



CORPORATE HOSPITALITY GUIDELINES.

MAY 16-22, 2016

SIGNATURE SUITE DETAILS

Suite Hours

- The Signature Suites are open from 8 a.m. until 60 minutes following conclusion of play, each day, Wednesday - Sunday.
- The hours may be adjusted in the event of weather delays.

Daily Tee Times

- Wednesday: Gold Pro-Am tee times are from 7 to 9 a.m. and 12 p.m. to 2 p.m., using a two-tee start.
- Thursday - Sunday: The PGA TOUR determines the tee times. The first tee time is typically between 7:30 and 8:30 a.m. each day. The times will be posted at www.attbyronnelson.org and www.pgatour.com.

Signage & Banners

- The tournament will provide signage with each corporation's name at the entrance of the venue and inside the tent.

Smoking Policy

- There is a "No Smoking" policy in effect for all hospitality venues including outside on patios.

Weather Delays

- The PGA TOUR determines the status of play during the tournament.
- If inclement weather is in the vicinity, spectators will be advised via the electronic scoreboards.

Giveaway Items

- You must submit a list and description of your proposed guest giveaways and carrying bags (if any) to the tournament office for approval by Friday, April 15 to Bianca Belmares.
- Please keep all giveaway and promotional items contained to your designated seating area.

SIGNATURE SUITE ACCESS

Staff, company employees, and guest access

- Everyone must have an appropriate daily venue ticket. Before distributing tickets to your guests, please reserve the appropriate number of tickets for your staff each day.
- When your guests arrive at the venue, a volunteer will be at the entrance to check tickets and wristband all guests upon entry. It will be required that each ticket holder possess a wristband and a punched ticket for re-entry to the venue.
- You may add your own unique mark or sticker on each ticket before distribution to identify your guests.
- We recommend holding back some venue tickets or ordering additional tickets ahead of time to have on hand for unexpected guests. Additional tickets can also be purchased at the venue entrance.
- Signature Suite tickets grant access to the course grounds and entry into the Pavilion.

Children Admission to Hospitality Area

- All guests age three-and-over must have a hospitality ticket to enter the venue

CERTIFICATE OF INSURANCE

As a sponsor of the AT&T Byron Nelson, you are required to carry a certificate of insurance (COI) with a minimum of \$1,000,000 in general liability coverage per occurrence.

The certificate holder should be named as follows:

Salesmanship Club Charitable Golf of Dallas, Inc.
106 E. 10th Street
Suite 200
Dallas, TX 75203

The tournament will in turn indemnify each sponsor under the tournament's umbrella policy.

Certificate of Insurance should be in the hands of the tournament no later than Friday, April 15 to:

Bette Rathjen
AT&T Byron Nelson
106 E. 10th Street
Suite 200
Dallas, TX 75203

Or

brathjen@salesmanshipclub.org

TICKETS / WILL CALL

Purchasing additional tickets

- Additional signature suite tickets are \$300 per ticket

Before Tournament:

- Call or email Bianca Belmares at the tournament office
- Please allow 24 hour notice

On-Site:

- Additional tickets can be purchased at the entrance check-in for your designated area
- Purchase must be approved by the host
- Tickets must be worn and visible at all times

Ticket Limits:

- Maximum of 50 per day for Signature Suite sponsors

Will Call

- Will call is located at Champions Way, the main entrance to the tournament grounds
- The physical address is 4400 N. MacArthur Blvd, Irving, TX
- Open Monday through Sunday of tournament week starting at 8 am.
- Tickets or other items may be left under the name of the person picking up the envelope. A photo ID is required to pick up any items left at will call

BAG POLICY / SECURITY

Permitted items

- Clear plastic, vinyl or other carry items not exceeding 12" x 6" x 12"
- Clear, one gallon re-sealable plastic bag
- Small clutch purse, no larger than 6" x 6"
- All items are subject to search
- You will be asked to return all unauthorized items to your car before you are allowed to board shuttles or enter the tournament grounds

Prohibited Bags and Other Prohibited Items

- No purses or backpacks larger than 6" x 6" x 6" will be allowed
- No clear bags larger than 12" x 6" x 12" will be allowed
- No coolers
- No cameras (Thurs. – Sun.)
- No briefcases or camera bags
- No "chair bags" allowed. Collapsible chairs are allowed, but bags must stay in the car



For more information on approved and prohibited items, visit pgatour.com/prohibited-items

Security Guards

- Day: A volunteer will be at the entrance of the venue to check tickets and wristband all guests upon entry. It will be required that each client possess a wristband and a punched venue ticket for re-entry to the venue.
- Night: The tournament provides a limited, roving patrol of the course.

****The tournament does not accept responsibility for the security of any of the hospitality sponsor's property brought by the sponsor to the site. Securing these items during the day and night is the responsibility of the hospitality sponsor.**

PARKING & SHUTTLES

General Parking Information

- Each hospitality ticket includes complimentary parking in our public lot.
- The parking lot is located 10 minutes away from the course at the intersection of Highway 114 and Loop 12 (3400 Walton Walker Blvd., Irving, TX 75062).

Shuttle Service

- Shuttles run continuously from the public parking lot, beginning at 6 a.m. each day, Wednesday-Sunday. Drop-off location is the main entrance on Champions Way.
- Due to the extended hours in the Pavilion on Friday and Saturday evenings, shuttle service is available from Champions Way to all preferred parking areas from 8 p.m. to 10:30 p.m.

Shuttle Passes

- If you're planning on having a private shuttle for your guests you'll need a separate pass to access the drop-off areas.
- To obtain a shuttle pass, please email Bianca Belmares at bbelmares@salesmanshipclub.org.
- Shuttles are permitted to drop guests at the Byron Nelson Way entrance (the closest entrance to 18 Green) or at the O'Connor Ridge entrance (the closest entrance to 17 Tee).
- A shuttle pass is not required for shuttles that plan to drop guests on MacArthur Blvd. at Champions Way.

PARKING & SHUTTLES

Preferred Parking Lot Locations

Byron Nelson Way – Lot 1

- Valet lot located off of Byron Nelson Way, adjacent to the Villas on 18 Green

O'Connor Ridge Valet – Lot 10

- Valet lot located off of O'Connor Ridge, adjacent to No. 17

Academy – Lot 4

- Course side parking at the Academy School on MacArthur. Complimentary shuttle service to Byron Nelson Way (No. 18)

North Lake – Lot 6

- Course side parking at North Lake College on MacArthur. Complimentary shuttle service to Byron Nelson Way (No. 18) entrance

4650 Fuller Road – Lot 9

- Course side parking adjacent to No. 17. Complimentary shuttle service to O'Connor Ridge (No. 17) entrance

Kimberly-Clark – Lot 8

- Course side parking adjacent to O'Connor Ridge (No. 17) entrance

