



Floating Wind Solutions 2025

Moving Towards Global Project Commercialization

The Marriott Marquis, Houston
January 15-17, 2025

Register Now!



Dear 2025 Floating Wind Solutions Conference & Exhibition Exhibitor,

We are pleased that The Phoenix Design Group, Inc. has been selected as the “Official Event Production Company” for the 2025 Floating Wind Solutions Conference & Exhibition taking place at the Marriott Marquis in Houston, TX. We offer a full range of products and services to assist you in enhancing your booth space so that you can have a successful event.

Your 10’ x 10’ booth space for this event is equipped with pipe and drape dividers, one 6ft table with a black linen (provided by the hotel), two banquet chairs (provided by the hotel), one wastebasket, and an exhibitor identification sign. Should you need anything extra, such as tables, chairs, drayage services, etc, please reference this Exhibitor Rental Kit.

Please direct any questions you may have to:

The Phoenix Design Group, Inc.
Ann Patrick
4850 Wright Road, Suite 150
Stafford, Texas 77477
Office: 281-499-0600
Web: www.ThePhoenixDG.com
Email:
Tradeshows@thephoenixdg.com

EVENT DATES:

January 15, 2025 – January 17, 2025

EXHIBITOR MOVE IN:

Tuesday, January 14, 2025 12:00 pm – 9:30 pm
Wednesday, January 15, 2025 7:30 am – 11:30 am

EXHIBITOR MOVE OUT:

Friday, January 17, 2025 3:00 pm – 10:00 pm

NOTE: All Exhibitors must contract with the hotel’s EventNow Exhibits for all of their electricity and dedicated WiFi needs. To order, go to:

https://eventnow.encoreglobal.com/myevents/result/index/show_id/b455c64c-d70b-ef11-9f89-6045bdeef726/

For more information, contact Andrew Chadderon.

andrew.chadderon@questfwe.com

This facility IS carpeted.

Please review your booth exhibit needs carefully and return your order form before **December 27, 2024**, the discount deadline, to ensure the availability of your rental items and to also save money. All rental items are not available at the event, so please place your order early! Once you have emailed or mailed your order to our office, you will receive a confirmation email that we have received your order. If you do NOT receive an email confirmation, please call our office to ensure that we have actually received the order forms. We hope that the event is a success for you and your company!



THE PHOENIX DESIGN GROUP, INC.

4850 Wright Road, Suite 150 Stafford, TX 77477
 Phone 281-499-0600 www.ThePhoenixDG.com

RENTAL EQUIPMENT ORDER FORM 2025 FLOATING WIND SOLUTIONS CONFERENCE AND EXHIBITION

Discount Deadline: December 27, 2024

Please note that some items are not available at the event.

Rental prices are for the duration of the show and include delivery to and removal from your booth space. Items canceled less than 48 hours prior to show load-in will be charged at 100% of the original price.

Section I: Skirted Display Tables

One standard height 6-ft table (with a black linen) will be provided by the venue to 10'x10' booth packages. Additional tables are available as listed below. These tables are skirted on three sides with a pleated fabric skirt in the color of your choice and topped with white vinyl. 4' tables are skirted on all four sides.

Standard Height – 29" Tall

Description	Discount	Standard	Quantity	Total
4' Long Table x 24" Deep	\$ 75.00	\$ 81.60	_____	\$ _____
6' Long Table x 30" Deep	\$ 85.00	\$ 91.60	_____	\$ _____
8' Long Table x 30" Deep	\$ 95.00	\$125.60	_____	\$ _____
4 th Side Table Skirting	\$ 25.00	\$ 34.60	_____	\$ _____

Counter/Bar Height – 40" Tall

Description	Discount	Standard	Quantity	Total
4' Long Table x 24" Deep	\$ 85.00	\$ 91.60	_____	\$ _____
6' Long Table x 24" Deep	\$ 98.00	\$110.60	_____	\$ _____
8' Long Table x 24" Deep	\$105.00	\$125.60	_____	\$ _____
4 th Side Table Skirting	\$ 25.00	\$ 34.60	_____	\$ _____

4' Raised and Skirted Table



29" Tall Table Skirt Color Choices	
Please use colors as a reference only.	
	Red
	White
	Blue
	Black
	Green
	Plum
	Gold
	Teal

40" Tall Table Skirt Color Choices	
Please use colors as a reference only.	
	Red
	White
	Blue
	Black

Table Skirt Color Choice: _____

* Show colors (black) will be chosen for you on orders with no preference indicated.

