

SUITE/CONVERTED GUEST ROOM AGREEMENT



Below is a summary of the minimum spending requirements needed to reserve a hotel suite or converted guest room at the Hilton Hawaiian Village® Waikiki Beach Resort during PTC'20.

PLEASE READ THIS AGREEMENT CAREFULLY

HOTEL SUITE

To be eligible to reserve a [hotel suite](#) for hospitality, office, meeting purposes, or personal use, you are required to spend a minimum amount on one (1) or more of the eligible PTC items listed below.

The applicable minimum spending requirement depends on the type of suite rented. To avoid any confusion, please be sure to re-confirm the suite type with the Hilton once your room number is assigned, and check our [website](#) for the tower locations of the suite types.

MINIMUM SPENDING REQUIREMENT

| Type of Suite | PTC Member | Non-Member |
|--------------------------|------------|------------|
| Parlor only | USD 3,000 | USD 4,500 |
| Parlor plus one bedroom | USD 4,000 | USD 5,500 |
| Parlor plus two bedrooms | USD 5,000 | USD 6,500 |

This minimum spending requirement must be met for each reserved suite and is in addition to the rates charged by the Hilton. Suites in the Ali'i tower are also subject to these spending requirements if used for meetings, even though conversions are not available.

Note: All suites in the Tapa Tower are exclusively reserved for PTC Members in good standing. Membership renewals must be completed before PTC'20 to reserve and confirm your suite. Not a PTC Member yet? [Join PTC today.](#)

CONVERTING A STANDARD GUEST ROOM

To be eligible to reserve a [standard guest room](#) in the hotel and to convert it for hospitality, office, or meeting purposes, you are required to spend a minimum of USD 2,000 (USD 1,000 for PTC Members) on one (1) or more of the eligible PTC items listed below. This spending minimum must be met for **each** reserved room to be converted and is **in addition** to the rates charged by the Hilton.

After your room number is assigned, please check our [website](#) to confirm that your room type is standard, as increased minimum investments apply to non-standard rooms.

Note: All converted sleeping rooms in the Tapa Tower are exclusively reserved for PTC Members in good standing. Membership renewals must be completed before PTC'20 to reserve and confirm your room. Not a PTC Member yet? [Join PTC today.](#)

CONVERSION DEADLINES

Please be aware that the Hilton's fees for room/suite conversion will **double** if not ordered by Wednesday, 20 November 2019.

ELIGIBLE PTC ITEMS

Eligible PTC items include: sponsorships, conference/networker/messaging system/one-day registrations, advertising, exhibit booths/conference cubicles, suite signage (e.g., kiosk or door cling), and meeting tables. (Ineligible items do not count toward the minimum spending requirement. These include: reception tickets, meeting and function rooms, and membership dues. All payments to the Hilton are also ineligible.)

Note: If you wish to become a PTC'20 sponsor, please sign a sponsorship contract as soon as possible, since sponsorships are in high demand and availability is limited. Failure to obtain the sponsorship of your choice does **not** exempt you from the minimum spending requirement.

ROOM AND SUITE RATES

PTC has negotiated standard guest room and suite rates with the Hilton Hawaiian Village® Waikiki Beach Resort, the official conference hotel of PTC'20. Negotiated hotel room/suite rates are available only to PTC'20 Full Conference, Networker, One-day registered attendees; Diamond, Platinum, Gold, and Silver sponsors; and exhibitor/meeting cubicle renters (up to six (6) staff per cubicle). The special room rates apply only to one (1) sleeping room per person. If you have not registered as a Full Conference, Networker, or One-day attendee; not a Diamond, Platinum, Gold, or Silver sponsor; or not an exhibitor or cubicle renter (up to six (6) staff per cubicle), your special room rate will cost an additional USD 25 per night.

Note: This increased rate will supersede any lower rates confirmed by the Hilton.

SUITE SIGNAGE

Kiosk directory listings and door clings will once again be available for purchase. Please indicate below whether you are interested, and we will follow up with the appropriate agreement forms.

- I am interested in kiosk and/or door cling signage.
- I am not interested in any signage.

FURNITURE AND SET-UP REQUIREMENTS

Please note PTC is not responsible for furniture and set-up requirements. Please work directly with the Hilton for these arrangements.

PAYMENT GUARANTEE

Agreements/contracts for each of the selected eligible PTC items (listed on page 1) must be received by PTC and paid in accordance with the deadlines stated on the individual contracts. If the minimum required spending amount per suite is **not** met by Friday, **20 December 2019**, the balance will be invoiced to the authorized person listed below. Full payment is due within 30 days of invoice date.

AGREEMENT

I have read and agree to the requirements listed above and am authorized to sign this agreement on behalf of the company listed below.

SIGNATURE

DATE

NAME (PLEASE PRINT)

COMPANY NAME

COMPANY ADDRESS

CONTACT PHONE #

EMAIL

Please return your completed agreement to PTC via email to suites@ptc.org or via fax to +1.808.944.4874.

