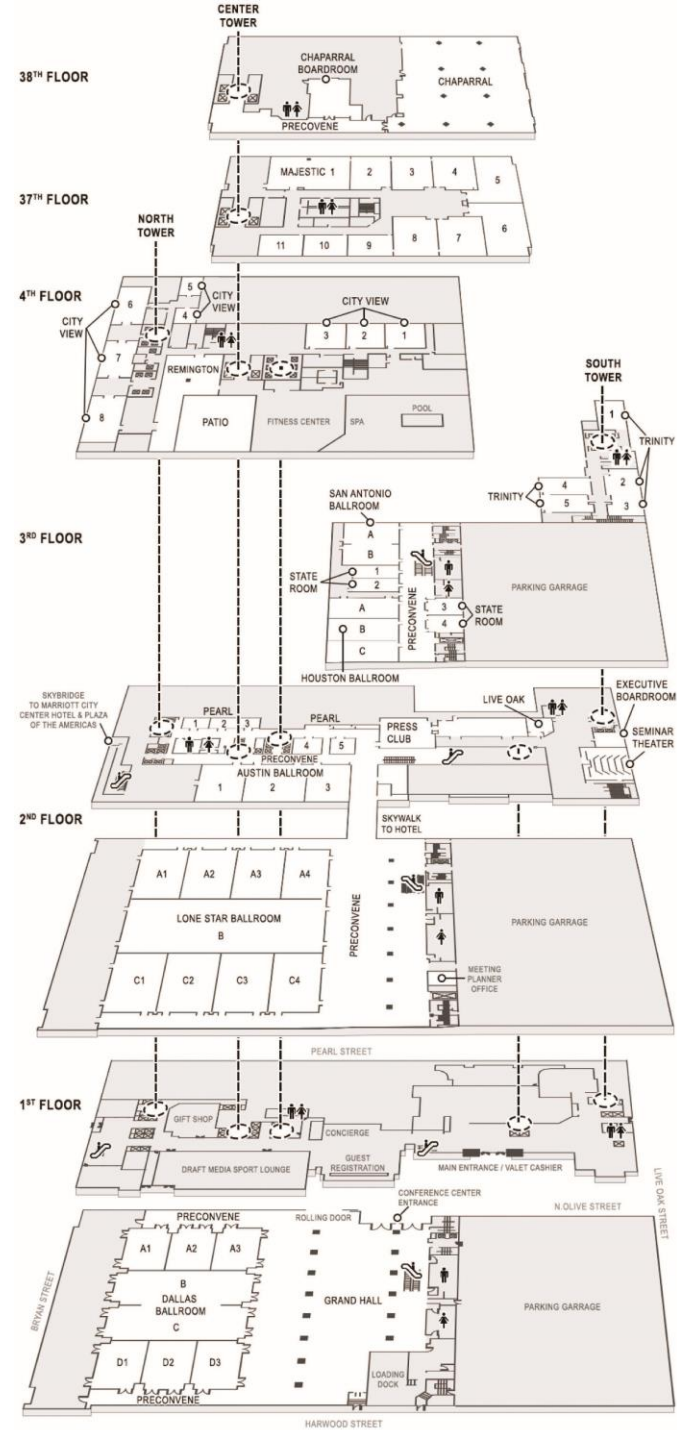


# Vendor Hospitality Suites/Events Package September 22-24

Meeting Rooms: [Downtown Dallas Event Venues | Sheraton Dallas Hotel](#)

Suites: [Suites | Sheraton Dallas Hotel](#)