Section II: Unskirted Display Tables

Tables can come topped with white vinyl or bare with no topping.

Standard Height – 29” Tall – BARE Tables

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 29.50	\$ 32.75	_____	\$ _____
6’ Long Table x 30” Deep	\$ 35.50	\$ 39.25	_____	\$ _____
8’ Long Table x 30” Deep	\$ 39.50	\$ 45.75	_____	\$ _____

Counter/Bar Height – 40” Tall – BARE Tables

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 39.90	\$ 46.27	_____	\$ _____
6’ Long Table x 24” Deep	\$ 41.90	\$ 47.57	_____	\$ _____
8’ Long Table x 24” Deep	\$ 45.90	\$ 51.47	_____	\$ _____

Standard Height – 29” Tall – TOPPED ONLY Tables

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 35.00	\$ 42.50	_____	\$ _____
6’ Long Table x 30” Deep	\$ 41.00	\$ 50.30	_____	\$ _____
8’ Long Table x 30” Deep	\$ 46.00	\$ 56.80	_____	\$ _____

Counter/Bar Height – 40” Tall – TOPPED ONLY Tables

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 43.00	\$ 52.90	_____	\$ _____
6’ Long Table x 24” Deep	\$ 51.00	\$ 63.30	_____	\$ _____
8’ Long Table x 24” Deep	\$ 59.00	\$ 73.70	_____	\$ _____



Round Display Tables

Tables are 30” in diameter and come unskirted. Table linens can be rented in addition.

Description	Discount	Standard	Quantity	Total
Café Table, 30” Tall	\$ 38.00	\$ 47.50	_____	\$ _____
Cocktail Table, 42” Tall	\$ 38.00	\$ 47.50	_____	\$ _____
Fitted Spandex Cafe Linen*	\$ 28.00	\$ 35.00	_____	\$ _____
Fitted Spandex Cocktail Linen**	\$ 28.00	\$ 35.00	_____	\$ _____

* Available in black ONLY

** Available in black, navy, royal blue, white, red, kelly green, hunter green, yellow, light pink, gold, fuchsia, & purple.

Please **CIRCLE** your color choice

Section III: Miscellaneous Booth Items

Two banquet chairs will be provided in the booth by the venue. The items below are standard items that can be rented for your booth space. (Please use the images below as reference only. Styles may vary by availability.)



Item 122



Item 123



Item 124



Item 125



Item 126PS.32
Item 126PS.43
Item 126PS.65
Item 126PS.70
Item 126PS.75



Item 130



Item 131



Item 132



Item 133



Item 134



Item 135

Description	Item #	Discount	Standard	Quantity	Total
Wood Bar/Counter Stool	122	\$ 28.00	\$ 46.00	_____	\$ _____
Chrome Bar/Counter Stool	123	\$ 42.00	\$ 65.00	_____	\$ _____
Director's Chair	124	\$ 40.00	\$ 52.00	_____	\$ _____
Armless Padded Chair	125	\$ 35.00	\$ 52.00	_____	\$ _____
32" Flat Screen with 55" Floor Stand	126PS.32	\$190.00	\$225.00	_____	\$ _____
43" Flat Screen with 55" Floor Stand	126PS.43	\$350.00	\$450.00	_____	\$ _____
65" Flat Screen with 72" Floor Stand	126PS.65	\$650.00	\$735.00	_____	\$ _____
70" Flat Screen with 72" Floor Stand	126PS.70	\$825.00	\$970.00	_____	\$ _____
75" Flat Screen with 72" Floor Stand	126PS.75	\$905.00	\$1,050.00	_____	\$ _____

All TV's include Remote, HDMI and are USB Compatible.

