



### **Directions From Palm Springs**

Start out going northwest on E. Tahquitz Canyon Way toward el Cielo Rd. (go 0.19 miles)

Turn left onto S El Cielo Rd.

Hertz Rent-A-Car is on the corner

If you reach N Civic Dr you've gone too far

Turn left onto E. Ramon Rd.

E. Ramon Rd is .2 miles past Kirk Douglas Way

If you reach E. Camino Parocela you've gone too far

Merge onto I'10 E (go 3.33 miles)

Take the Cook Street Exit, Exit 134 (go 0.28 miles)

Turn right onto Cook St.

If you reach I-10 E you've gone too far (go 4.46 miles)

Turn left onto Highway 111/CA-111.continue to follow CA-111. CA-111 is just past Klamath Dr.

Turn left onto Indian Wells Ln.

The Miramonte Resort is on the corner, just past Eldorado Dr.

If you reach Club Dr. you've gone too far

Enter the next roundabout and take the 4<sup>th</sup> exit

44600 Indian Wells Lane

**SET-UP INFORMATION:** Table Top and Poster set up will be on **Sunday, February 25<sup>th</sup>, 12:00pm – 5:00pm** in the Indian Wells Ballroom.

As part of your sponsorship of GWMS, you are entitled to a table top display space along with other pre-event, at-event, and post-event exposure opportunities. The Symposium is scheduled so participants will alternate between food & beverage events (hosted in the Indian Wells Ballroom) and the oral presentations located in Desert Vista Ballrooms AB & CD and Grand Salon A-D. You are not obligated to "man" your table top display for the entire event, but we strongly recommend that you do during the dedicated food & beverage breaks. Please refer to the [conference schedule](#) for details. As your sponsorship includes complimentary registration(s), you are welcome to sit in on any of the oral presentations, visit the poster presentations and further enhance your networking opportunity and/or industry knowledge.

**The event officially opens on Sunday, February 25<sup>th</sup>, from 5:00pm – 7:00pm with a Welcome Reception at The Grove**

**Shipping Information:** Please feel free to bring your display materials with you when you travel to Palm Springs or ship them in advance. Please refer to the exhibitor form attached.

**Dismantle Times:** Dismantling of your table top display can begin on Wednesday, February 28 at 12:00pm. We will be onsite to assist you in any way we can during move out. The Resort has a business center that assists with outbound shipping.

**Furniture Provided:** Each table top display will come with one 6' x 2' table and one chair. Additionally, each sponsor will be given one sign with company name to display on their table.

**Electric/Phone/Internet:** Sponsors can use the attached forms to order Electrical service or Broad band Internet services if you require them.

**Registration:** To register your staff, please watch for an email with instructions on your sponsorship email.

**Hotel Reservations:** Be sure to make your hotel reservations at the Hyatt Regency Indian Wells Resort & Spa. Simply go to the [GWMS reservation site](#) to reserve your rooms.

**Share all that GWMS 2024 has to offer.**

Invite your clients and colleagues to join you at this unique forum for celebrating technology and scientific innovation. This event only comes once every two years, so be sure to share the knowledge today. Simply send your clients to [www.wastesymposium.com](http://www.wastesymposium.com) to register.

Again, on behalf of everyone at the Global Waste Management Symposium, we sincerely appreciate your support of the event! We look forward to seeing you soon at the Hyatt Regency Indian Wells Resort & Spa.

**SHIPPING AND RECEIVING GUIDELINES**

**Materials are to arrive no more than 3 days in advance of the group arrival. If shipping, please have materials arrive no sooner than Thursday, February 22<sup>nd</sup>.**

**Shipping and Receiving Charges:**

**RECEIVING:**

- Box \$10.00 per box, per movement
- Crate: \$25.00 per case, per movement
- Pallets: \$100.00 per pallet, per movement

**SHIP OUTS:**

- Box \$10.00 per box, per movement
- Crate: \$25.00 per crate, per movement
- Pallets: \$100.00 per pallet, per movement

These charges are in addition to the individual carrier shipping services.

**PLEASE NOTE:**

**FEDEX**

delivers Monday – Saturday between 10:30am – 12:30pm  
pick-up Monday – Friday 3:00pm – 3:30pm

**UPS**

delivers Monday – Friday between 9:30am - 12:30pm.  
Pick-up Monday – Friday between 3:30pm – 4:30pm.  
**\*\*Please Note – UPS does NOT deliver on Saturdays\*\***

DHL does not pick up and only delivers international packages.