# Sheraton Dallas Vertical Map



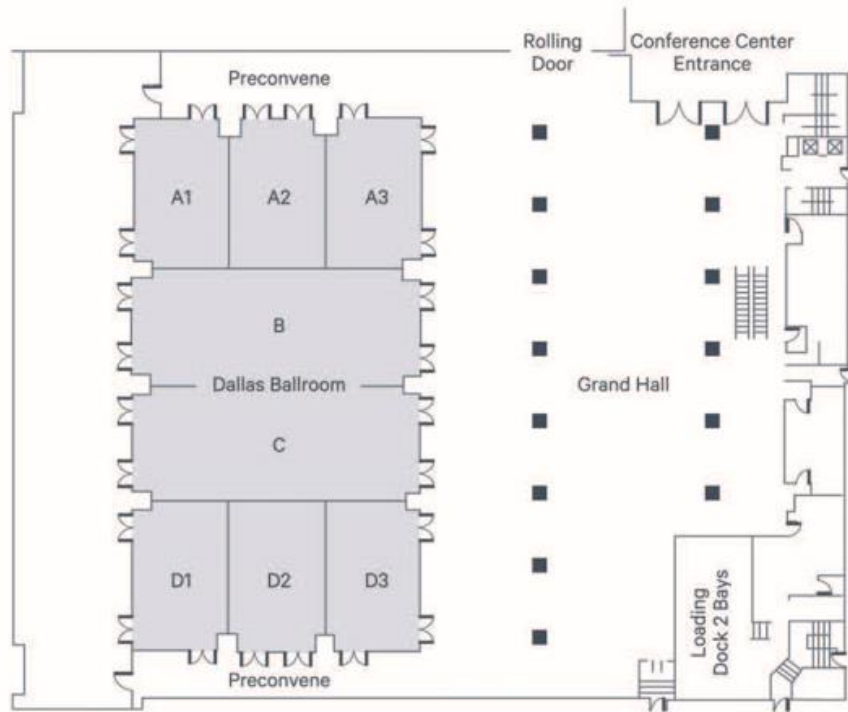
# Meeting Rooms



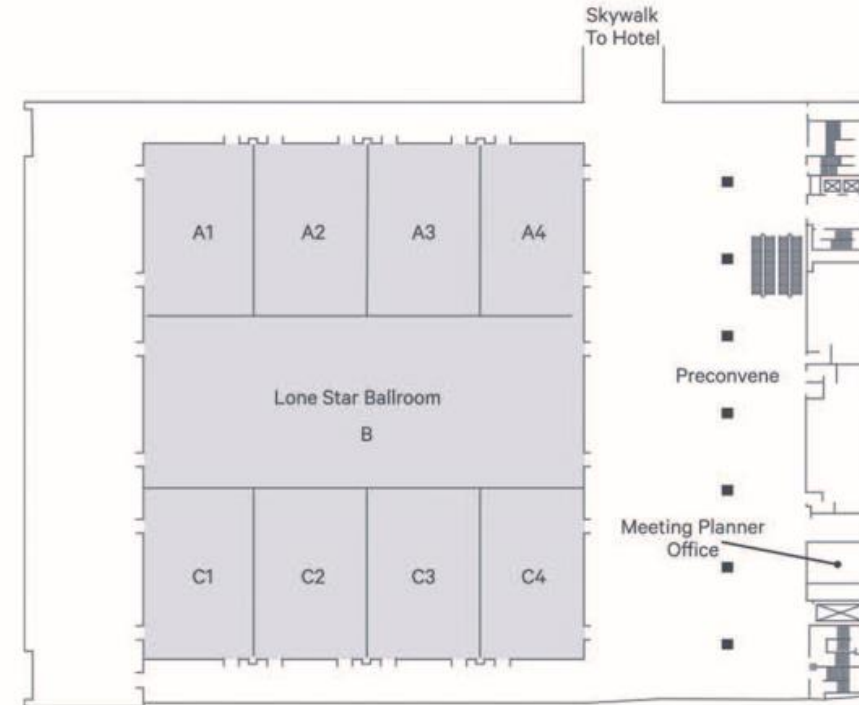
# Sheraton®

DALLAS HOTEL

## First Floor - Convention Center



## Second Floor - Convention Center

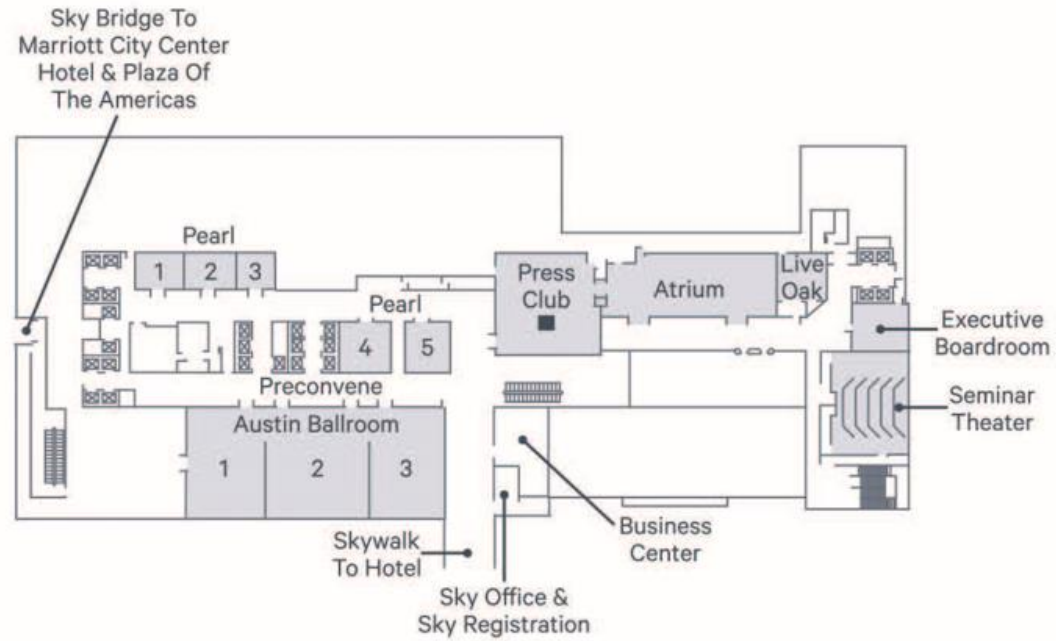




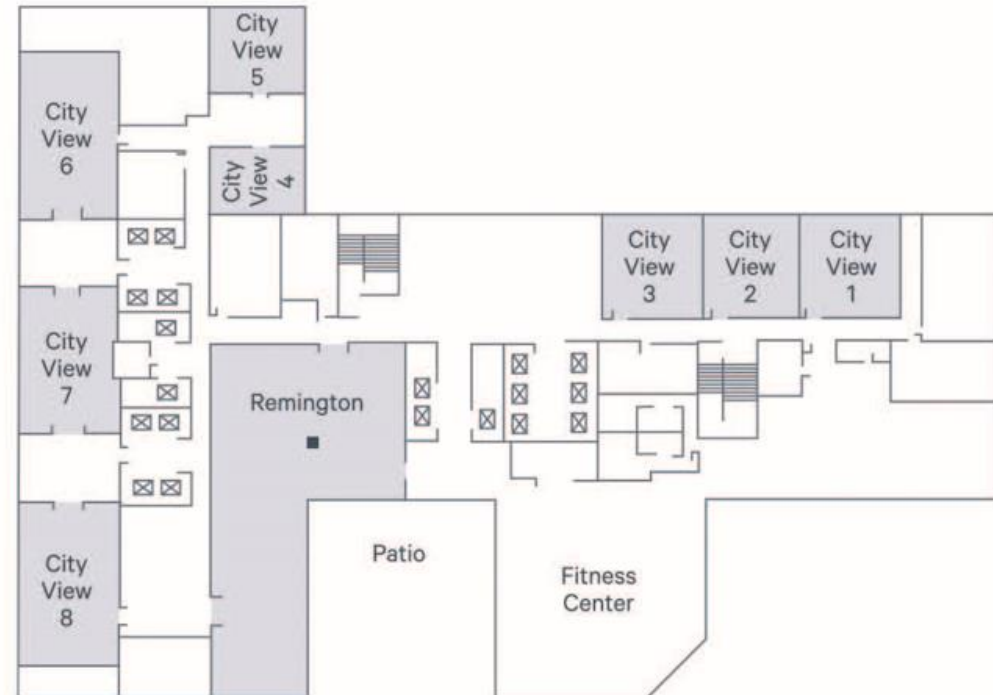
# Sheraton®

DALLAS HOTEL

## Second Floor - Hotel



## Fourth Floor - Hotel

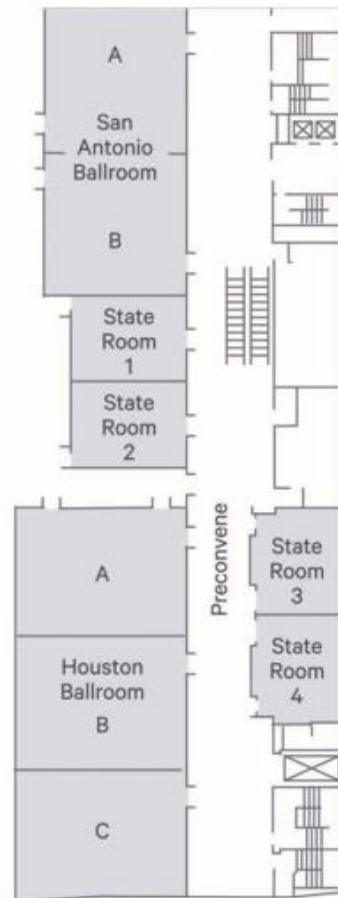