Description	Item #	Discount	Standard	Quantity	Total
Bag Stand	130	\$ 42.00	\$ 56.80	_____	\$ _____
Literature Rack	131	\$ 85.00	\$106.25	_____	\$ _____
Spectrum Gas-Lift Bar Stool	132	\$ 95.00	\$118.75	_____	\$ _____
Bucket Swivel Bar Stool	133	\$ 95.00	\$118.75	_____	\$ _____
Double Sign Holder	134	\$ 65.00	\$ 81.25	_____	\$ _____
Chrome Easel	135	\$ 25.00	\$ 31.25	_____	\$ _____

Additional Soft Seating Options Available Upon Request

Section IV: Carpet Order Form

(This venue IS carpeted.)

The Phoenix Design Group, Inc. can provide you with quality carpet for your booth to make the most of your exhibitor space. The carpet will be delivered clean, installed, and taped down in your booth space prior to exhibitor move-in. Please fill out the below portion to rent carpet for your booth space.



Carpet Color Choices	
Please use colors as a reference only.	
	Blue
	Black
	Grey

Carpet Color Choice 1: _____

Carpet Color Choice 2: _____

Description	Discount	Standard	Quantity	Total
10' x 10' Booth Carpet	\$ 183.00	\$ 220.00	_____	\$ _____
20' x 20' Booth Carpet	\$ 732.00	\$ 878.00	_____	\$ _____

All Booth Carpet order MUST be placed by ***December 13, 2024*** to guarantee availability.

Section V: Custom Printing Options for your Booth Space:

Orders MUST be placed by December 20, 2024 to guarantee delivery by the show date and to avoid rush charges. Please contact our office for current pricing. Tradeshows@ThePhoenixDG.com or 281-499-0600.

Fabric Tube Display: Our tension fabric systems are a great alternative to standard backwall displays. Quickly assembled in just 5 minutes with no tools required, slide the tubes together to make the frame and lock in place with a push button snap. Then, simply pull the pillowcase-like graphic over the frame and zip it shut. The zipper, hidden from view, tightens the stretch fabric beautifully displaying your images. Disassembled, the lightweight frame and graphic fits inside a compact silver bag. Can be printed 1 side or 2 sided.

Sizes Available

- 2' x 7.6'
- 3' x 7.6'
- 8' x 7'6"
- 10' x 7.6'

\$ _____



Vinyl Banners: 100% polyester banners are wrinkle resistant and printed using a superior quality dye sublimation process. Ideal for trade show graphics. Sizes up to 9' x 30'. Grommets for hanging.

\$ _____



4ft, 6ft, & 8ft Table Throw 4-sided with Custom Print: 100% polyester, wrinkle resistant and printed using a superior quality dye sublimation process. The 4 sides and top can have images.

\$ _____



6ft & 8ft Fitted Table Cover: This option is 4-sided, fully covering the front, back and sides of the table. Our Stretch Table Throws fit tapered and taut around the table and secures under its legs.

\$ _____



33.5" x 80" Retractable Banner: Super flat Vinyl – 1 sided. Printed on a 10 mil indoor premium vinyl. The retractable stands are conveniently packed in a small carrying bag and set up in a few easy steps.

\$ _____



Custom Backdrops Expandable Wall – Fabric Pop Up Display with Endcaps: 100% Polyester banners are wrinkle-resistant and printed using a superior quality dye sublimation process. Easy assembly! However, if assistance is needed for set-up The Phoenix Design Group can assist! Additional labor charges will apply.