**Labeling of Packages:**

Below is the correct labeling for all incoming packages to the Hyatt Regency Indian Wells Resort & Spa

*Exhibit or Trade Show packages must be labeled as follows:*

Complete Return Address  
Hold for Arrival – ATTN: Guest's Name, Group Name  
Number of Boxes (Example: Box 1 of 2)  
Address as follows:  
ATTN: Maiya Kiest/Global Waste Management Symposium 2022  
Hyatt Regency Indian Wells Resort & Spa  
44-600 Indian Wells Lane  
Indian Wells, CA 92210

**PLEASE NOTE:**

It is **extremely important** that all packages be labeled to the attention of the guest **receiving** the package. Please reach out to [maiya.kiest@hyatt.com](mailto:maiya.kiest@hyatt.com) with questions.



 **FEBRUARY 25-28, 2024**  
 **HYATT REGENCY INDIAN WELLS RESORT & SPA**  
**INDIAN WELLS, CALIFORNIA**

Strategic Partner:



Follow us!



For any electrical needs or A/V orders, a direct link with Encore has been provided below for your convenience. All orders must be placed through this link. If it doesn't automatically connect you with Global Waste Management Symposium 2024, just type **GWMS** in the search bar. It should take you to the **GWMS 2024 Tabletop Sponsor** page.

<https://eventnow.encoreglobal.com/landingpage/newexhibit/index/>

If you have any questions or concerns, you can reach out directly to :

**Donavon J. Zengler**

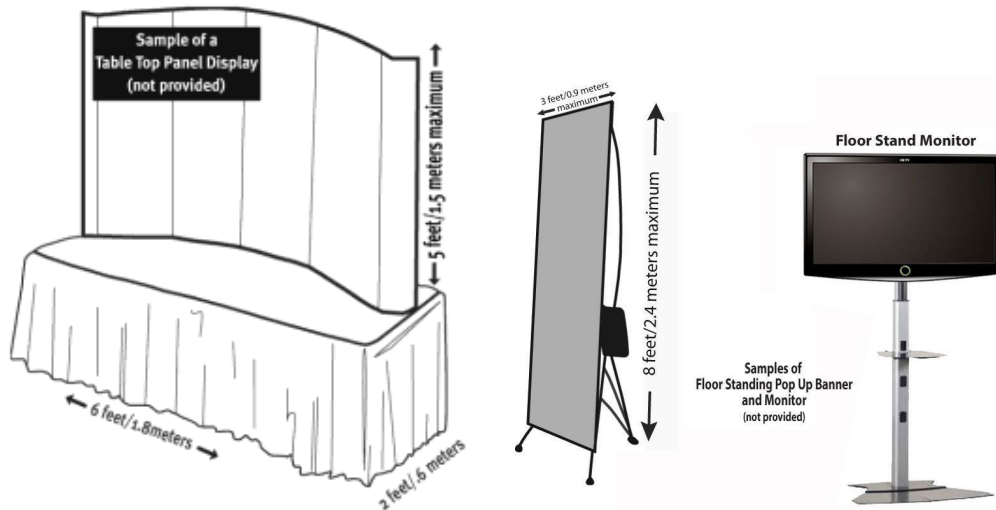
Sales Manager

O +1760-799-1417

[donavon.zengler@encoreglobal.com](mailto:donavon.zengler@encoreglobal.com)



# Ballroom Tabletop Regulations



## Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pull-up banner positioned behind the table [**maximum 3ft (0.9m) wide and 8ft (2.4m) high**]
- Easel positioned behind the table
- Table top or floor standing monitor positioned behind or on the table
- Literature stand
- Bag stand

## Amenities Included:

- One (1) draped table 6'L x 2'W x 36"H.
- ID sign to display on table
- One (1) chair
- Ballroom is carpeted

## Tabletop Depth & Height:

Display space does not extend beyond table width. One chair is placed behind table.

## **Tabletop Height:**

Exhibit fixtures, signage, products, etc. must be placed on top of the tabletop. There is no drape behind the tables to hang banners and nothing may be affixed to any venue structure. Maximum height permitted on top of the table is 5'0".

**Exhibitors may be asked to remove any display items not in compliance with these guidelines.**



Dear Exhibitor,

Hyatt Regency Indian Wells Resort & Spa is eagerly anticipating your arrival.