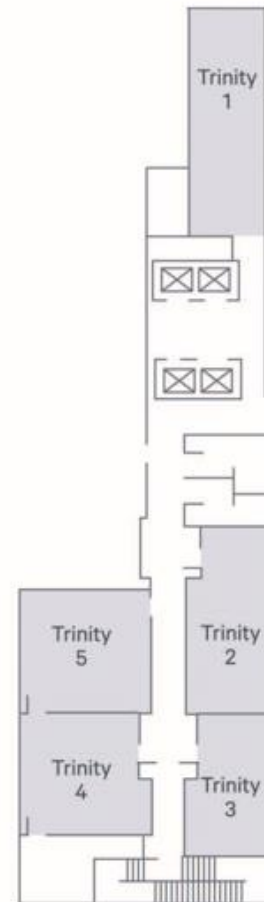
**Sheraton**<sup>®</sup>

DALLAS HOTEL

### Third Floor - Convention Center



### Third Floor - South Tower

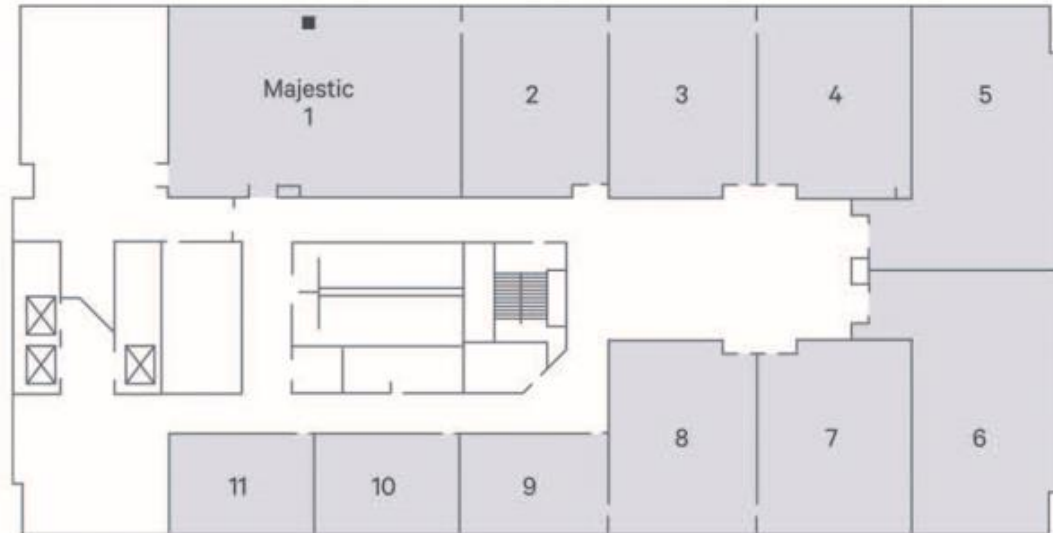




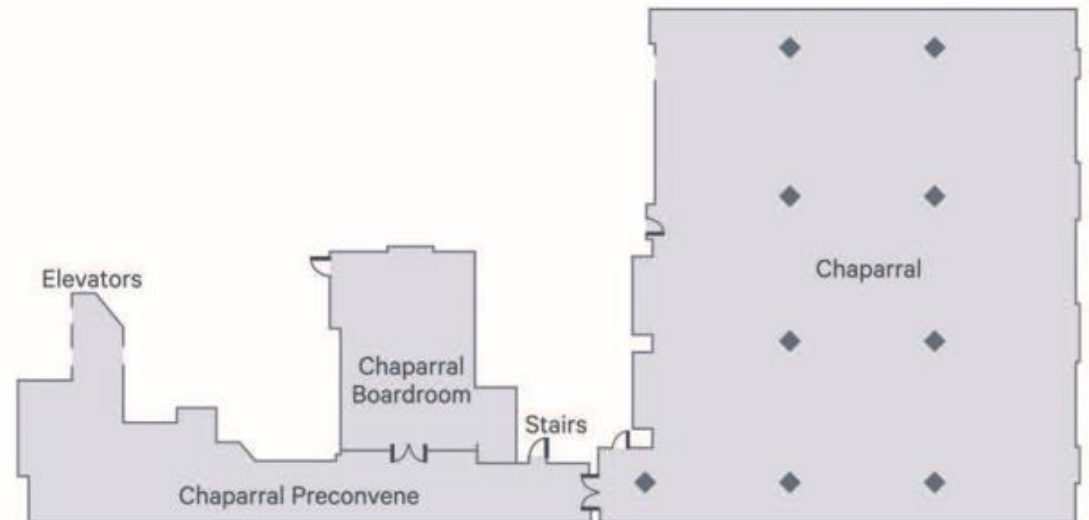
**Sheraton**<sup>®</sup>

DALLAS HOTEL

### Thirty-Seventh Floor - Hotel



### Thirty-Eighth - Hotel

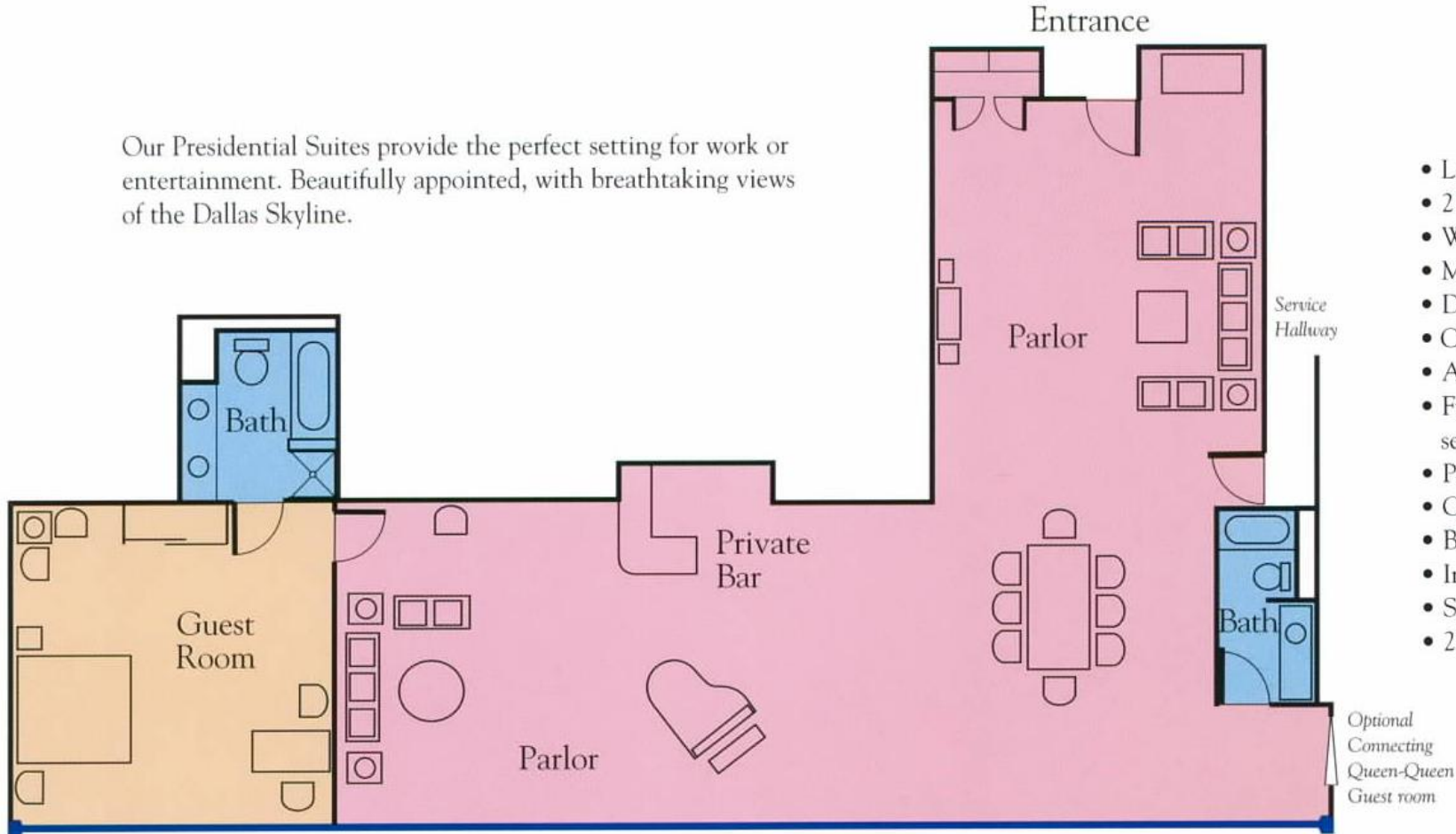


# Hospitality Suites



# Presidential Suites

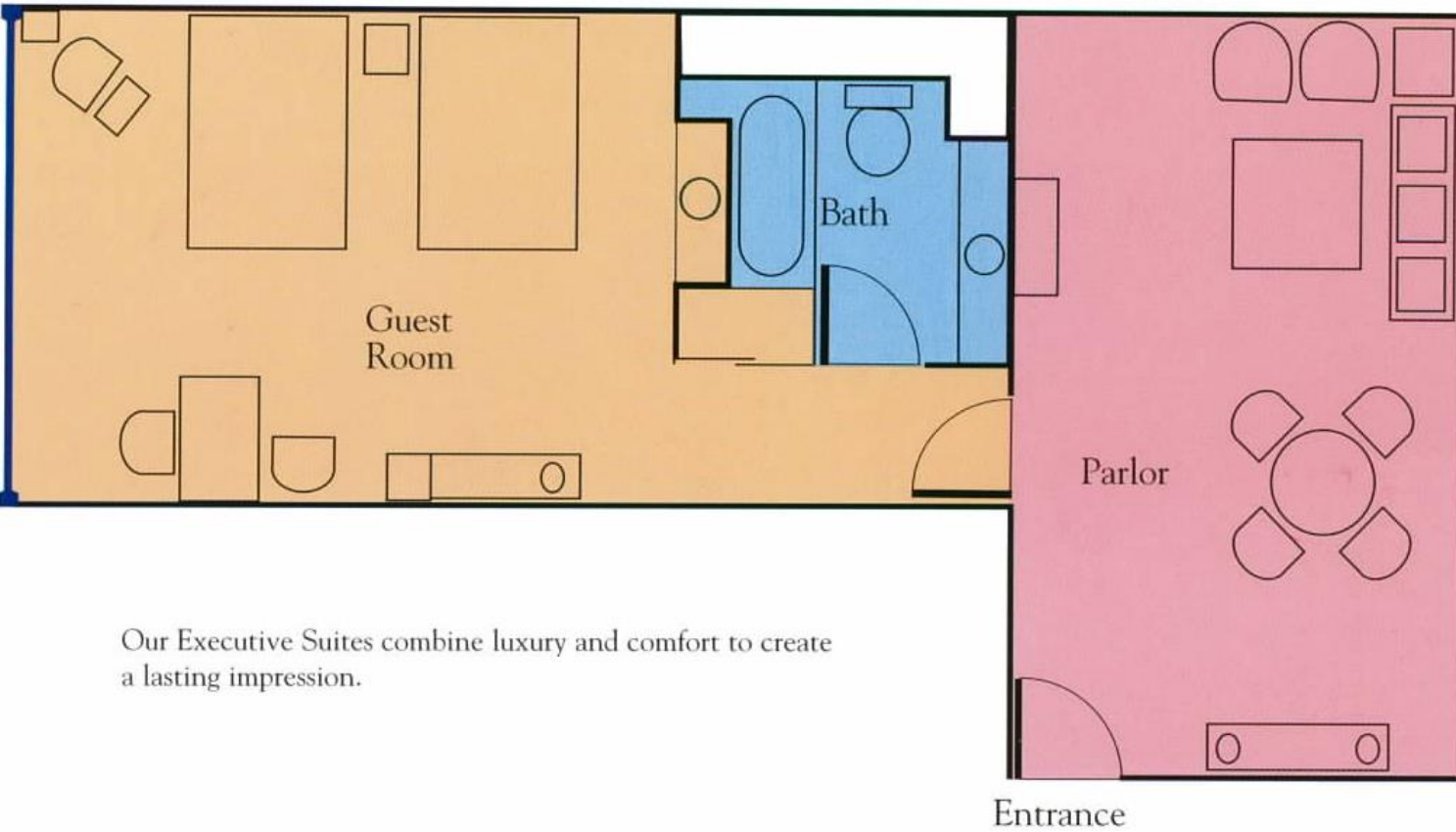
Our Presidential Suites provide the perfect setting for work or entertainment. Beautifully appointed, with breathtaking views of the Dallas Skyline.



## Highlights

- Located in Center Tower, floors 6-28 with one located in South Tower
- 2180 sq. ft., with 1800 sq. ft. Parlor and 380 sq. ft. King Bedroom
- Windows offer breathtaking view of downtown skyline
- Mahogany furnishings with traditional and contemporary accents
- Deep marbled hues of green, burgundy, blue and brown
- Coiffeured ceilings in Parlor
- All have connecting Double-Queen Bedrooms
- Full bath in both Parlor and King Bedroom. Whirlpool tub and separate shower in Bedroom bath
- Parlor has private bar, some with baby grand pianos
- Conference table with seating for eight
- Bathrooms have hair dryers
- Iron and full-sized ironing board
- Speaker phones with dual lines and modem access
- 23 Presidential Suites total

