' space in a premium location with electricity (5 amp/120v)
- ★ Verbal recognition throughout the conference
- ★ Three complimentary conference registrations
- ★ Electronic pre-registration list two weeks prior and electronic post-registration list

## Gold Package

**\$2,500**

- ★ Half-page (1/2) color ad in conference syllabus
- ★ Listing in on-site conference syllabus
- ★ Company name on tote bags
- ★ Prominent floor-standing or tabletop 10' x 10' space in a premium location
- ★ Verbal recognition throughout the conference
- ★ Two complimentary conference registrations
- ★ Hard copy post-registration list

## Silver Package

**\$1,500**

- ★ Quarter-page (1/4) color ad in conference syllabus
- ★ Listing in on-site conference syllabus
- ★ Tabletop-only exhibit area of 10' x 10' space in a preferred location
- ★ One complimentary conference registration
- ★ Hard copy post-registration list

**Please call the TORCH office for more information. All convention sponsorships are exclusive unless specified otherwise. All conference syllabus ads must be received in the TORCH office by March 21, 2018. No exceptions due to print deadlines.**

# Other Sponsorship Opportunities

## Awards Program – \$10,000

### **1 AVAILABLE**

- ★ Full-page color ad in on-site conference syllabus
- ★ Listing in on-site conference syllabus as a sponsor
- ★ Sponsor signage, includes company name and logo
- ★ Recognition in conference award program and conference program agenda
- ★ Verbal recognition throughout the conference
- ★ Four complimentary registrations
- ★ Opportunity to present an award at the luncheon
- ★ Sponsor ribbon
- ★ Electronic pre-registration list two weeks prior to conference
- ★ Electronic post-registration list
- ★ Logo advertisement in *Rural Matters* magazine as a sponsor\*
- ★ Marketing materials in bags distributed at registration (company provides materials)

## Reception – \$5,000

### **2 AVAILABLE**

- ★ Full-page color ad in on-site conference syllabus
- ★ Listing in on-site conference syllabus as a sponsor
- ★ Sponsor signage, includes company name and logo
- ★ Recognition in conference program agenda
- ★ Verbal recognition throughout the conference
- ★ Three complimentary registrations
- ★ Logo advertisement in *Rural Matters* magazine as a sponsor\*
- ★ Sponsor ribbon
- ★ Electronic post-registration list

**\*Logos must be received in the TORCH office by March 21, 2018. No exceptions due to print deadlines.**

# Other Sponsorship Opportunities

## Breakfast Sponsor – \$2,000

### **2 AVAILABLE**

- ★ Quarter-page (1/4) color ad in conference syllabus
- ★ Listing in conference syllabus as a sponsor
- ★ Sponsor signage, includes company name and logo
- ★ Recognition in conference program agenda
- ★ One complimentary registration
- ★ Sponsor ribbon
- ★ Hard copy post-registration list

## Morning or Afternoon Break – \$1,000

### **4 AVAILABLE**

- ★ Recognition in conference syllabus
- ★ Sponsor signage, includes company name and logo
- ★ Sponsor ribbon

