



## 9th International Conference on Gas Hydrates

June 25 - 30, 2017 • Denver, Colorado USA

### Exhibitor Information

The exhibitor (Exhibitor) shall abide by all rules and requirements adopted and imposed by the 9th International Conference on Gas Hydrates (ICGH9) and agrees that ICGH9 shall have the final decision regarding adoption of any rule or requirement deemed necessary by ICGH9 prior to, during, and after the Conference.

Exhibitor will be liable for and will indemnify and hold harmless ICGH9 from any loss or damages whatsoever suffered by ICGH9 as a result of any loss or damages occurring to or suffered by any person or company, including, without limit, the generality of the foregoing or of the public attending the Conference in the defined exhibit space if said loss or damages were in any way connected with Exhibitor's occupancy of said space.

This Agreement may be cancelled by either party provided written notice is received no later than May 22, 2017, in which case all monies paid by Exhibitor will be refunded less an administrative fee of \$375.00 for single space or \$600.00 for double space. If Exhibitor cancels after May 22, 2017, no refund will be made.

All goods shipped to the Conference venue (Denver Marriott City Center) shall be clearly marked with the names of the Conference ("ICGH9") and Exhibitor. Goods shall be shipped to the Conference venue with all shipping charges prepaid; goods with shipping charges to be paid on arrival will not be accepted. Exhibitor's goods not removed from the Conference venue by July 1, 2017 shall be subject to storage charges levied by the Conference venue without limit. ICGH9 assumes no responsibility for loss or damage to goods belonging to the Exhibitor. Exhibitor agrees to comply with the information and restrictions set forth in Schedule B ("Access to the Loading Dock") below. The shipping address for the Conference venue is: Denver Marriott City Center, 1701 California Street, Denver CO 80202-3402.

Exhibitor shall be solely responsible for acquiring, at Exhibitor's discretion, insurance related to Exhibitor's participation in the Conference. Exhibitor agrees to comply with all union contracts and labor laws and regulations applicable at the Conference venue.

Exhibitor shall be responsible for providing security for their possessions present in their designated area. Neither the ICGH9, the owner/operator of the Conference venue, nor any office of Colorado School of Mines can be held responsible for theft of or damage to Exhibitor's possessions. Exhibitors are encouraged not to leave their area unattended and/or to remove their possessions from the area during periods when the area is unattended.

ICGH9 will furnish, as part of the fee paid by Exhibitor, the accommodations, facilities, equipment, and appurtenances as listed in Schedule A ("Items Supplied to Exhibitor") below.

#### Schedule A Items Supplied to Exhibitor

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Exhibitor shall be furnished with the items listed below at no cost in addition to the exhibition fee.

1. Reserved exhibit space measuring approximately 10 feet by 10 feet (single) or 10 feet by 20 feet (double)
2. One skirted table
3. Two chairs
4. Pipe and drape (sides 3 feet x 8 feet; backdrop 10 feet x 8 feet)
5. Electricity (120 VAC, 60 Hz); Exhibitor is responsible for extension cords and plug strips required by or in support of Exhibitor's exhibit
6. Waste paper basket

Schedule B  
Access to the Loading Dock

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1. Dock access must be scheduled in advance through the management office.
2. All deliveries, contractors, construction deliveries, vendors and/or tenants MUST check in with the Dock Master.
3. 30 minutes for loading or unloading of materials or deliveries.
4. No trucks admitted over 12 feet, 2 inches in height.
5. No parking for delivery personnel, construction, contractors or tenants.
6. Anything larger than 32 feet bumper to bumper will not be granted access to the loading dock after 6:00am or before 5:00pm
7. Keys must be left in delivery vehicle or turned over to Dock Master.
8. Dock Hours: 6:00 a.m. to 5:00 p.m., Monday through Friday
9. All large deliveries or moves need to be scheduled after normal business hours with building management office.
10. The dock height is 3 feet, 6 inches from the ground to the platform.
11. The Freight Elevator from the loading dock to the Ballroom level (Lower Level 2) is 8.7 feet high, 21 feet deep and 5.8 feet wide with a 9,000 pound capacity.
12. Please be aware of the following access dimensions per room assigned. Ask your event manager for more clarification.
  - Colorado Ballroom Car Doors - 7'6" W x 7'9"H
  - Colorado A Back Aisle Doors - 5'W x 6'10"H
  - Colorado A Back Aisle Doors - 5'W x 6'10"H
  - Single Ballroom Doors – 29" W x 7'9"H
  - Please keep in mind the average pallet and jack adds 6" to your height.
13. If the company or individual making the delivery is anything other than UPS or FedEx, dock clearance must be approved by the building management company a minimum of 48 hours in advance. The following information will be required in order to obtain dock clearance:
  - Type of vehicle and size
  - Name of company.
  - Name of the group or event.
  - Date and estimated time of delivery and pick up if applicable.

All large freight must have a moving team assigned for load in and out. All large freight must be approved prior to arrival and may be turned away. Dock rules must be adhered to by ALL companies accessing the Conference venue property. Conference venue staff will ask any company that can't abide by these rules to leave the property.

Exhibitor shall contact the Conference venue Event Manager directly for questions, assistance, and coordination associated with shipping goods to the Conference venue.

Event Manager: Melissa Papadakos, [melissa.papadakos@marriott.com](mailto:melissa.papadakos@marriott.com)

### **Exhibit Schedule**

Each exhibitor will be expected to conform to the following schedule:

#### Set-up

Sunday, June 25 • 2:00 PM - 6:00 PM

#### Exhibition

Monday, June 26; Tuesday, June 27; Thursday, June 29 • 7:30 AM - 5:00 PM

Wednesday, June 28 • 7:30 AM - Noon

Friday, June 30 • 7:30 AM - 3:00 PM

#### Tear-down

Friday, June 30 • 3:00 PM - 5:00 PM

## Additional Information

A UPS Store is available in close proximity to the Conference venue (Denver Marriott City Center). Rates for inbound and outbound shipments (current as of May 15, 2017) are shown below. Additional information is available on the store's web-site at: <https://denver-co-6612.theupsstorelocal.com>

<b>Parcel Handling</b>	
<b>Inbound* and Outbound**</b>	
<b>Small Packages</b>	
Letters/Packs	\$5.00
1 - 10 lbs.	\$10.00
11 - 20 lbs.	\$15.00
<b>Medium Packages</b>	
21 - 30 lbs.	\$20.00
31 - 45 lbs.	\$30.00
46 - 60 lbs.	\$40.00
<b>Large Packages</b>	
61 - 100 lbs.	\$80.00
101+ lbs.	\$110.00
<b>Freight</b>	
Pallets	\$275.00
*Includes receiving, securing and storage for up to 3 business days prior to arrival. 10% per day storage fee for days 4+	
**Includes labeling, taping, getting to the dock and logging tracking numbers	
A \$3.00 fee to be charged for deliveries and pick-ups	
<b>24 Hour Access Pricing</b>	
<b>Boarding Pass Access and Printing is Free</b>	
24 Hour Computer Time Rental	\$3.50 (minimum)
Each Black and White Print	\$0.60
Each Color Print	\$1.89

The Conference venue hotel offers certain audio-visual equipment for rental as shown below. Rates are per-day and are current as of May 15, 2017.

High Speed Internet line (wired or wireless)	\$67.28
50" Plasma Monitor	\$605.53
42" LCD Monitor	\$470.97
32" LCD Monitor	\$336.41

Other equipment and/or services may be available. Contact the Conference venue Event Manager, Melissa Papadakos, [melissa.papadakos@marriott.com](mailto:melissa.papadakos@marriott.com), for more information or to make arrangements.