We look forward to assisting you in a smooth transition between shipping, receiving, transferring, setup and return shipping needs. There are a few details that will enable us to serve you in a timely fashion. Specifically note the following items that need to be completed and returned to ensure this success:

1. Completed credit card and liability form

Please send the completed credit card and liability form and equipment/power/phone request to:

Hyatt Regency Indian Wells Resort & Spa

Attn:

Maiya Kiest

Group Name

Event Planning Manager

44-600 Indian Wells Lane

Indian Wells, CA 92210

Email: maiya.kiest@hyatt.com

Phone 760- 674-4041

FAX: 760-674-4398

## SHIPPING & RECEIVING

When shipping packages to the Hyatt Regency Indian Wells Resort & Spa the following information must appear on each box:

Any materials being sent to the Resort must be marked as follows:

1. Complete Return Address
2. Hold for Arrival – ATTN: Guest's Name, Group Name,
3. Number of Boxes (Example: Box 1 of 2)
4. Address as follows:

ATTN: Guest Name /Group Name/Booth Number

Hyatt Regency Indian Wells Resort & Spa

44-600 Indian Wells Lane

Indian Wells, CA 92210

Special arrangements must be made for receiving any equipment, goods, displays or other materials, which will be sent, delivered or brought into the Resort. (This excludes delivery of any food or beverage items that are also sold or furnished by the Resort. The Resort will not accept delivery of such items.) Failure to do this may result in deliveries being refused or materials being unavailable when required. The Resort 's receiving entrance is open from 9am to 3pm Monday through Friday. Advance arrangements must be made through the Catering Office for weekend deliveries. Current package handling/delivering fees are \$10.00 per box per movement, \$25.00 per case per movement and \$100.00 per pallet per movement.

The above charges are in addition to any freight company fees.

These processing charges cover the receiving, storage (no more than 1 week) and delivery of your packages to the meeting room.

Handling charges may apply. The Resort does not accept any liability for equipment, goods, displays, or other materials that arrive unmarked, damaged or fail to arrive at the Resort. The Group is responsible for insuring its property for loss or damage.

Storage is very limited. Packages should not arrive more than one week prior to your arrival date and must be removed within 3 days of the end of your function. Please feel free to contact your Event Planning Manager for additional information regarding Shipping and Receiving.

NOTE: Certain restrictions apply for Priority Delivery to the desert region. It is advised to confirm with your carrier prior to sending packages.

Thank you and we look forward to hearing from you!

# CREDIT CARD AUTHORIZATION AND LIABILITY FORM

BOOTH # \_\_\_\_\_

Number of boxes expected \_\_\_\_\_  
(Exhibitor to fill in)

Billing Address:

Hyatt Regency Indian Wells Resort & Spa

44-600 Indian Wells Lane  
Indian Wells, CA 92210

I authorize all charges to be applied to my credit card as indicated below:

\$ \_\_\_\_\_ Advance Deposit / Prepayment  
\_\_\_\_\_ Box Fees  
\_\_\_\_\_ Other

Company Name \_\_\_\_\_

Function Date \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

(Please print)

Cardholder Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

**PLEASE NOTE:** A receipt for any Master Account that is to be charged to a credit card will be mailed one week after the charges are incurred.

## NOTICE OF LIMITATIONS OF LIABILITY DISCLAIMERS OF LIABILITY

Except for any gross negligence on the part of the Hotel, we shall not be liable for any injury, damage, loss, theft or destruction, including, but not by way of limitation, damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by our servants, agents, employees, or others), failures to act, breach of contract, breach of warranty, water, condensation, fires, floods, acts of God, or any act beyond our sole control.

We are not liable for any direct consequential or incidental damages nor for loss of profit or loss due to failures to obtain or turnover at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resales, commissions, or brokerage, nor for any freight or demurrage.

These conditions may not be changed, alerted, modified or waived except in writing signed by an authorized representative or the Hotel. Our failure to insist at any time upon any rights, limitations, remedies, or conditions hereunder shall not be deemed a waiver thereof nor bar subsequent assertion thereof.

Exhibitors, who desire to carry insurance on their exhibits, personnel, materials, etc., may do so at their own expense.

ABOVE CONDITIONS AGREED TO AND ACKNOWLEDGED

\_\_\_\_\_  
Exhibiting Firm/ Company Representative Booth

\_\_\_\_\_  
Signature Date