

Parking Pass Order Form

nrg park



Remit to: NRG Park - Exhibitor Services
 Mailing Address: One NRG Park Houston, TX 77054
 Phone: 832-667-1707
 Fax Orders & Payment To: 832-667-1821
 E-mail Orders & Payment To: ExhibitorServices@nrgpark.com

Offshore Technology Conference
May 6 - 9, 2019
NRG Park
Houston, Texas

Order Services & Manage Orders Online at <https://nrgpark.boomerecommerce.com/>

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS

Policy for Parking Pass Purchases (PLEASE READ)

Each exhibiting company is allowed to make a one-time purchase only of (2) parking passes for every 100 sq. ft. of exhibit booth space. **Ex. 100 sq ft = 2 passes, 200 sq ft = 4 passes, 2500 sq ft = 50 passes, etc.** Additional parking pass purchases will not be accepted by the same individual nor can the same individual order more passes than the amount your company is allowed to purchase. If your order exceeds more than the amount your company is allowed or an additional online purchase is made, your order will be altered & the difference of monies will be refunded to your credit card. It is at the discretion of NRG Park to allocate your parking passes based on your booth location. For questions, please contact 832-667-1707.

****ORANGE LOT IS LIMITED & GIVEN PRIORITY TO ALL PAVILION & OTC PARKWAY EXHIBITORS ONLY****

The regular parking fee at NRG Park is \$12.00 per entry/per event day with no unlimited in & out entries. For your convenience, a special exhibitor parking pass is available that gives you unlimited in & out entries during event days at **\$15 per event day**. *There is no charge for parking during move-in and move-out.* This parking pass **DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE**. The parking pass will be valid on show days only. Parking passes will be held for your arrival at the NRG Park Exhibitor Services Centers during move-in beginning Monday, **April 29th**. See **"Service Desk & Fed Ex Procedure"** section below for instructions to have parking passes mailed at exhibitor's expense via **FED EX ONLY**.

Please Check One: (REQUIRED)	<input type="checkbox"/> Exhibiting Company	<input type="checkbox"/> EAC (3rd Party Company)	<input type="checkbox"/> Show Management
-------------------------------------	---	--	--

Company Name: _____

Order Contact: **(PLEASE PRINT)** _____ Order Date: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

E-mail: _____ Telephone: (____) _____ Fax: (____) _____

NUMBER OF PASSES (2 per every 100 sq ft): _____ @ \$60.00 (per vehicle) \$ _____

Booth # (s): _____ *Note: Parking lots will be designated by NRG Park based on booth location*

Options to Receive Prepaid Exhibitor Unlimited In & Out Parking Passes: Select One Only					
Select Preferred Option Below	Check (1) Only	Select Service Center Location for Pick Up		Pick-Up Dates	
Pick-Up: NRG Center Service Center RM 104-107 or NRG Arena During Move-In April 29 - May 4	<input type="checkbox"/> Select	<input type="checkbox"/> Center	<input type="checkbox"/> Arena	April 29th - May 4th	
OR	Fed Ex Account #		Fed Ex Fees Will Be Added to Parking Total	Domestic Fee	International Fee
Mail: Fed Ex Parking Passes: Due by April 8th COB	<input type="checkbox"/> Select		Domestic Fee applies to all US orders & International Fee applies to int'l orders. Please circle the one that applies:	\$15	\$35

ONSITE EXHIBITOR SERVICE CENTERS & FED EX PROCEDURE:

Prepaid parking passes are to be picked up or onsite purchases are to be made at the NRG Park Exhibitor Service Centers during move-in beginning Monday, April 29th. If you are charged for first time entry on an event day (May 6 - May 9), please bring your parking stub to the service desk to receive a \$12.00 credit toward the purchase of a parking pass. *Credits will not be given without proof of the parking stub upon purchase at the service desk.* Parking passes not picked up from the service desk will not be refunded. All sales are final. **NO CASH REFUNDS AVAILABLE.** To request prepaid parking passes to be shipped at exhibitor's expense via Fed Ex Only, please make your selection above & circle the additional fee that applies or contact the NRG Park Exhibitor Services office by phone or email listed above with your Fed Ex account information. We do not ship passes via regular US Mail or additional mail carriers. All Fed Ex requests must be received by phone or email by April 8th at the close of the business day. Fed Ex requests will not be accepted after April 8, 2018.

PARKING GATE STUBS:

If you have pre-ordered a parking pass by credit card or by check & you have been charged for first time entry on an event day, please bring your \$12.00 parking stub to the NRG Park service desk & a refund will be processed in the form of your original payment. **STUBS WILL ONLY BE ACCEPTED FOR CREDIT DURING THE SCHEDULED SERVICE DESK HOURS OF THE EVENT. STUBS WILL NOT BE ACCEPTED BY NRG PARK AFTER AN EVENT HAS ENDED.** If a service desk is not provided by the event, this service will not be provided.

ORDER FORM MUST BE ACCOMPANIED BY THE PAYMENT AUTHORIZATION FORM OF ACTUAL AMOUNT BEFORE PROCESSING.

PARKING PASSES NOT PICKED UP FROM THE SERVICE DESK WILL NOT BE REFUNDED.

ALL SALES ARE FINAL. NO CASH REFUNDS AVAILABLE.