

HOUSTON PROFESSIONAL PETROLEUM DATA EXPO

April 17 & 18, 2018
Westin Houston Memorial City



Exhibitor Information – Show Package

Thank you for exhibiting at the 2018 Houston Professional Petroleum Data Expo taking place April 17 & 18, 2018, at the Westin Houston Memorial City – 945 Gessner Road, Houston, Texas, 77024. As a reminder – your Exhibitor booth includes the following items:

- Booth with Pipe and Drape – NOTE: NOTHING MAY BE AFFIXED TO THE DRAPE, PER THE FIRE MARSHAL
- Branding Privileges
- Furnishings & Electricity – Each booth is equipped with a table with a table cloth, two chairs and a wastebasket, as well as one power outlet. (You will want to bring any Extension Cords)
- One Wireless Internet Connection – password will be provided onsite
- Pre and Post Show Attendance List – Includes contact details for delegates who have given consent to share their information. Pre-lists are available upon request, please allow time for delivery.
- One Exhibitor Only Attendee – each booth is entitled to one attendee at the Expo to work the booth at no cost. That attendee will only have access to the Sessions in the main room and the Receptions. Please contact events@ppdm.org to register your attendee – they must have a PPDM account already to be registered.
- 50 Word description on the PPDM Website of your company and/or services – please submit your write up by March 17, 2018.

Additional Items, along with shipping and other options, are available online through the Show Provider – Freeman. Please visit their website to order: <https://www.freemanco.com/store/show/landing.jsp?showID=467602>.

A Room Block is available for attendees to stay at the Westin Houston Memorial City at a rate of \$199/night. Reservations can be made directly with the Reservations department at 1-800-937-8461 or through the Central Reservations Office at 1-800-228-3000 before March 26, 2018. Please quote the Professional Petroleum Data Management Association or PPDM room block.

Please note that the style of agenda has changed this year and includes breaks between presentations for attendees to roam the Exhibitor hall and to move between presentation locations.

The Exhibitor Room will be locked at night, but it is recommended that any electronics or high value items be safely stored in another location. Additional services can be ordered through Freeman, the show company for this conference.

Contact details:

Elise Sommer
PPDM Association
Tel: (587) 390-0194
Cell: (403) 554-5340
Email: sommere@ppdm.org

Pam Balsam
Freeman – Show Services
Tel: (713) 770-6800
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Petar Gerdzhikov
PSAV – Audio Visual
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2018 Houston Professional Petroleum Data Expo Important Dates and Times – Exhibitors – As of February 16, 2018 ALL TIMES ARE SUBJECT TO CHANGE

Date	Time	Description
Monday, April 16	12:00 – 4:00 pm	Exhibitor Move In, Azalea Ballrooms
Tuesday, April 17	7:30 – 8:30 am	Last Minute Exhibitor Move in
	8:30 – 9:00 am	Breakfast available in the Azalea Ballrooms - <i>Exhibitors should be at their booths ready to go. Exhibits will remain open for the rest of the day until 6:00pm and should be staffed at all times due to roaming attendees and breaks between presentations.</i>
	12:05 – 1:00 pm	Lunch Break in the Azalea Ballrooms
	4:00 - 6:00 pm	Tradeshaw Reception in Azalea Ballrooms <i>(after guests depart, the room will be closed – Exhibitors should not leave any valuables in the room as there will not be security provided)</i>
Wednesday, April 18	8:30 – 9:00 am	Breakfast available in the Azalea Ballrooms - <i>Exhibitors should be at their booths ready to go. Exhibits will remain open for the rest of the day until 4:00pm and should be staffed at all times due to roaming attendees and breaks between presentations.</i>
	12:00 – 1:00 pm	Lunch Break in the Azalea Ballrooms – <i>Note that the Interactive Room 2 will be closed this afternoon.</i>
	4:00 - 6:00 pm	Exhibitor Move Out – all materials must be removed from the room by 6:00pm. <i>Arrangements can be made with Freeman if you are unable to remove your booth</i>
	4:00 – 8:00 pm	Freeman onsite to take down pipe and drape.