# Executive Suite I

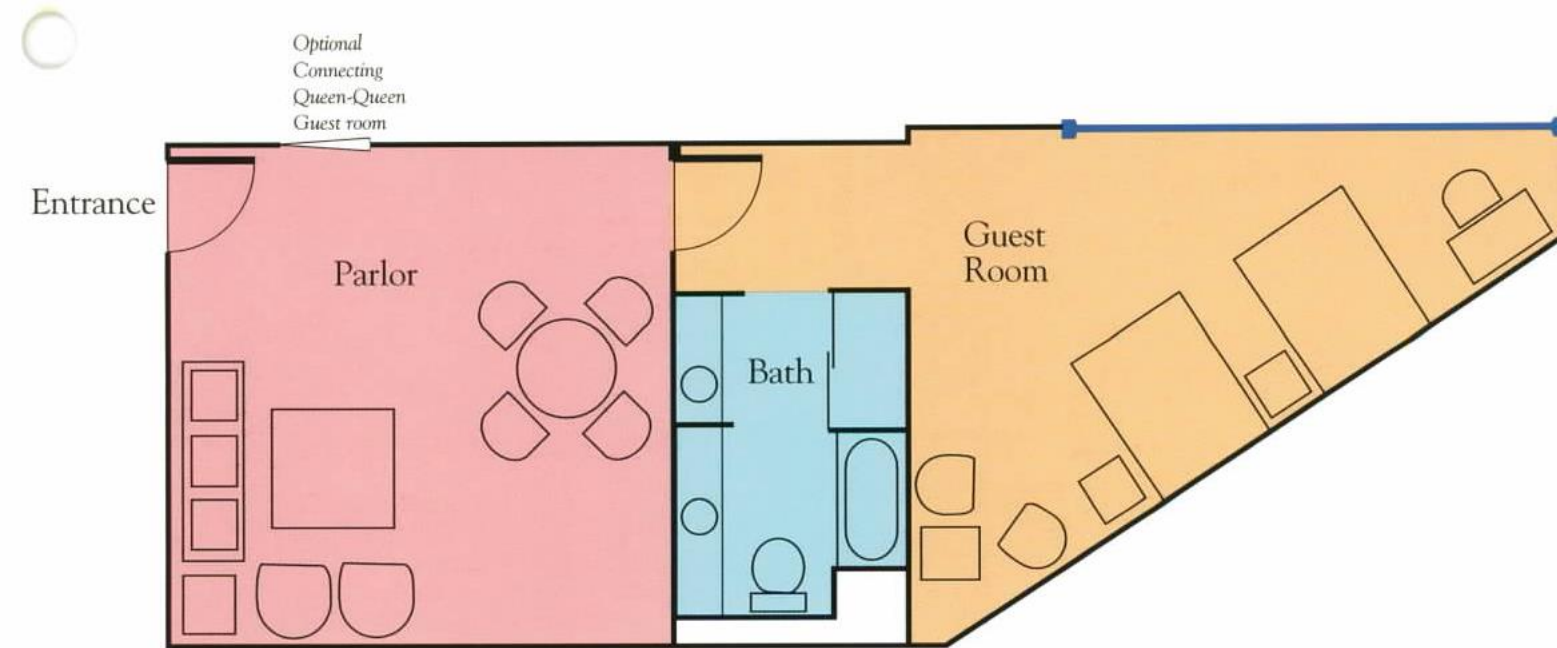


Our Executive Suites combine luxury and comfort to create a lasting impression.

## Highlights

- Located in Center Tower, floors 6-32, with one each in North and South Towers
- 780 sq. ft., with 300 sq. ft. Parlor and 480 sq. ft. Double-Queen Bedroom
- 10' Ceilings
- Mahogany furnishings with traditional and contemporary accents
- Deep marbled hues of green, burgundy, blue and brown
- Enlarged work desk with dual-line speakerphone and modem access
- Hair dryer, iron, full-sized ironing board
- Full bathroom with separate vanities
- Conference seating for four
- 138 Executive I Suites total

# Executive Suite II



## Highlights

- Located in North Tower, floors 5-32
- 722 sq. ft., with 342 sq. ft. Parlor and 380 sq. ft. Double-Queen Bedroom
- 10' Ceilings
- Mahogany furnishings with traditional and contemporary accents
- Deep marbled hues of green, burgundy, blue and brown
- Enlarged work desk with dual-line speakerphone and modem access
- Full bath with separate vanities, adjacent to Parlor and guest room
- Hair dryer, iron and full-sized ironing board
- Conference seating for four
- 26 Executive II Suites total

Our Executive Suites combine luxury and comfort to create a lasting impression.

				Suite Prices				
Rooms		Location	Sq.ft	Sat	Sun	Mon	Tue	Wed
Majestic (9, 10, and 11 have board room type tables that can't be moved)	1	H-37th	1,890	\$945	\$945	\$1,701	\$1,701	\$945
	2, 3, 4, 7, or 8	H-37th	945	\$473	\$473	\$851	\$851	\$473
	5 or 6	H-37th	1,200	\$600	\$600	\$1,080	\$1,080	\$600
	9, 10, or 11	H-37th	459	\$230	\$230	\$413	\$413	\$230
City View	1, 2, or 3	H-4th	729	\$365	\$365	\$656	\$656	\$365
	4	H-4th	486	\$243	\$243	\$437	\$437	\$243
	5	H-4th	567	\$284	\$284	\$510	\$510	\$284
	6	H-4th	1,242	\$621	\$621	\$1,118	\$1,118	\$621
	7	H-4th	1,050	\$525	\$525	\$945	\$945	\$525
Austin Ballroom	1	H-2nd	2,662	\$1,331	\$1,331	\$2,396	\$2,396	\$1,331
	2	H-2nd	2,280	\$1,440	\$1,440	\$2,052	\$2,052	\$1,440
	3	H-2nd	3,091	\$1,546	\$1,546	\$2,782	\$2,782	\$1,546
Houston Ballroom	A	CC-3rd	2,520	\$1,260	\$1,260	\$2,268	\$2,268	\$1,260
	B	CC-3rd	2,520	\$1,260	\$1,260	\$2,268	\$2,268	\$1,260
	C	CC-3rd	2,520	\$1,260	\$1,260	\$2,268	\$2,268	\$1,260
San Antonio Ballroom	A	CC-3rd	2,295	\$1,448	\$1,448	\$2,066	\$2,066	\$1,448
	B	CC-3rd	2,295	\$1,448	\$1,448	\$2,066	\$2,066	\$1,448
Remington (with outdoor patio)		H-4th	3,716	\$1,858	\$1,858	\$3,344	\$3,344	\$1,858
Chaparral (doors don't lock)		H-38	6,928	\$3,464	\$3,464	\$6,235	\$6,235	\$3,464
Presidential Suite		H-Center Tower	2,560	\$1,280	\$1,280	\$1,280	\$1,280	\$1,280
Executive Suite I		H-Center Tower	780	\$390	\$390	\$390	\$390	\$390
Executive Suite II		H-North Tower	1,102	\$551	\$551	\$551	\$551	\$551

# Notes:

Presidential and Executive II suites have a bedroom on both sides of the Parlour area, and it is required to reserve both. Executive Suite I's only have one bedroom.

Executive suites do not have a window in the parlor area.

F&B can be ordered for the suites, but not an outside Caterer. Food setup tables, wine glasses, etc. would be through the hotel. A bartender can be obtained through the hotel if desired.

