

# Parking Pass Order Form



**Remit to: NRG Park - Exhibitor Services**  
 Mailing Address: One NRG Park Houston, TX 77054  
 Phone: 832-667-1707  
 E-mail Completed Order Forms To: [ExhibitorServices@nrgpark.com](mailto:ExhibitorServices@nrgpark.com)

**Offshore Technology Conference**  
**May 4 - 7, 2020**  
**NRG Park**  
**Houston, Texas**

**Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.**

In our ongoing efforts to safeguard your sensitive information SMG - NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

**CANCELLATION POLICY:** If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

**NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS**

**Policy for Parking Pass Purchases (PLEASE READ)**

Each exhibiting company is allowed to make a one-time purchase only of (2) parking passes for every 100 sq. ft. of exhibit booth space. Ex. 100 sq ft = 2 passes, 200 sq ft = 4 passes, 2500 sq ft = 50 passes, etc. Additional parking pass purchases will not be accepted by the same individual nor can the same individual order more passes than the amount your company is allowed to purchase. If your order exceeds more than the amount your company is allowed or an additional online purchase is made, your order will be altered & the difference of monies will be refunded to your credit card. It is at the discretion of NRG Park to allocate your parking passes based on your booth location. For questions, please contact 832-667-1707.

**\*\*ORANGE LOT IS LIMITED & 1st PRIORITY IS GIVEN TO ALL OTC PARKWAY EXHIBITORS FIRST COME-FIRST SERVE\*\***

The regular parking fee at NRG Park is \$15.00 per entry/per event day with no unlimited in & out entries. For your convenience, a special 4-DAY exhibitor parking pass is available that gives you unlimited in & out entries during event days for \$72. *There is no charge for parking during move-in and move-out.* This parking pass **DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE DURING MOVE-IN/OUT OR EVENT DAYS.** The parking pass will be valid on event days only. Parking passes will either be held onsite for your arrival at the NRG Park Exhibitor Services Centers during move-in or you may select to have them shipped to you via Fed Ex. *See table below for details & pricing referencing the available options on retrieving prepaid parking passes. Select one option only from the table.*

Please Check One: (REQUIRED)  Exhibiting Company  EAC (3rd Party Company)  Show Management

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

Order Contact: (PLEASE PRINT) \_\_\_\_\_ Order Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Booth # (s): \_\_\_\_\_ Booth Size: \_\_\_\_\_ Sq. Ft.

**Select Only (1) of the Following Options Below:**

Event Parking Pass: <u>Valid May 4 - 7, 2020</u>	Price	Amount Requested:	How To Receive: Onsite Pick-Up or Fed Ex Shipment (Check One Below):	Sub Total
<b>4-Day Unlimited In &amp; Out Event Parking Pass:</b> <i>(Purchase Allotment-2 passes per/100 sq ft)</i>	\$72		<input type="checkbox"/> Pick-Up at Center April 27-May 2 <input type="checkbox"/> Pick-Up at Arena April 27-May 2 <input type="checkbox"/> Fed Ex Shipment (Add Acct # Below)	\$
Add <u>Fed Ex Domestic Fee</u> in Sub Total if Shipping is Selected:	\$25		Fed Ex Account #:	\$
Add <u>Fed Ex International Fee</u> in Sub Total if Shipping is Selected:	\$50		Fed Ex Account #:	\$
<b>GRAND TOTAL: (Make credit card payment online using link above)</b>				<b>\$</b>

**ONSITE EXHIBITOR SERVICE CENTERS & FED EX PROCEDURE:**

Prepaid parking passes are to be picked up or onsite purchases are to be made at the NRG Park Exhibitor Service Centers during move-in beginning **Monday, April 27th - Saturday, May 2nd**. If you are charged for first time entry on an event day (May 4 - May 7), please bring your parking stub to the service desk to receive a \$15.00 credit toward the purchase of a parking pass. **Credits will not be given without proof of parking stub upon purchase at the service desk.** Parking passes not picked up from the service centers during open days/hours will not be refunded. All sales are final. **NO CASH REFUNDS AVAILABLE.** To request prepaid parking passes to be shipped at exhibitor's expense via Fed Ex Only, please make your selection above & add the additional shipping fee to your parking sub total that applies to the table above. **We do not ship passes via regular US Mail or additional mail carriers.** All Fed Ex requests must be received by phone or email by **April 6th** at the close of the business day. Fed Ex requests will not be accepted after April 6, 2020.

**PARKING GATE STUBS:**

If you have pre-ordered a parking pass by credit card or by check & you have been charged for first time entry on an event day, please bring your \$15.00 parking stub to the NRG Park service desk & a refund will be processed in the form of your original payment on file. **STUBS WILL ONLY BE ACCEPTED FOR CREDIT DURING THE SCHEDULED SERVICE DESK HOURS OF THE EVENT. STUBS WILL NOT BE ACCEPTED BY NRG PARK AFTER AN EVENT HAS ENDED.** If a service desk is not provided by the event, this service will not be provided.

**ORDER FORM MUST BE ACCOMPANIED BY THE PAYMENT AUTHORIZATION FORM OF ACTUAL AMOUNT BEFORE PROCESSING.**

**PARKING PASSES NOT PICKED UP FROM THE SERVICE DESK WILL NOT BE REFUNDED.**

**ALL SALES ARE FINAL. NO CASH REFUNDS AVAILABLE.**