



TEAM CAPTAIN EVENT GUIDE

EVENT DESCRIPTION / SCHEDULE

Join your co-workers and friends for Houston's "Largest Office Party" at Memorial Park, this October 22-25, 2018. 140+ companies will be represented in this second annual event. This event promotes the health and wellness of our corporate community and provides a great opportunity to head outside for a fun happy hour after the work day ends. All levels of runners and walkers are encouraged to participate for their "Company Team." If your workplace isn't involved, you can register on the 'Memorial Park Conservancy' team as an individual and enjoy this one-of-a-kind event.

The 5K main loop trail course at Memorial Park will remain open between 4-7pm each day over the four day period. Just select one event day during the week when you'd like to run or walk and then cross the start line anytime during participation hours. Don't worry about being late in the Houston traffic or getting stuck in a meeting that runs long. Afterwards, enjoy complimentary food and a Saint Arnolds beer on us in our post-race tent!

Daily Event Schedule:

3pm - Hospitality Village Opens

4pm - 5K Course Opens

6:30-7pm - Sunset Yoga pres. by Lululemon (Weather Permitting Daily)

7pm - 5K Course Start Line Closes, Finish Line remains open until last participant crosses

8:30pm - Hospitality Village Closes*

**Note: Tentative Schedule Subject To Change*

PARTICIPANT GIVEAWAYS / DEADLINES

Your Race Packet Contains:

Commemorative Running Tech Shirt

Goody Bag including special offers/items from local partners

Run Bib

All Bibs have an RFID tag located on the back of the bib for tracking on the course. Please leave this tracking in place centered on the front of your shirt to accurately time/track your participation.

1. Your name and company will be printed on your individual bibs if you **registered by September 24th at 11:59pm**
2. A running tech shirt and goody bag including special offers from local partners will be given to ALL participants who registered by the **deadline of October 8th at 11:59pm**

PACKET PICK-UP

Location:

Lululemon, 713 Heights Blvd., Houston, TX 77007

Dates & Times:

October 18th and 19th (11am-7pm)

ALL packets must be individually picked up during these dates unless prior arrangements have been made by your team captain. However, it will be your responsibility to make arrangements to receive your own packet prior to the event. A photo ID is required for individual packet pickup and you may pick up a packet for someone else as well, provided you have a copy of their photo ID.

Hospitality Village – Identified by 'H' on above map. Village will be open from 3pm-8:30pm (approximate closing time, subject to change based on foot traffic in the village area)

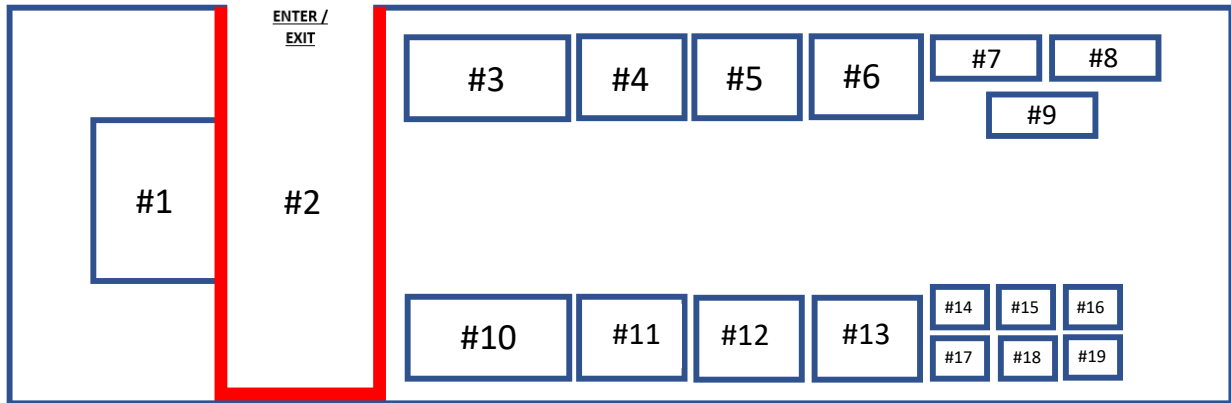
Registration / Late Packet Pick-Up Tent – Located directly by the start line on above map

Water Stops – Available at Mile(s) 1 & 2, and at Finish Line

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HOSPITALITY VILLAGE LAYOUT

Note: Not to scale, spacing may differ slightly on event day



MONDAY 10/22	TUESDAY 10/23	WED. 10/24	THURS. 10/25
#1: Gen. Entry Tent	#1: Gen. Entry Tent	#1: Gen. Entry Tent	#1: Gen. Entry Tent
#2: Vendors / Enter	#2: Vendors / Enter	#2: Vendors / Enter	#2: Vendors / Enter
#3: Hess	#3: Hess	#3: Hess	#3: Hess
#4: Ontellus	#4: KBC	#4: Katoen	#4: Tenaris
#5: Immatics	#5: Gary Greene	#5: Katoen	#5: Harris Health
#6: Innovapptive	#6: Ernst & Young	#6: Stewart Title	#6: Wood
#7:	#7: Nexen	#7: Eurecat	#7: Solvay
#8:	#8: AECOM	#8: Air Liquide	#8: Archrock
#9:	#9: Texas Pipe	#9: Melton & Melton	#9: Jacobs
#10:	#10: Vallourec	#10: Ranger Energy	#10: CITGO
#11: Colliers Internatio.	#11: Spark Energy	#11: Group 1	#11: Enlink
#12: BB&T	#12: Brenntag	#12: Group 1	#12: Landry's
#13: SBM Offshore	#13: Crawford Electric	#13: Northwe. Mutual	#13: S&B
#14:	#14: Bernstein	#14: Hoover Fergus.	#14: PwC
#15:	#15: Waterbridge	#15: Walker Elliott	#15: TDECU
#16:	#16: Comfort System	#16: Pierpont	#16: Morganti
#17:	#17: C&J Energy Serv.	#17: G&A	#17: Revenew
#18:	#18: Kayne Anderson	#18: Doeren	#18: Primoris
#19:	#19: HDR	#19: Cabot Oil & Gas	#19: JE Dunn

