# WennSoft SYNERGY2023

# **Sponsor Expo & Shipping Information**

#### ATTIRE

Business casual

LOCATION

Cibolo Ballroom

### SETUP

Sunday, September 24 7:00pm – 9:00pm

## **TEAR-DOWN**

Tuesday, September 26, 4:00pm – 6:00pm

### **EXPO HOURS**

Monday, September 25, 7:30am – 5:30pm Tuesday, September 26, 7:30am – 4:30pm

Peak expo traffic will be during breakfast and lunch as well as Monday 9/25: 4:30-5:30 pm and Tuesday 9/26: 10:15-11:15 am.

WennSoft will offer promotional giveaways to encourage traffic to sponsor booths.

### **DISPLAY SPACE**

You will select your sponsor expo table location based upon the priority specified in your sponsorship package. You will be contacted in June 2023 to make your selection.

### SPECIFICATIONS

Sponsor displays are limited to tabletop and/or pull-up banners. Due to hotel policy, tradeshow booth structures are strictly prohibited.

Each Silver and Gold level display space will include the following:

- One 10' by 10' display area
- One 6' by 30" clothed and skirted banquet table
- Electrical outlet

- Two chairs
- One waste basket
- Wi-Fi access

Each Diamond level display space will include the following:

- One 10' by 20' display area
- Two 6' by 30" clothed and skirted banquet table
- Electrical outlet

- Two chairs
- One waste basket
- Wi-Fi access

Other items available for rent; email rchernesky@wennsoft.com for pricing and availability by July 10, 2023.

## EQUIPMENT

Sponsors are responsible for their own equipment, including security, setup, tear-down, packing and shipping. All equipment is provided by the sponsor at their own expense and responsibility. Technicians will not be available for assistance.

### SECURITY/STORAGE

Sponsors are responsible for their own security during "expo hours" listed in left-hand column. Do not leave valuables or personal items in any unsecured areas. Empty crates and containers may be placed under your expo table. Please note: You will be leaving these items at your own discretion. If you require secure storage, we ask you take these items to your guest room.

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### SHIPPING DEADLINE

All shipments must arrive between September 20 and September 25. A storage fee of a minimum \$25 per item for storage longer than 5 days.

### **INBOUND SHIPMENTS**

The JW Marriot Hill Country is available for the receipt, holding and delivery of packages to meeting spaces and the exhibit halls but they will not accept oversized crates. Allow for all incoming items to be delivered between September 20 and September 25.

### **SHIPPING ADDRESS**

All packages shipped to the hotel must be addressed as:

(Guest/Company name and cell phone number) c/o FedEx Office at JW Marriott San Antonio 23808 Resort Parkway

- San Antonio, TX 78261
- Hold For: WennSoft Synergy
- Box # \_\_ of \_\_

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### **OUTBOUND SHIPMENTS**

Your return shipment labels should be printed in advance if shipping via FedEx. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up.

### **INBOUND/OUTBOUND FEES**

All sponsors and guests are responsible for their own shipping and handling fees. Handling charges are in addition to the cost of shipping, and are charged on a per package basis. Charges apply to inbound and outbound shipments. All packages will be weighed upon arrival and handling charges will be assessed when the sponsor receives the packages. Each sponsor must complete the credit card authorization form in advance for the following charges:

### **INBOUND & OUTBOUND HANDLING**

Items up to 10lbs \$15 Items 10 to 20lbs \$20 Items 20.1 to 30lbs \$30 Items 30.1 to 40lbs \$40 Items 40.1 to 60lbs \$50 Items 60.1 to 150lbs \$70 Pallets & Crates \$150

### STORAGE

A storage fee of \$25 per item will be charged for packages received earlier than 5 days of the event.

Questions? Contact Robert Chernesky at rchernesky@wennsoft.com