



# OTC 2018 Hospitality Form & Invoice

OTC Hospitality Suites  
April 30, 2018 – May 3, 2018

Assigned Space \_\_\_\_\_  
Contract Term \_\_\_\_\_



Company Name: \_\_\_\_\_ OTC Booth #: \_\_\_\_\_  
 Days(s): \_\_\_\_\_ Time of Event(s): \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address (No P.O. Box): \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Onsite Contact (if different): \_\_\_\_\_  
 Mobile Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Location	Capacity		Sq. Ft.	Rate
	Entertaining	Meeting (Classroom)		
Verizon Wireless East Club	1,500	600	24,917	\$7,000.00 per day
Verizon Wireless West Club	1,500	600	24,917	\$7,000.00 per day
½ Verizon Wireless Club (East or West)	750	300	12,458.5	\$3,500.00 per day
Directors Club - North	700	400	11,958	\$3,500.00 per day
The Cantina	300	N/A	8,140	\$2,000.00 per day
North Field Mezzanine	300	N/A	8,228	\$2,000.00 per day
West Press North	200	100	2,413	\$2,000.00 per day
West Press South	200	100	3,456	\$2,000.00 per day
Broadcast Booth	50	30	588	\$2,000.00 per day
Party Suite	50-75	26-40	1,091-1,280	\$2,000.00 per day
Tejas Suite	75	40		\$2,500.00 per day
Brazos Suite	65	40		\$2,500.00 per day
Limited Partners Suite	75	40		\$2,500.00 per day
Small Entertainment Suite	16-22	8-10	Up to 250	\$1,000.00 per day
Large Entertainment Suite	16-28	10-14	300	\$1,300.00 per day
Suite set conference style	N/A	14	Up to 250	\$1,200.00 per day
Business Center	20-24	20-24	855	\$2,000.00 per day
Tour Theater	60	40	760	\$1,200.00 per half day
Fully Set Conference Suite	N/A	14	Up to 300	\$5,200.00 (3 day rental)

- To view pictures of these locations please go to <http://www.nrgpark.com/suites/>
- Location is leased "as-is" with existing set up. Labor charges will apply to any changes made to the existing set-up.
  - Hospitality Suite rules will be enforced. **Please read Rules & Regulations Form fully.**
  - Please note that ONLY OTC 2018 exhibiting companies may lease hospitality spaces.
  - Hospitality pricing does not include food & beverage, audio/visual, décor, set-up or company signage.
    - Ask about discounts for booking multiple days
- All payments must be made in full by April 4, 2018. Anyone who books after April 4 will need to pay with a credit card when reserved.

Visa     
  MasterCard     
  American Express     
  Discover

Total: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp date \_\_\_\_\_

Name on Card \_\_\_\_\_

CC Billing Address \_\_\_\_\_

Billing Phone # \_\_\_\_\_ Vcode (4 digits on back of card) \_\_\_\_\_

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

**I agree to pay the above amount according to card issuer agreement.**

**If paying by bank check or money order, please make payable to NRG PARK and send attention to McKenzie Rowley, SMG – NRG Park, One NRG Park, Houston, TX 77054.**