Sizes Available:

10' x 7.4'

15' x 7.5'

20' x 7.4'

\$ _____



Section VI: Drayage/Materials Handling

☞ ADVANCE WAREHOUSE SHIPMENTS:

- Warehouse shipments may be sent to our warehouse up to Friday, January 10, 2025 and must arrive during the business hours of 9:00 am – 4:30 pm, Monday through Friday. No shipments will be received on weekends or holidays.
- Address all shipments consigned to the warehouse as follows:
The Phoenix Design Group, Inc.
To be Held for 2025 FWS Conference & Exhibition
Exhibitor's Company Name and Booth Number
4850 Wright Road, Suite 150
Stafford, Texas 77477
- Advance warehouse shipments will be delivered to the respective booths at the convention facility on our load-in day(s). The empty container(s) will be removed from the booth, placed in storage, and then returned to your booth at the close of the show. Materials will then be shipped out on your designated carrier.
- **No forklift services will be available.**



Advance warehouse shipments must be PREPAID.
Shipments received without freight bills or specified unit counts will be delivered to the exhibitor's booth without guarantee of piece count or condition.
The Phoenix Design Group does not assume any liability for these shipments.

☞ SHOW SITE SHIPMENTS:

WE RECOMMEND SHIPPING TO THE ADVANCED WAREHOUSE TO SAVE MONEY FOR ALL IN-BOUND SHIPMENTS. IF YOU SHIP DIRECTLY TO THE HOTEL, THERE WILL BE AN EXTRA FEE ASSESSED – NO EXCEPTIONS.

- **Direct/Show-site shipments must arrive on the designated exhibitor move-in day, Tuesday, January 14th, 9:00 am – 4:30 pm, and will be received by The Phoenix Design Group only.** Shipments arriving on any other day will be refused by the convention center. **If you do not elect to ship your in-bound freight to the advanced warehouse, and instead ship to the hotel, you will be assessed an additional \$150 charge – NO exceptions.**
- It is your responsibility to instruct your carrier of the allocated date and times for show-site deliveries.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery.
- Address all show-site shipments as follows:
Marriott Marquis Hotel & Convention Center
c/o Phoenix Design Group/FWS 2025
Exhibitor's Company Name and Booth Number
1777 Walker Street
Houston, Texas 77010



☞ OUTBOUND SHIPMENTS:

Packing, labeling, and completing the outbound bill of lading for exhibit materials is the exclusive responsibility of the exhibitor. The Phoenix Design Group, Inc. will not be responsible for ordering any outbound shipment going by your carrier of choice, unless prior arrangements have been made. We will however, ensure that your shipment going out via your carrier of choice is put on the appropriate carrier's truck once you have notified us that you have pre-arranged for a pick-up from our warehouse. Exhibitor's material handling charges will be assessed according to the rates on the enclosed drayage rate form.

☞ TERMS OF LIABILITY:

1. The Phoenix Design Group, Inc. shall not be responsible for damage to uncrated materials, materials improperly packaged, or concealed damage, and will not be responsible for loss, theft, or the disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth.
2. The Phoenix Design Group, Inc. shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event The Phoenix Design Group, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per Item, or \$1,000 per shipment, whichever is less.
3. The Phoenix Design Group, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit.
4. Claims for loss or damage must be submitted to The Phoenix Design Group, Inc. prior to the close of the show. No suit or action shall be brought against The Phoenix Design Group, Inc. more than one year after the accrual of the cause of action.
5. INSURANCE- It is understood that The Phoenix Design Group, Inc. is not an insurer. Insurance, if any is needed, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
6. The consignment or delivery of a shipment to The Phoenix Design Group, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of terms and conditions set forth.

☞ MATERIAL HANDLING/DRAYAGE RATES:

Rates include labor and equipment required to unload shipment, store in advance at the warehouse address, deliver to the exhibitor's booth, handle empty containers to and from storage, and removal from booth for reloading back to advanced warehouse for outbound carriers. **Shipments must be able to be transported by pallet jack. No forklift services will be available.**

All rates are rounded up to the next 100 lbs per shipment.

A. Crated or Skidded Floor Load Shipment:

This includes shipments that can be unloaded at the dock by a single pallet jack or dolly.

1. Advance Warehouse Rate: \$95.00 per 100 lbs. (CWT)
2. Show Site Rate: \$65.50 per CWT.

Carrier _____ Number of Pieces _____ Expected Arrival Date _____

Shipment Weight (round up to the next 100 lbs.) _____ / 100 = _____ (CWT)

_____ CWT x \$ _____ Rate for your Type of Shipment = \$ _____ Total

B. Crated or Cased Floor Load Shipment – needing TWO pallet jacks to move:

This includes shipments that can be unloaded at the dock utilizing two pallet jacks or dollies.