## Miscellaneous Items

### **CORPORATE MEMBERS ONLY, MUST BE EXHIBITING AT THE CONFERENCE**

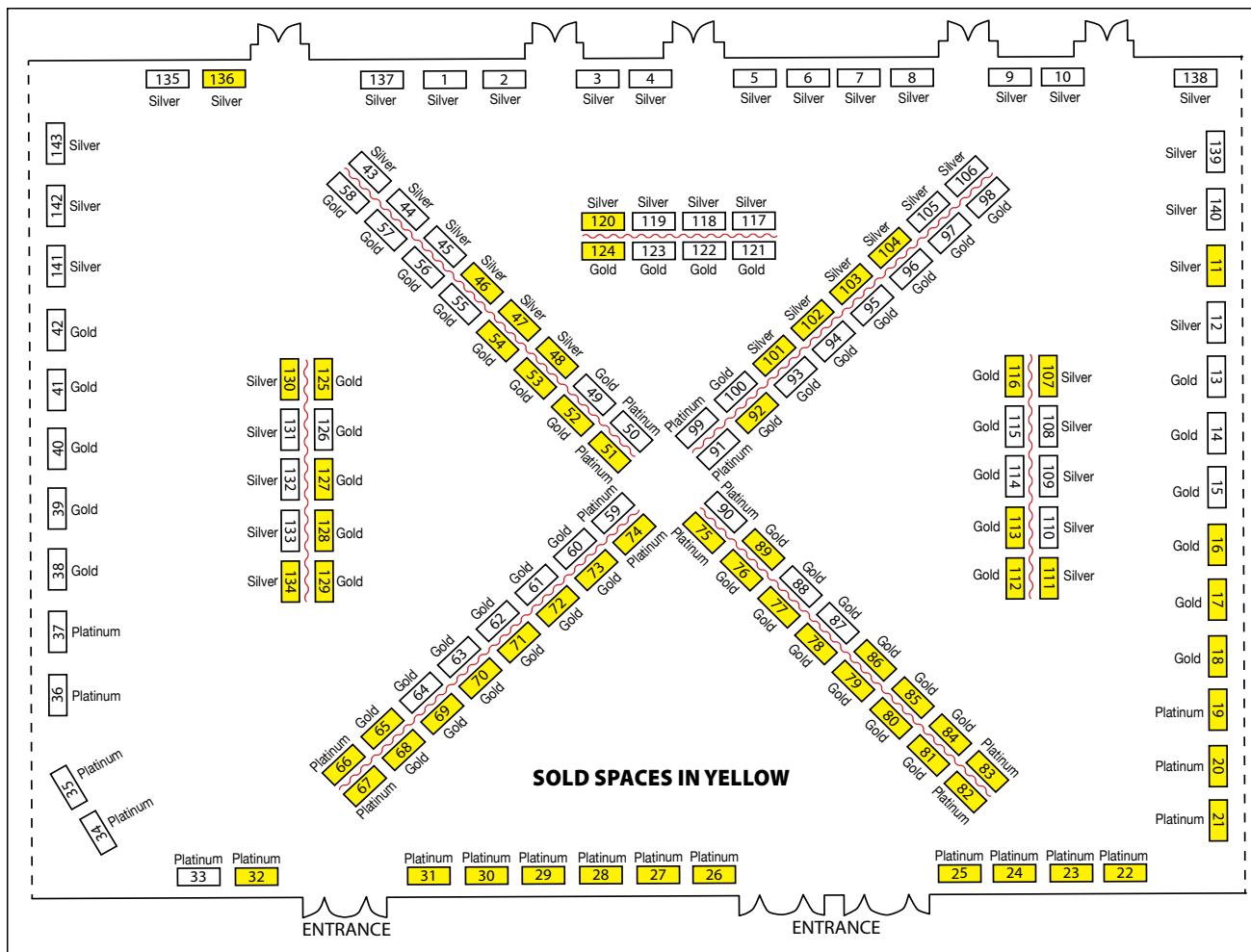
- ★ **Golf Tournament Sponsor - \$2,000 (2 available)**
- ★ **CE Sponsor - \$2,000 (for a keynote speaker – opening and welcome) (2 available)**
- ★ **Mobile Charging Stations - \$1,500 (1 available)**
- ★ **Marketing Materials for Bags - \$1,500 (3 available)**
- ★ **Hotel keys - \$1,500 (1 available)**
- ★ **Pre-Conference Social Media Marketing - \$500 (4 available)**
- ★ **Post-Conference Social Media Marketing - \$500 (4 available)**

Please call the TORCH office for more information. All convention sponsorships are exclusive unless specified otherwise. All conference syllabus ads must be received in the TORCH office by **March 21, 2018**.

**No exceptions due to print deadlines.**



## **EXHIBIT/SPONSOR APPLICATION & AGREEMENT — (CONTINUED)**



## KEY TO TYPES OF EXHIBIT SPACE

## Platinum

Prominent floor-standing or tabletop  
10x10-ft space in a premium location  
with electricity (5 amp 120v)

**Gold**

Prominent floor-standing or tabletop  
10x10-ft space in premium location

## Silver

A 10x10-foot space in preferred location -  
TABLETOP ONLY

*Instructions:* Complete both sides of this form. Circle your space choices on the diagram. Attach check or credit card for payment and mail or fax to TORCH by **March 21, 2018**. NOTE: Exhibit boards over eight-feet in width will not be permitted in spaces designated for tabletops. Both floor plan and application are to be completed and submitted. A confirmation letter will be sent upon approval to exhibit. **If you have questions, contact Rose Valenzuela at [rose@torchnet.org](mailto:rose@torchnet.org) or (512) 873-0045.**

The undersigned, on behalf of all company representatives attending, has read and agrees to all exhibition/sponsorship regulations at the 2018 TORCH Annual Conference & Trade Show. Conference with exhibit rules is understood to be part of this agreement.

