

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'24.

### PLEASE READ THIS AGREEMENT CAREFULLY

#### HOTEL SUITE

To be eligible to reserve a [hotel suite](#) for hospitality, office, or meeting purposes, you are required to spend a minimum amount on one 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.

**Note:** All suites in the Tapa Tower are exclusively reserved for PTC members in good standing. Membership renewals must be completed before PTC'24 to reserve and confirm your suite. Not a PTC member yet? [Join PTC today.](#)

#### 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 spend 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.

#### 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 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'24 to reserve and confirm your suite. Not a PTC member yet? [Join PTC today.](#)

#### CONVERSION DEADLINES

Please be aware that the Hilton's fees for room/suite conversion will **increase** if not ordered by Friday, 17 November 2023.

#### ELIGIBLE PTC ITEMS

Eligible PTC items include: sponsorships, full conference/networker/meeting table registrations, advertising, exhibit booths/conference cubicles, and suite signage (*i.e., online listing or door cling*). (*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'24 sponsor, please sign a sponsorship agreement as soon as possible, since sponsorships are very much in 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'24. Negotiated hotel room/suite rates are available only to PTC'24 Full Conference, Networker, Meeting Table registered attendees, Diamond, Platinum, and Gold sponsors; and exhibitor/meeting cubicle participants. The special room rates apply only to one sleeping room per person. If you have not registered as a Full Conference, Networker, or Meeting Table attendee; not a Diamond, Platinum, or Gold sponsor; or not an exhibitor or cubicle participant, your special room rate will cost an additional USD 25 plus taxes per night.

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

## SUITE SIGNAGE

Online suite listings and door clings are available for purchase. Please indicate below whether you are interested, and we will follow up with the appropriate agreement forms.

- I am interested in the online suite listing 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, **22 December 2023**, the balance will be invoiced to the authorized person listed below. Full payment of invoice 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 MAILING ADDRESS

\_\_\_\_\_  
CONTACT PHONE NUMBER

\_\_\_\_\_  
EMAIL

Please return your completed agreement to PTC via email to [suites@ptc.org](mailto:suites@ptc.org) or via fax to +1.833.944.0749.

