



Exhibitor Information

- Where is the location of the Texas EMS Educators Summit?
 - All Summit functions will be held at Moody Gardens Hotel, 1 Hope Blvd., Galveston, Texas 77554.
- Where is the exhibit space?
 - Exhibits will be in the Moody Gardens Floral Pre-Function area.
- When are the exhibit hours?
 - Exhibit show hours will be 4:00 pm - 6:00 pm Friday April 12, 2019 and 10:00 am – 2:00 pm Saturday April 13, 2019.
- What will my exhibit space include?
 - Each exhibit space includes a draped 8-foot table, two chairs and a waste basket. A sign with your company name will be provided.
- When will onsite registration begin?
 - Registration will open at 7:00 am Friday, April 12, 2019.
- When can I start setting up in the exhibit hall?
 - Setup of exhibits may begin at 2:00 pm Friday, April 12, 2019.
- Will there be electricity and internet available?
 - Anyone needing electrical will need to complete the Electrical Services Form. The Hotel will provide complimentary wireless internet access; there is a \$150.00 fee for a hard wired connection.

- How soon can boxes be delivered to the Hotel?
 - The hotel will accept boxes up to 3 days prior to the start of the event. All shipping and return shipping must be arranged by the party shipping the boxes.

- What is the shipping address for the Moody Gardens?
 - All boxes sent to the hotel must be addressed as:

Recipient's Name: Name of Guest

Company: Company Name - DSHS/EMS

Address: Moody Gardens Hotel

1 Hope Blvd.

Galveston, TX 77554

Att: Please note the conference name and onsite exhibitor name

- Where can an exhibitor drop off boxes to be shipped after the conference?
 - Please secure materials, attach a completed shipping label, and alert our Banquet Manager after the conference. The Moody Gardens shipping/receiving department will coordinate pick up and shipping of materials.

We prefer drayage to be handled by the decorator.



DRAYAGE FORM

CENTRAL RECEIVING WAREHOUSE

One Hope Blvd. Galveston, TX.77554

Receiving-Storage Information

PH:409-683-4226 or 4227 FAX:409-683-4934

warehouse@moodygardens.org



Name of Event/Conference _____

Booth# _____

Guest Name (payor) _____

Attention _____

Company Name _____

Address _____

Phone # _____

Email address _____

Shipper _____

Date Received: / /

Tracking Numbers _____

Number of Packages/Pieces _____

Weight of Packages/Pieces _____

All items shipped to Moody Gardens will incur drayage fees for shipping to and from Moody Gardens and *does not include freight for shipping back to customer*. The fees are as follows and *does not include freight fees*.

Under 10 lbs. that does not require special handling - \$25.00 per item.

Over 10 lbs. that does not require special handling - \$45.00 per item.

Special handling - \$300.00 per item.

Charges must be guaranteed by a major credit card. Billing can be charged to your guest room.

We accept Master Card, Visa, American Express and Discover Card.

CC# _____ Exp Date _____ / _____ / _____

Name on card _____

Print name _____ Date _____

Signature _____

Billing questions: 1-800-582-4673 ext. 4419 or Fax 409-683-4936

Items left at the Hotel/Convention Center will only be held for 30 days.

If not claimed after 30 days the items will be disposed of.

Moody Gardens prefers drayage to be handled by the decorator



Moody Gardens Warehouse Shipping

OUTGOING SHIPPING INSTRUCTIONS

For all boxes that were shipped in through this department:

1. All items must be ready to ship. They must be packaged and taped.
2. All items must have a shipping label completely filled out with either an account number or credit card number attached to each box. If you need additional forms, there are **UPS** and **FedEx** forms in the convention center office and the hotel front desk. Check with your group registration area.
3. All items should be left in your booth and Moody Gardens shipping personnel will come by to pick up the items.
4. All items to be shipped will be taken to the Moody Gardens warehouse for pick up by the shipping companies. Please note that **UPS** and **FedEx** are the only shipping companies that pick up on a daily basis (excluding weekends and holidays). If you are using another shipping company, it is the responsibility of the shipper/vendor to contact their shipping company for pick up.

PLEASE NOTE: Any items that are not labeled correctly for shipping will be refused by the transportation companies.

Drayage charges will apply based upon weight of the items.

**MOODY GARDENS HOTEL AND CONVENTION CENTER
ELECTRICAL SERVICE ORDER FORM**

Return to: Moody Gardens
Attn: Catering Department
Seven Hope Boulevard
Galveston, TX 77554
Fax: (409) 683-4936

Will accept cash, checks, MasterCard, Visa,
and American Express.

MC# _____ Exp. ___/___
VISA# _____ Exp. ___/___
AMEX# _____ Exp. ___/___
DISC# _____ Exp. ___/___

Please call with any questions:
lhuff@moodygardens.org
(800) 582-4673, ext. 4419

CARD NAME _____

(please print)

SIGNATURE _____

Name of Exhibition or Show: _____ Booth # _____

Firm Name: _____ Phone _____

Address: _____ Date of Show _____

Ordered By: _____ Signature: _____ Date: _____
(please print)

FOR GUARANTEED SERVICE, ORDERS MUST BE PLACED 30 DAYS IN ADVANCE

Rates quoted below cover only the bringing of service to the booth and does include connecting equipment or special wiring.

All wiring or electrical work on exhibitors display will be charged on a time and material basis.

Proper tagging of equipment to indicate voltage, phase, current, etc. are exhibitors' responsibility.

Power turned on one (1) hour before show opening and to be turned off at show closing. If power is required before or after these hours, special arrangements must be made with the Hotel.

QTY	REQUIREMENTS (PER OUTLET)	UNIT PRICE	TOTAL
	Outlets to 1000 watts – 120 volts – Single Phase	\$40.00	
	Outlets to 2000 watts – 120 volts – Single Phase	\$60.00	
	Outlets to 3000 watts – 208 volts – Single Phase	\$80.00	
	Outlets to 6000 watts – 208 volts – Single Phase	\$90.00	
	Additional Extension Cord	\$16.23	
	Power Strip	\$10.82	
	Phone Line / Hard Wired Internet	\$162.38	
	Air (Per Day Usage)	\$40.00	

Drayage: Any item shipped to Moody Gardens under 10 lbs. will cost \$25.00 per item. Charges must be guaranteed by credit card.

All other crated material over 10 lbs. that does not require additional handling or special handling will cost \$45.00.

There will be a \$300.00 charge to deliver heavy equipment or anything that involves special handling.

WE PREFER DRAYAGE TO BE HANDLED BY THE DECORATOR