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

**Print Name** \_\_\_\_\_

Name or Company: \_\_\_\_\_

Please give the prospectus and a copy of the completed application to the people who will be attending the conference. Company representatives attending should read the Information & Regulations section and will be expected to comply. Payment in full for exhibit space must be enclosed with this signed agreement and floor plan. Refunds, minus a \$50 processing fee, will be available for notices received before the deadline date. A completed photocopy of this agreement with assignment of exhibit space and acceptance letter will be returned to you upon approval by TORCH.

For TORCH Office use only:

Level Selected:

Amount Rec'd: \$

Check #:

Exhibit Location #:

# Exhibitor Information

## ADVERTISING IN THE CONFERENCE SYLLABUS

**GREAT BENEFIT!** Free advertisement in the on-site conference syllabus for Platinum, Gold and Silver levels. Electronic files are preferred. For best results, create a print-resolution (300 dpi) PDF with live or vector type and all fonts embedded. Please do not send files from Microsoft Excel, Paint, Publisher, Word or WordPerfect. Email files less than 5MB no later than **March 21, 2018** to: Rose Valenzuela at [rose@torchnet.org](mailto:rose@torchnet.org).

**PLATINUM:** Full-page, no bleed – 8" wide x 10-1/2" high

**GOLD:** Half-page, no bleed – 8" wide x 5-1/8" high

**SILVER:** Quarter-page, no bleed – 3-7/8" wide x 5-1/8" high

*Your presence at the Trade Show is important to you and your customers.*

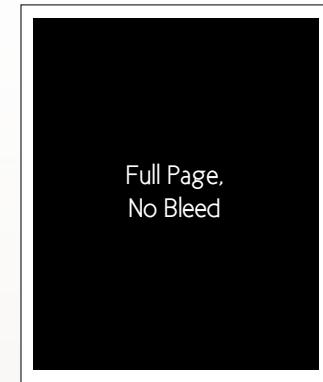
### IT'S A GREAT OPPORTUNITY TO:

- Reinforce old relationships and build new ones.
- Show your support for rural and community hospitals.
- Learn about current issues to stay in tune with your market.
- Evaluate your competition.

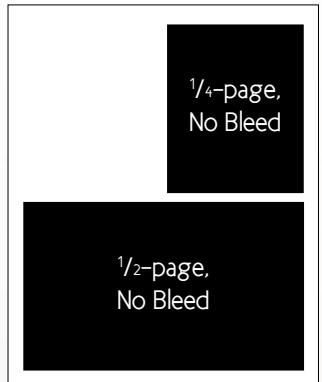
### HOTEL INFORMATION

A block of rooms is reserved for TORCH conference participants at the Hyatt Regency Dallas, 300 Reunion Blvd., Dallas, TX 75207. Please call the hotel directly at (888) 421-1442 before March 21, 2018 for reservations.

The special conference rate is \$179 (single/double) before the deadline. All programs and facilities are accessible to the handicapped. If you require assistance or have special dietary needs, please contact Rose Valenzuela at (512) 873-0045.



Full Page,  
No Bleed



1/4-page,  
No Bleed



1/2-page,  
No Bleed

### PRELIMINARY EXHIBIT SCHEDULE

Exhibits must remain in place between 4:30 p.m., April 10 and 9:00 a.m., April 12. The tentative schedule below gives times for sales and networking. You are not required to staff your exhibit space the entire time.

**MONDAY, APRIL 9**      Golf Tournament

**TUESDAY, APRIL 10**

10:00 a.m. - 4:00 p.m.	Exhibitor Move-in/Set-up
4:30 - 5:00 p.m.	Inspection of Exhibits/ Exhibitor Orientation
5:30 - 7:00 p.m.	Opening Reception in the Exhibit Hall
7:00 p.m.	Exhibits close for the day

**WEDNESDAY, APRIL 11**

7:30 - 9:00 a.m.	Exhibits Open Buffet Breakfast in the Exhibit Hall
12:00 - 1:10 p.m.	Luncheon
3:00 - 3:30 p.m.	Break/Exhibit Hall Visits
5:30 - 7:00 p.m.	Reception in Exhibit Hall
7:00 p.m.	Exhibits close for the day

**THURSDAY, APRIL 12**

7:30 - 9:00 a.m.	Exhibits Open Buffet Breakfast in the Exhibit Hall
9:00 a.m. - Noon	Exhibitor Move-out
Noon	Conference Ends

# Exhibitor Regulations

Exhibit spaces are reserved on a first come, first-served basis. Applications must be accompanied by payment in full and received in the TORCH office by the deadline of March 21, 2018. No applications will be accepted by phone. Checks should be made payable to TORCH Annual Conference and mailed with the application form to:

Conference Coordinator TORCH Annual Conference  
P.O. Box 203878  
Austin, Texas 78720-3878  
Fax number: (512) 873-0046

Exhibit tables may be used for display of printed materials, small equipment, and other promotional items. If you plan to have computers or other equipment in your exhibit area, they should be removed when the meeting is not in progress. Pipe and drape between/behind exhibits is NOT used; entire exhibit hall is an open concept plan. Note: You do not pay extra for exhibit table, chairs, or scheduled meals and receptions during the conference.