Suite standard check-in and check-out times are 3:00pm and 11:00am respectively.

Suites pricing includes costs for all required bedrooms.

Preliminary meeting room set up time is noon, and have to be out by 9am (to be confirmed with the hotel).

If a meeting room is requested for multiple nights, they must be consecutive nights.

There will be a 20% discount applied for rooms OPENED for hospitality for two nights, and a 30% discount on those OPENED for three or more nights. Additional nights booked will also receive the discount.

We will attempt to accommodate special requests regarding relocating to an alternate space during the Conference.

Large events may have the rental costs reduced or eliminated based on historical sponsorship and participation.

Taxes are included in the pricing sheet.

All suite and meeting rooms must be reserved through and paid directly to PCIC. F&B is direct with the hotel.

List any specific times on opening/closing of Suites/Events. Base available times are 7:30-11:59pm Mon, 5:00-11:59 other days.

Provide requests for Sponsor (give-a-way) tables, and days (in Registration area). Will be available during Registration times.

Meeting Rooms must have F&B served through hotel catering. All external alcohol (beer, wine, liquor) must come through the hotel's distributor to the hotel. In other words, the Vendor has to go through the hotel's distributor to have the alcohol delivered to the hotel. The hotel pays the distributor per the hotel's pricing with the distributor. The vendor then pays the hotel price equal to what the hotel paid the distributor. Hotel will then serve the alcohol based upon the following corkage fees and attendant fees. Wine is #30/bottle, and alcohol is \$182/bottle corkage fees. It's \$325 for a bartender for 3 hours.

Presidential and Executive suites are not required to have a bartender and hence can be self serve, but alcohol still needs to be ordered through the hotel or their distributor if it's external alcohol plus the corkage fees. If self serve bar, Hotel will charge for glasses, etc like they would for receptions in a meeting space.

This is due to TABC regulations and the Hotel's liquor license.

### Exclusive Sponsor and Co-sponsor Levels for PCIC Events

Breakfasts	Exclusive Sponsor	Co-sponsor
Monday – First Time Attendee Orientation Breakfast	\$3,500	\$2,500
Monday – Attendee Breakfast	\$7,000	\$5,000
Monday – Author Breakfast	\$2,500	-
Tuesday – Attendee Breakfast	\$7,000	\$5,000
Tuesday – Women Professionals Breakfast	\$3,500	\$2,500
Tuesday – Author Breakfast	\$2,500	-
Wednesday – Attendee Breakfast	\$7,000	\$5,000
Wednesday – Author Breakfast	\$2,500	-
Thursday – Tutorial Attendee Breakfast	\$3,500	\$2,500
Lunches	Exclusive Sponsor	Co-sponsor
Tuesday – Attendee Grab & Go Lunch	\$7,000	\$5,000
Tuesday – Emeritus Plated Lunch	\$2,500	-
Tuesday – EDS Plated Lunch	\$2,500	-
Tuesday – Paper's Selection Grab & Go Lunch	\$2,500	-
Thursday – Tutorial Attendee Grab & Go Lunch	\$3,500	\$2,500
Technical Sessions - Coffee Breaks	Exclusive Sponsor	Co-sponsor
Monday – Morning	\$3,000	\$2,000
Monday – Afternoon	\$3,000	\$2,000
Tuesday – Morning	\$3,000	\$2,000
Wednesday – Morning	\$3,000	\$2,000
Wednesday – Afternoon	\$3,000	\$2,000
Thursday – Tutorial Morning	\$2,000	\$1,500
Thursday – Tutorial Afternoon	\$2,000	\$1,500
Guest Hospitality Refreshments	Exclusive Sponsor	Co-sponsor
Monday – Morning	\$1,400	\$1,000
Monday – Afternoon	\$1,400	\$1,000
Tuesday – Morning	\$1,400	\$1,000
Tuesday – Afternoon	\$1,400	\$1,000
Wednesday – Morning	\$1,400	\$1,000
Wednesday – Afternoon	\$1,400	\$1,000

**Notes:**

1. Events highlighted in yellow are offered to longtime supporters first, but may become available to additional sponsors
2. Vendors who have previously contributed get first choice
3. Hospitality Suite and Meeting Room Fees will be considered monetary sponsorship and will count toward sponsorship recognition level

### In Kind Sponsorship Examples

<b>Attendee Amenities</b>
Metallic logo cups
PCIC Conference Registration gift bag
Coffee Mugs
Water Bottles
Shipping Conference Mailer
Attendee Tote Bags
Chocolate Bars
<b>Guest Amenities</b>
Guest Bags
Guest Spa Day Sponsorship
Guest Tour Lunch Sponsor
Guest Cookbooks
Guest Tour Bus Refreshments
Guest Coffee Mugs
Guest Water Bottles

**Notes:**

1. In kind items highlighted in yellow are offered to longtime supporters first, but may become available to additional sponsors
2. In kind items with company and PCIC logos given out at Registration, Registration area tables, and Guest bags will be counted in calculating the vendor's sponsorship recognition level with proof of valid receipt(s)
3. In kind items not included in the above list are welcome

## Sponsorship Recognition Levels

Level	Benefits	Sponsorship Amount
Bronze	<ul style="list-style-type: none"> <li>Recognition on the PCIC Social Calendar</li> <li>Recognition at the Wednesday luncheon</li> <li>Recognition on the PCIC conference website</li> </ul>	Less than \$1,500
Silver	<ul style="list-style-type: none"> <li>Bronze-level benefits</li> <li>Company sign displayed at sponsored event(s)</li> </ul>	\$1,500 to \$3,499
Gold	<ul style="list-style-type: none"> <li>Silver-level benefits</li> <li>Recognition on the PCIC conference LinkedIn page</li> </ul>	\$3,500 to \$6,499
Platinum	<ul style="list-style-type: none"> <li>Gold-level benefits</li> <li>Greeters at sponsored events</li> </ul>	\$6,500 to \$13,999
Diamond	<ul style="list-style-type: none"> <li>Platinum-level benefits</li> <li>Priority on hospitality suites, meeting rooms, and sponsorship opportunities at future conferences</li> </ul>	\$14,000 and over

