**Parking Pass Order Form**

**NRG Park**

**Offshore Technology Conference**

May 4 - 7, 2020

NRG Park

Houston, Texas

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**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

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**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.

**NO CASH REFUNDS AVAILABLE**

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**Cancellation Policy:** If cancellation occurs after 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.**

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**NRG Park Payment Authorization Form**

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**Order Form**

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**Please Check One:** (REQUIRED)

- Exhibiting Company
- EAC (3rd Party Company)
- Show Management

**Company Name:**

**Order Contact:** (PLEASE PRINT)

**Address:**

City: ___________________ State: _________ Country: _______________ Zip: _______________

E-mail: ________________________ Telephone: (_____) ________________ Fax: (_____) ______________


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

<table>
<thead>
<tr>
<th>Event Parking Pass: Valid May 4 - 7, 2020</th>
<th>Price</th>
<th>Amount Requested</th>
<th>How To Receive: Onsite Pick-Up or Fed Ex Shipment</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Day Unlimited In &amp; Out Event Parking Pass: (Purchase Allotment-2 passes per/100 sq ft)</td>
<td>$72</td>
<td></td>
<td>Pick-Up at Center April 27-May 2</td>
<td>$72</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pick-Up at Arena April 27-May 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fed Ex Shipments (Add Acct # Below)</td>
<td></td>
</tr>
<tr>
<td>Add Fed Ex Domestic Fee in Sub Total if Shipping is Selected:</td>
<td>$25</td>
<td></td>
<td>Fed Ex Account #:</td>
<td></td>
</tr>
<tr>
<td>Add Fed Ex International Fee in Sub Total if Shipping is Selected:</td>
<td>$50</td>
<td></td>
<td>Fed Ex Account #:</td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL:** ($Make credit card payment online using link above) $

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**Onsite Exhibitor Service Centers & Fed Ex Procedure:**

Prepaid parking passes are to be picked up or onsite purchases are to 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 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. If you are charged for first time entry on an event day (May 4 - May 7), please bring your parking stub to the NRG Park Service Desk at Exhibitor Services 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.**

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**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.

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

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

ALL SALES ARE FINAL. NO CASH REFUNDS AVAILABLE.