1. Assignment of Exhibits: Exhibit space assignments will be made upon receipt and acceptance of application, in order of receipt and as space permits. The application and exhibit hall Floor Plan with your selected exhibit location must be returned with your payment by March 21. [See Floor Plan for space locations and numbers.] A confirmation letter with the assigned exhibit space number will be sent by return mail. If the space requested is not available, a different space at the same level will be assigned. A company that has not settled all previous accounts with TORCH will not be assigned exhibit space. TORCH reserves the right to adjust exhibit space type/location and to accept/reject applications as to the space available and compatibility of vendor/display for the meeting purposes and TORCH standards.
2. All representatives must be registered in advance on the form provided, must wear an official conference badge at all times, in the meeting and exhibit areas, and during conference events. It is imperative that all individuals staffing exhibits at the conference have full knowledge of the exhibit regulations prior to the conference. Please give these regulations, a copy of the prospectus, and the completed copy of your agreement to those individuals before they travel to the meeting. By signing your agreement you bind all company representatives to the exhibit regulations.
3. Electricity, phone, and audio-visual equipment will be available for a fee from the Hyatt Regency Dallas. Contact presentation services, at (214) 712-7088, to arrange for audio-visual equipment. Order forms for electricity and phones are enclosed – please complete and send to the hotel prior to March 21, 2018.

4. Exhibitors may request that they not be placed adjacent to specific other exhibitors, but TORCH does not guarantee that such requests can be honored.
5. Representatives of companies/organizations not exhibiting, sponsoring, nor registered for the conference are not permitted entrance to meetings, events, nor the exhibit hall.
6. Representatives substituting for previously registered company exhibitors will be required to show picture and company identification when requesting on-site registration/permission to exhibit and/or attend. Substitutions are limited to one per company.
7. Exhibit items and equipment should not project beyond the space allotted, obstruct the view nor interfere with exhibit floor traffic.
8. Exhibit materials may not be glued, nailed, or otherwise affixed to walls, doors, or curtains anywhere in the hotel that might cause defacement. Damage from failure to observe this notice is payable by the exhibitor. Prior approval from the hotel is required before hanging signs, banners, or displays.
9. Explanations, demonstrations, or distribution of materials should take place within exhibit space in order to avoid infringement on rights and privileges of other exhibitors.
10. Exhibitors may not assign, sublet, or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.
11. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save, and hold harmless TORCH employees, owners, and agents against all claims, losses, and damages to persons or property, governmental charges or fines and attorney's fees arising out of the exhibition premises or a part thereof, excluding such liability caused by the sole negligence of the hotel, its owners, employees, or agent, to include the period of storage before and following the meeting.
12. Each exhibiting company/organization is expected to insure itself against liability, property loss, and damage.
13. Should any situation beyond the control of TORCH arise to prevent holding the Conference, TORCH will not be held liable for any expenses incurred by the exhibitor except the cost of exhibit space.
14. Occupation of space: Space not occupied by the exhibiting company by 4:30 p.m. on April 10, will be forfeited without refund to the exhibitor and the space may be resold or used by TORCH.
15. Conformance with exhibit regulations is understood to be a part of this agreement.

# Silent AUCTION



Hosted by the TORCH Foundation

2018 TORCH Annual Conference & Trade Show • April 10-12, 2018 • Hyatt Regency Hotel Dallas

The TORCH Foundation is proud to announce the 10th Annual Silent Auction to be held at the 2018 TORCH Annual Conference & Trade Show at the Hyatt Regency Dallas Hotel. All proceeds from the Silent Auction will go directly to the TORCH Foundation Scholarship Fund to provide various scholarship and stipend opportunities for rural health care staff, including TLMI Healthcare Fellows, as well as for graduate and undergraduate students pursuing healthcare-related careers. Every year we continue to build this fund and every year we have been able to give out more scholarships, more stipends and fund a greater number of opportunities. We hope to continue this trend and are excited to celebrate our 10th Annual Silent Auction!

We are now accepting donations for this event and invite you to participate. Showcase your support by donating to this worthy cause, where you will receive special recognition among our members through our marketing efforts and various announcements. We count on your support to continue to make this event successful! Join us at the 2018 TORCH Annual Conference Silent Auction event to bid and bid often! Bidding will start the morning of Wednesday, April 11, and the donors/winners will be announced during Wednesday's evening reception.

## INSTRUCTIONS FOR DONATIONS

1. Complete and mail this commitment donation form to the TORCH Foundation. The form can also be emailed to [cruiz@torchnet.org](mailto:cruiz@torchnet.org) or faxed to (512) 873-0046. **Please send us your donation commitment no later than March 30, 2018.** Please do not donate time or consulting services.
2. Bring or mail your donated item(s) to the Hyatt Regency Dallas (address: 300 Reunion Boulevard, Dallas, TX 75207), attn: TORCH Conference Silent Auction. **All items must be received by TORCH staff at the hotel no later than Tuesday, April 10, by 10:30 a.m. SHIPPING INFORMATION:** please see reverse side.
3. **Only gift certificates or gift cards can be mailed to the TORCH office** (Address: P.O. Box 203878, Austin, Texas 78720). These must be received in our office **no later than April 5, 2018.** Please do not send any other donation items to the TORCH office.
4. For more information, contact Carrie Ruiz at (512) 873-0045.

**Contributor Information** (please print or type)

Donor Name (Organization and/or Individual): \_\_\_\_\_

Affiliated Organization (If applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Indicate below whether you are:  
shipping to hotel, mailing to TORCH  
office, or bringing it with you

### Name and description of item(s)


# Silent Auction



## • **Silent Auction Shipping Information**

- If you will be shipping silent auction materials/items to the hotel, please do so no more than two (2) days in advance of the conference. The hotel charges a handling fee for storage and moving of boxes/crates shipped before the conference. All boxes/crates must be marked as follows:
  - Complete return address of Silent Auction Donor
  - Hold for Arrival of (Donor's name), TORCH Annual Conference Silent Auction
  - Date of Arrival (date you will be checking into hotel)

- Hotel Address:

- Jamie Austin

- Event Planning Manager

## Hyatt Regency Dallas

## • 300 Reunion Boulevard

- Dallas, TX 75207

- Phone: (214) 712-7254

Hosted by the TORCH Foundation, an affiliate of Texas Organization of Rural & Community Hospitals (TORCH)

Fax completed form to **(512) 873-0046**

Email to [cruiz@torchnet.org](mailto:cruiz@torchnet.org)

Or mail the form to

# TORCH FOUNDATION SILENT AUCTION

P.O. Box 203878

**Austin, TX 78720-3878**

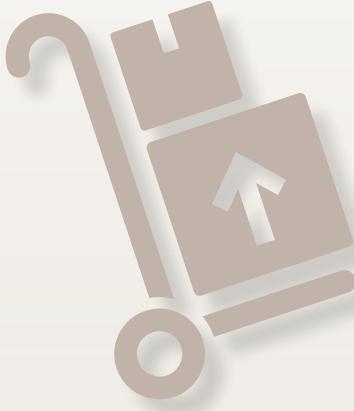
# Other Sponsorship Opportunities

## Shipping

If you will be shipping materials to the hotel, please do so no more than two (2) days in advance of the conference. The hotel charges a handling fee for storage and moving of boxes/crates shipped before the conference. All boxes/cases must be marked as follows:

- Complete return address of Exhibitor
- For TORCH Conference
- Hold for Arrival of (company rep's name)
- Date of Arrival (date rep checking into hotel)

Address to:  
Jamie Austin  
Hyatt Regency Dallas  
300 Reunion Blvd.  
Dallas, TX 75207



## Important Dates

### Golf Tournament

April 9, 2018

### TORCH Annual Conference & Trade Show

April 10-12, 2018

### Exhibit/Sponsor

**Application Due Date:**  
March 21, 2018 or while  
exhibit spaces are available



### Hotel Room Reservations

#### made by:

March 21, 2018

Call hotel directly at (888) 421-1442



## Contact Information

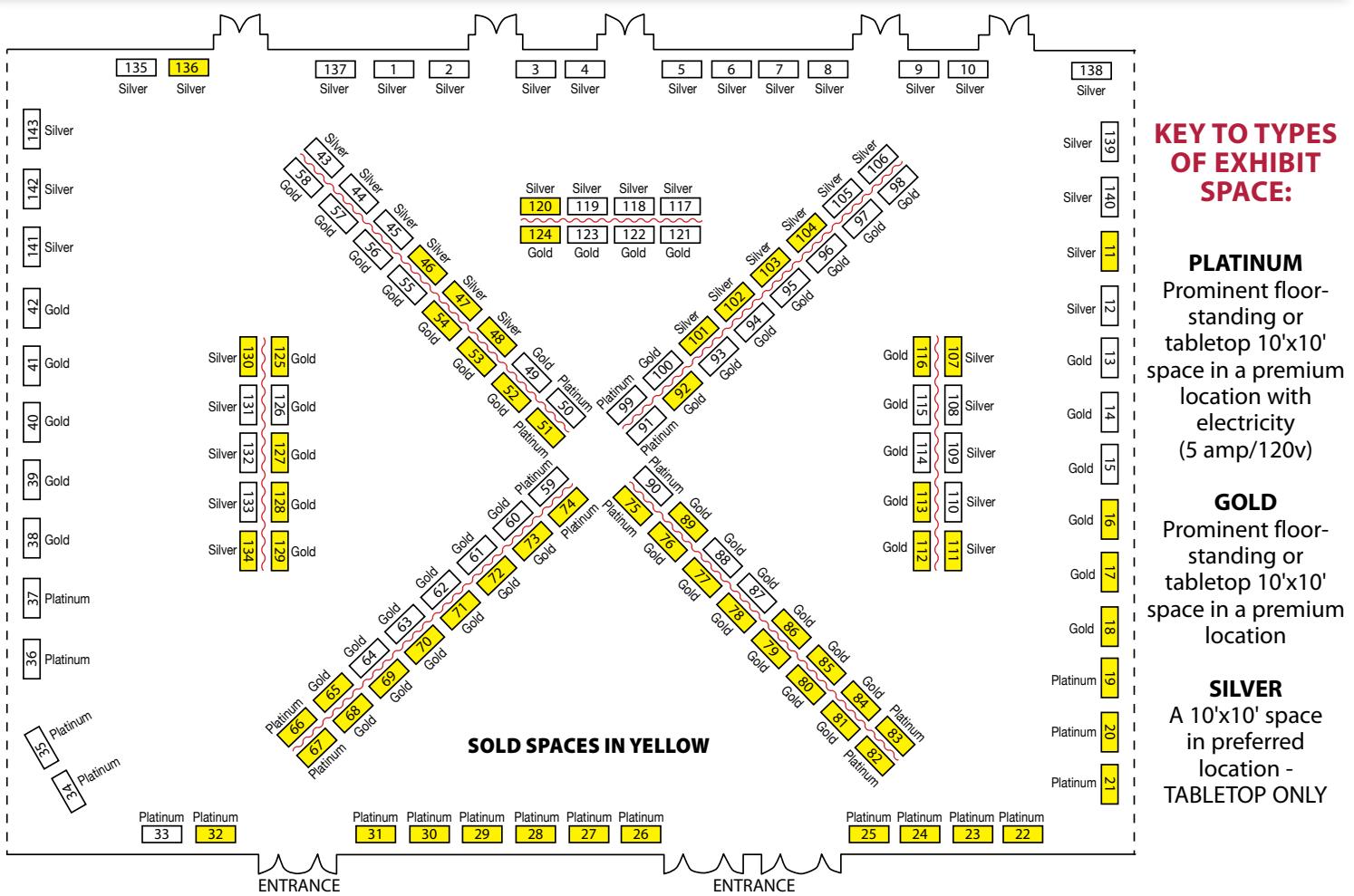
### TORCH Office

11675 Jollyville Road, Ste. 300  
Austin, TX 78759-4105  
—OR—  
PO Box 203878  
Austin, TX 78720-3878

Phone: (512) 873-0045

Email: [rose@torchnet.org](mailto:rose@torchnet.org)  
Web: [torchnet.org](http://torchnet.org)

# Exhibitor Floor Plan



## PREMIUM SPACE AND POSITION FOR EXHIBITORS

The exhibit hall is strategically designed to give everyone ample exposure. The receptions, breakfasts and dedicated exhibit hall time will ensure maximum face-to-face interaction.

- ★ Exhibits are tabletop, except for a limited number of 10'x10' spaces for floor standing displays at the Platinum and Gold levels.
- ★ Draping is not used in order to promote visibility.
- ★ Floor standing exhibit boards over 8' width will not be permitted in spaces designated for table tops.
- ★ Exhibit space is reserved on a first-come, first-served basis.
- ★ Only mailed-in applications accompanied by payment will be considered. Space is limited, so send in your application and payment before the deadline!