### Notes:

1. The above levels include the total vendor expenditure on hospitality suites (minus F&B) and eligible monetary and in-kind sponsorship
2. If two vendors have the same request, preference will be given to the vendor with the higher sponsorship amount
3. Hospitality Suite and Meeting Room Fees will be considered monetary sponsorship and will count toward sponsorship recognition level
4. Vendors hosting large social events without company marketing or promotional material will receive a \$14,000 credit toward sponsorship recognition level, qualifying them to Diamond Sponsorship Level

# Requests and Questions

- Reservation requests are made via Google Forms
- Questions may be sent to:
  - Jackie Morris [jackiemorris@ieee.org](mailto:jackiemorris@ieee.org)
  - Mike Hudgens [mike.hudgens@ashgrove.com](mailto:mike.hudgens@ashgrove.com)
- Hospitality Requests: [2025 Dallas PCIC Vendor Hospitality Room Requests - Google Forms](#)
- Sponsorship Requests: [2025 IEEE PCIC Dallas Sponsorship Requests - Google Forms](#)



# Vendor Rules of Etiquette from PCIC Operating Manual

## SCOPE

The purpose of these rules is to maintain the PCIC at a high professional level. Vendor participation is encouraged and welcomed to emphasize the technical and professional aspects of the PCIC Conference. Conduct shall be in accordance with the following to prevent any conflicts with the PCIC Conference program

## PRE-CONFERENCE ADVERTISING

- a) **Vendors are encouraged to send email invitations to potential PCIC Conference attendees for vendor-sponsored functions such as dinners, receptions and hospitality suites, provided these functions meet the requirements of this section and such email notifications do not include advertising of products and services within the same notification.**
- b) **Vendors are permitted to send email notifications of tutorials and technical papers the vendor is participating in, provided such email notifications do not include advertising of products and services within the same notification. The email notification should also include information about the PCIC Conference, including the PCIC Conference logo, dates and location, and shall include the title, paper number and full list of authors as indicated in the PCIC Conference technical program.**

## **HOSPITALITY ROOMS**

- a) Vendor hospitality rooms are allowed and are used to entertain customers, make and renew acquaintances, and discuss commercial matters on an individual basis.**
- b) All vendor personnel participating in the vendor's hospitality room(s) must register as attendees of the PCIC Conference.**
- c) The principal member responsible for the vendor's hospitality room(s) shall be a member of IEEE in good standing and a member of the Industry Applications Society of which the PCIC is a Committee.**
- d) Vendors shall not receive guests to hospitality rooms during official PCIC Conference program hours, including the time set aside for PCIC events such as technical meetings, subcommittee meetings, banquets, luncheons, social functions, or like affairs.**
- e) At least one-half hour before official PCIC Conference affairs, vendors shall close their hospitality room(s) to guests, including those already present. The rooms shall not reopen until such PCIC Conference affairs are officially closed.**
- f) An attempt shall be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program.**
- g) To provide a more pleasing and professional appearance, the Local Conference Committee will list hospitality room identification in the Registration area. The committee will also provide an identifying sign for use at the hospitality room location. All signs are to be returned to the Local Conference Committee at the end of the PCIC Conference.**
- h) Literature and products for demonstration and discussion on a personal and individual-oriented basis in hospitality rooms must be consistent with the technical communication objectives of the PCIC Conference.**
- i) All vendors that are to have hospitality rooms open to general attendance shall give prior notification to the Local Conference Committee as suite assignments within the PCIC Conference hotel is to be managed by the Local Conference Committee.**

## **VENDOR OFFSITE ENTERTAINMENT**

- a) Vendor luncheons, social functions, and other vendor-coordinated activities shall not conflict with the times allotted to the official conference program and official PCIC Conference luncheons, banquets, and social functions.
- b) The PCIC Conference officially runs from Monday at 7 a.m. to Thursday at 5:00 p.m. At no time between Monday 7:00 a.m. through Wednesday 5:00 p.m. shall any company (including subsidiaries) take more than 25 registrants (not including guests, PCIC Emeritus, visiting dignitaries, or host company personnel) away from the PCIC Conference hotel for any purpose.

## **COMMERCIAL ADVERTISING AND CONDUCT**

- a) No commercial displays, including signs, posters, banners, etc. shall be displayed on common conference premises.
- b) Group-oriented displays of commercial equipment or product presentations will not be allowed outside vendor hospitality rooms.
- c) Commercial products shall be confined to hospitality rooms in order to emphasize the official technical nature of the conference.
- d) Commercial literature shall be distributed only in hospitality rooms.
- e) Commercial/promotional literature shall not be included in conference attendee registration packets. Logos and names of sponsoring companies are permitted as approved by the Conference Chair.

## **DELIVERY OF FLYERS TO HOTEL ROOMS**

- a) Distribution of material to PCIC attendees' hotel rooms will be done only by the hotel staff.
- b) The Local Conference Committee is tasked to administer this activity based on the Local Committee Guide

## **NON-COMPLIANCE PENALTY**

Vendors who violate the requirements of this section may be subject to one or more of the following penalties, to be decided by the PCIC Advisory & Awards (A&A) Subcommittee:

- a) Vendor removed from consideration for conference hospitality rooms.
- b) Vendor removed from consideration for conference sponsorships.
- c) Vendor authors removed from consideration for future technical paper selection.

Questions?