1. Advance Warehouse Rate: \$185.00 per 100 lbs. (CWT)
2. Show Site Rate: \$115.00 per CWT.

Carrier _____ Number of Pieces _____ Expected Arrival Date _____

Shipment Weight (round up to the next 100 lbs.) _____ / 100 = _____ (CWT)

_____ CWT x \$ _____ Rate for your Type of Shipment = \$ _____ Total

C. Packages into Advanced Warehouse (Packages under 35 lbs.):

This includes packages, letters, and small boxes under 35 pounds.

- 1st Package Received Rate: \$55.00
Additional Packages Received: \$10.00 per package

Carrier _____ Number of Pieces _____ Expected Arrival Date _____

_____ \$55.00 + \$ _____ = \$ _____
1st Package Additional Packages (\$10 each) Total

Please select one of the following:

- My outbound freight company will be picking up my items from the Marriott Marquis by 6:00 pm on Friday, January 17, 2025. I will have my package(s) sealed up with pre-paid, outbound shipping labels affixed to them and will contact my freight company for the pick-up.
- I have contacted my outbound freight company to pick my items up from the Phoenix Design Group Warehouse on Monday, January 20, 2025. I understand that my outbound packages need to be sealed up with pre-paid, outbound shipping labels affixed to them. I understand that Phoenix Design Group will collect my outbound shipment from my booth space at the end of the show and will take the shipment back to their warehouse for pickup from there.
- I do NOT have any outbound shipment needs.

Important Note for Outbound Shipments – Whichever way you have your freight picked up for outbound shipping, the exhibitor is fully responsible for contacting said freight company to notify them of where to pick up items, along with the correct date and time

Section VII: Order Totals

Section I – Skirted Display Tables	\$ _____
Section II – Unskirted Display Tables	\$ _____
Section III – Miscellaneous Booth Items	\$ _____
Section IV – Carpet Order	\$ _____
Section V – Custom Printing	\$ _____
Labor Charges for set up if Applicable	\$ _____
Section VI – Drayage/Material Handling	\$ _____
Additional Charge for shipping directly to Show Site if applicable (\$150)	\$ _____
Sub-Total	\$ _____
Tax 8.25% *	\$ _____
(* Important Note: If you are tax-exempt, you must submit a tax exempt certificate at the time of your order.)	
Grand Total for Payment	\$ _____

Attention:

Please mail or email only the pages that pertain to your individual order that you have filled out. Once received, we will send you the invoice with a payment link. If there are pages that you did not need to fill out, you DO NOT need to email or mail them to our office. If you are paying via company check, please send in your order pages with payment – do not send via email too. Thank you!

We will confirm receipt of your order via email to the email listed below. If you do NOT receive an email confirmation, please contact our office. Thank you!

PAYMENT

Exhibitor understands that they are responsible for any missing or damaged equipment that is utilized in their booth space as a rental. Exhibitor will be responsible for the full replacement value of any damaged or missing items.

NOTE: YOU MUST INCLUDE TAX WITH YOUR PAYMENT UNLESS YOU ARE TAX EXEMPT. If you are tax exempt, please send a copy of your Tax exemption form with your payment.

Name of Event _____

Your Company/Booth Name _____

Booth Number _____ Booth Contact/Representative's Name: _____

Contact's Email _____

Contact's Phone _____

COMPANY CHECK - Please include with your order form.

Please make checks payable to: The Phoenix Design Group, Inc.

*A \$75.00 service fee will be assessed on all returned checks.

CREDIT CARD - The Phoenix Design Group offers an online payment option for credit/debit cards. Once we have received your order form, an invoice will be sent to the email address provided below along with the payment link. Please note, full payment is due prior to services/rentals being provided.

We impose a surcharge of 3% when paying with a credit card, which is not greater than our cost of acceptance. The adjustment will appear on your receipt. Any purchase made with a debit card will not include a surcharge.

Email Address to send invoice: _____

Name and phone number of recipient if different from above:
