

Midsize Enterprise Summit[®]

September 17-19, 2017
JW Marriott Hill Country
San Antonio, TX

THE CHANNEL CO.

Marketing Materials

Each participating vendor will have their company logo and profile listed in the Midsize Enterprise Summit event app. **You must upload this information in the Vendor System ASAP.** The link to the Vendor System is listed below. You will need your username and password to enter the system.

Access our Vendor System by clicking [HERE](#)

Private Boardroom Appointments

If your sponsorship package includes Boardroom Appointments, they are 30 minutes in length. We want to ensure that you make the best use of your time. Please arrive 10 minutes prior to your scheduled appointment for advance preparation.

Your Boardroom Appointment schedule will be sent to you on August 31, 2017.

Each private boardroom appointment room will be set with the following:

- Conference table seating for IT Executives
- Projector
- Screen
- HDMI Cords- **If your computer requires a different cord, please bring it with you**

If additional A/V equipment is needed, you may order it directly with the JW Marriott San Antonio by calling 210-276-2500 and asking for the A/V department. These charges can be applied directly to your room folio.

Shipping Information

For those companies sending materials for individual Boardroom Appointments, not affiliated with the Solutions Pavilion, you may send packages directly to the hotel as shown below. Packages may not arrive more than 3 days prior to the event. Upon arrival at the hotel, please contact the Business Center between the hours of 7:00 a.m. and 5:00 p.m.

Bellmen are available to assist in the movement of packages. The handling fee, which is based on the weight of your boxes, can be billed directly to your room.

Shipment Address

JW Marriott San Antonio
23808 Resort Parkway
San Antonio, TX 78261

Hold for: Guest Name - Company Name

If you are participating in the Solutions Pavilion exhibit area, specific shipping information is available in the Freeman Exhibitor Kit which will be emailed to you separately. **You will not have access to your booth shipment until 7:00 AM on Monday, September 18.**

THE HOTEL MAY NOT ACCEPT SHIPMENTS THAT ARE FOR THE EXHIBIT AREA. THE CHANNEL CO.

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Hotel Information

All MES events will take place at the JW Marriott San Antonio. The discounted room rate is \$229 per night for single/double occupancy.

To secure room reservations, please call the hotel directly at 210-276-2500 and reference the Midsize Enterprise Summit or use the following link no later than August 21, 2017.

Room Link Here

To take advantage of this discounted room rate, identify yourself as a participant in the Midsize Enterprise Summit. Reservations made after August 21 will be on a space available basis only. The hotel sells out quickly after this cutoff date.

Check-In Time: **3:00 pm**

Check-Out Time: **11:00 am**

Internet in guest rooms: **Complimentary**

To purchase a suite, please contact your sale rep at The Channel Company. The hotel is unable to directly release suites or private meeting space during official conference dates without the approval of the MES Events Conference Office.

Transportation: The JW Marriott Hill Country is approximately 14 minutes from San Antonio Airport. There is NOT a shuttle service to the hotel from the airport. Taxi fare is approximately \$45.

Parking: Valet Parking is \$33 per day and **Self-Parking** is FREE

General Event Information

Business attire is recommended throughout the conference

Remember to bring plenty of business cards and literature packets to distribute to attendees

In an effort to keep a professional atmosphere at the event and in adherence to the strict hotel policies regarding signage, we have implemented the policy that only signage produced by The Channel Company may be displayed in any public areas.

Private Dinner Functions

The Channel Company prohibits participating vendors from hosting private functions (receptions, private parties, dinners) for more than 15 guests during the official dates of the event.

The Channel Company reserves the right to restrict private functions, as it conflicts with the hosted IT Executives obligations to attendance at sponsored events in the agenda. Vendors that schedule private functions without advance approval of The Channel Company event management may lose exhibiting privileges at future events.

If you would have questions or would like to schedule an approved private function, please contact your sales rep at The Channel Company or Conference Logistics Team.

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