**DUE MARCH 21, 2018 or while exhibit spaces are available.**



**ELECTRICAL ORDER FORM**  
 ATTENTION: Engineering Department  
 Hyatt Regency Dallas  
 300 Reunion Blvd  
 Dallas, Tx 75207  
 Office # (214) 712-7020, Fax# (214) 712-7080  
 Email: DFWRD-Engineering.static@hyatt.com

PLEASE PRINT OR TYPE: **ADVANCE ORDER:**  Check **FLOOR ORDER:**  Check

**Floor order applies if full payment is not received 10 days prior to event start date**

Function Room: \_\_\_\_\_ Hotel Contact: \_\_\_\_\_  
 Event>Show Name: \_\_\_\_\_ Company Contact: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Company Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 City: \_\_\_\_\_ Set-up Date/Time: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Booth # \_\_\_\_\_

Print Authorized Signature: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**ALL PREPAID SERVICES WILL BE FIRST PRIORITY**

<b>Outlet Accessories</b>		<b>Advance Order</b>	<b>Floor Order</b>	<b>Total</b>	<b>Power Outlets</b>		<b>Advance Order</b>	<b>Floor Order</b>	<b>Total</b>
<b>QTY</b>	<b>(Rental Only)</b>				<b>QTY</b>				
	Extension Cord	\$ 25.00	\$ 28.75	\$ -		1000 watt 120v	\$ 120.00	\$ 132.00	\$ -
	Power Strip	\$ 20.00	\$ 23.00	\$ -		20 amp 1ph/120v	\$ 160.00	\$ 176.00	\$ -
<b>Labor</b>		<b>Advance Order</b>	<b>Floor Order</b>	<b>Total</b>					
<b>QTY</b>	<b>Hourly Rates</b>				<b>QTY</b>				
	Banners under 8'	\$ 40.00	\$ 46.00	\$ -		20 amp 3ph/208v	\$ 300.00	\$ 330.00	\$ -
	Banners 8' and over	\$ 75.00	\$ 86.25	\$ -		30 amp 1ph/120v	\$ 250.00	\$ 275.00	\$ -
	*Cable Feed	\$ 75.00	\$ 86.25	\$ -		30 amp 1ph/208v	\$ 275.00	\$ 305.00	\$ -
	*Water Line	\$ 75.00	\$ 86.25	\$ -		60 amp 3ph/208v	\$ 550.00	\$ 605.00	\$ -
	*Drain	\$ 75.00	\$ 86.25	\$ -		100 amp 1ph/208v	\$ 575.00	\$ 632.50	\$ -
	*Compressed Air	\$ 75.00	\$ 86.25	\$ -		100 amp 3ph/208v	\$ 700.00	\$ 770.00	\$ -
						200 amp 3ph/208v	\$ 1,400.00	\$ 1,540.00	\$ -
						400 amp 3ph/208v	\$ 2,800.00	\$ 3,080.00	\$ -

\*For Water, Drain, Cable Feed, and Compressed Air please contact Engineering @214-712-7020 to verify that your booth is located near a connection. In some cases these requests may not be approved.

For High Speed Internet Access, Special Lighting, Production Services and Rigging please contact PSAV @214-712-7088

<b>Live Plant Rental Fees</b>				<b>METHOD OF PAYMENT</b>			
<b>QTY</b>	<b>Plant Type</b>	<b>Advance Order</b>	<b>Floor Order</b>	MA#	Check #	Credit Card	Exp Date
	6' Ficus Tree	\$ 42.00	\$ -	CC #			
	6' Areca Palm	\$ 42.00	\$ -	Cardholder Name			
	6' Kentia Palm	\$ 66.00	\$ -	Signature (required)			
	2-3' Fern	\$ 18.00	\$ -				
	2-3' Silver Bay Ag	\$ 18.00	\$ -	<b>SUMMARY OF CHARGES</b>			
	2-3' Arboricola Bush	\$ 18.00	\$ -	Power Outlets/Materials	\$		
	Orchid	\$ 36.00	\$ -	Plant Rental Fees	\$		
	Bromeliad	\$ 24.00	\$ -	24% Service Charge (required & taxable)	\$		
	*Delivery and Pickup	\$ 150.00	\$ -	Labor Total	\$		
		\$ -		Subtotal	\$		
				Sales tax @ 8.25%	\$		
				<b>INVOICE TOTAL</b>	\$		

**\*A \$150 delivery/pickup fee will be added to your plant order**

For additional items or info call The Plant Place @ 972.869.3808

Make checks Payable to: Hyatt Regency Dallas





# Hyatt Regency Dallas Shipping Instructions

## In-bound Shipping Instructions

Utilize the correct addressing option from the methods listed below to eliminate any package routing delays. All packages received by FedEx Office require a release signature before being released from the custody of FedEx Office. Release signatures are captured at the time of package pick-up from the FedEx Office Business Center or during delivery of package(s) to the recipient. In-bound receiving and applicable delivery fees will be applied to all packages. Fees applied are in addition to standard shipping rates.

For the guest name field below, only use the individual who will be on site to sign for the package(s). Please do not address your packages to a hotel employee or Show Manager as this could cause the package to be delayed. Packages (excluding pallets/crates) will be available for pick-up at the FedEx Office Business Center. Delivery of packages can be scheduled after arriving at the hotel by calling (214) 741-2741 or ext. from a house phone.

**To expedite handling of your package, please ensure your package is delivered to the hotel one or more days prior to the start of your event.**

### Shipments for meetings:

Affix a label with the following information in addition to the airbill

Hyatt Regency Dallas  
**(Event Name) (Arrival Date)**  
Hold for Guest **(Guest Name) (Guest Cell Number)**  
**(Guest Company Name) (Booth Number)**  
300 Reunion Blvd. **(Meeting Room)**  
Dallas, TX 75207

### Shipments for individual guests:

Hyatt Regency Dallas  
Hold for Guest **(Guest Name) (Arrival Date)**  
300 Reunion Blvd.  
**(Guest Cell Number)**  
Dallas, TX 75207

## Out-bound Shipping Instructions

To expedite the process for out-bound shipments, please affix a completed carrier airbill to each package. Boxes and FedEx shipping supplies are available through the on site FedEx Office Business Center. Pickup of out-bound packages by all non-standard couriers (other than FedEx or UPS) must be coordinated with the on site FedEx Office location. Out-bound Handling Fees will be applied to each package. Fees applied are in addition to standard shipping rates.

## Handling Fees

Fees applied are in addition to standard shipping rates. All handling fees can be applied to a guest room/master account or billed to a credit card.

Weight	In-bound Receiving Fee*	In-bound Receiving with Delivery Fee**	Out-bound Handling Fee*
0.0 - 1.0 lbs	\$0.00	\$5.00	\$0.00
1.1 - 10.0 lbs	\$10.00	\$15.00	\$10.00
10.1 - 20.0 lbs	\$15.00	\$20.00	\$15.00
20.1 - 30.0 lbs	\$20.00	\$30.00	\$20.00
30.1 - 40.0 lbs	\$25.00	\$40.00	\$25.00
40.1 - 50.0 lbs	\$25.00	\$50.00	\$25.00
50.1 - 60.0 lbs	\$25.00	\$50.00	\$25.00
60.1 + lbs	\$25.00	\$70.00	\$25.00
Crate / Pallet***	\$150.00	\$150.00	\$150.00

## Storage Fees

Fees apply to each package received more than 5 calendar days before delivery to Recipient.

Time Period	\$ / Day per Package
6 - 7 Days	\$25.00
7+ Days	\$50.00
Oversized##	\$25.00

\* These fees apply per package or per pallet/crate

\*\* Delivery fees are applied when packages are delivered beyond the FedEx Office location

\*\*\*For inbound pallets or crates, receiving and delivery charges are consolidated into a single \$150 fee that should be applied to each pallet/crate handled. Similarly, for outbound pallets or crates, a single \$150 fee should be charged for pick-up and movement of each pallet/crate to the shipping dock.

## Packages that exceed either 75 inches in length or a total of 180 inches in length and girth (3 ft. square box) will be charged an additional \$25/day. The length and girth of a Package is length plus (two times the height) plus (two times the width).

**Terms & Conditions:** Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither Hyatt Regency nor FedEx Office provide such insurance. Neither Hyatt Regency, FedEx Office nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that Hyatt Regency or FedEx Office may establish from time to time for receiving and delivering your packages.

Revised 011912







# TORCH Annual Conference & Trade Show

April 10-12, 2018  
Hyatt Regency Dallas



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(512) 873-0046 FAX  
[torchnet.org](http://torchnet.org)

EXHIBITOR'S PROSPECTUS  
DEADLINE FOR APPLICATION:  
**MARCH 21, 2018**