HOSPITALITY VILLAGE RULES – PRIVATE TENTS

- Area open each day between 3pm – 8:30pm (subject to change)
- Personal tents, tables and chairs are not allowed.
- Teams must rent a tent in order to pre-purchase catering. No outside food or drinks are allowed inside the Hospitality Village.
- Teams are encouraged to decorate their tents to enhance their space. Generators will not be allowed at tents so we recommend battery-powered items.
- There will be NO: vehicles allowed in the tent area, open flames, barbecue/grilling, live or amplified entertainment at your tent.
- There will be NO promotions, giveaways or sampling of food or beverages of any kind, unless otherwise given written permission by the event management.
- These rules will be enforced by event staff throughout the pre-race and post-race festivities.

EVENT INFORMATION

WHO CAN PARTICIPATE?

Corporate company teams can consist of employees (full-time/part-time/contracted), vendors, family members and friends. Ages 18+ only. Each company must have a minimum of four (4) participants when registration closes on the day of the event you choose to participate. Minors under the age of 12 are permitted to join a parent by foot or in a stroller, but will not be allowed to officially register or allowed in the hospitality village.

CHARITABLE BENEFICIARY - MEMORIAL PARK CONSERVANCY

A portion of all registration and sponsorship proceeds will directly benefit the Memorial Park Conservancy, which is committed to restoring, preserving and enhancing Memorial Park for the enjoyment of all Houstonians, today and tomorrow

EVENT DAY DETAILS

Event Day Registration

Event day registration will be available at the registration tent near the start line area. Registering on the day of the event will guarantee you an event bib and access into our post-run tent. Event T-Shirts and Goody Bags will not be available on the day of the event.

Gear Check

There will be no event day gear check. Please securely store your belongings in your vehicle, at home, or feel free to rent a locker at the Memorial Park Tennis Center.

Lockers are available at the Memorial Park Tennis Center located right nearby the event for \$.50 and showers for \$.75 (towels and soap, if needed, are \$1.00 each respectively). The Tennis Center remains open until 9pm each event day.

Medical Assistance

Special Thanks to our friends at Orion EMS and their sister company Vitality IV for being our 'Official Medical Partner' of the Houston Corporate Run 5K! If anyone needs medical attention during the event, Orion will have an EMS service provided right behind the hospitality tent. If you're on the course and need see a fellow runner in need, contact them directly at (713) 864-7900.

Sunset Yoga - Presented by Lululemon

Are you a fan of Yoga? Participate in our 'Sunset Yoga - Presented by Lululemon' session featuring an ambassador from Lululemon City Centre, Highland Village, Houston Galleria, or Sugarland during each event day (weather permitting, between 6:30-7pm). Attendees must bring their own mat or towel, and can leave them in your car, company tent, or locker inside the Memorial Park Tennis Center. See 'Gear Check' section above for details on locker rental. Announcements will be made at the event before the sessions begin.

Company T-Shirt Contest

Your company may not have the fastest runners, but your team can still come out a winner (and look good too) by entering the Hess Houston Corporate Run 5K T-Shirt Contest. Use this as an opportunity to be creative and have some fun by designing customized team gear. These shirts are a great walking billboard for your company to wear during the race and in the Post Run Hospitality Village. Shirts will be submitted before the event and be placed on display at the event! Winner will be chosen by the Hess HCR5K Staff. Please note, company shirts are not supplied by the Houston Corporate Run 5K.

Lululemon is the official team shirt headquarters of the 2018 Hess HCR5K. If you're looking for a vendor, they can take care of all your needs related to custom team apparel. Contact Farah Benamar at fbenamar@lululemon.com

Results

To see all 2018 run results, visit our website (HoustonCorporate5K.com)

Race Photos

Your 2018 event photos will be posted to the Spring Action Photos website. You can search for your photos by your last name or your bib number post-event. You'll also be receiving an email from them directly! Be on the lookout for discounts that will be offered.

Tips for better race photos:

- Wear your bib on the front of your shirt.
- Pin all 4 corners of your bib.
- Pull your cap/hat away from your face.
- If running with a friend/family, run shoulder to shoulder while your photos are shot.
- Smile

Course Etiquette

Please keep "Rules of the Road" in mind when running. Stay to the right of the walking trail at all times and pass on the left when possible. Memorial Park will remain open during the event hours which means people will be coming from the opposite direction you're running. Please be courteous of other patrons at the park. For competitive participants, please remember this is a 'friendly' competition. Safety first!

Due to insurance restrictions, baby joggers, strollers, animals, skates or other vehicular apparatus are not allowed by participants on the race course.

Headphones are not recommended during the race, but not prohibited. Please stay aware and in-tune with your surroundings.

Refund Policy

All registrations are non-refundable and non-transferable. Once we receive and accept your entry, you will not receive a refund. If you cannot participate, you may not give or sell your number to anyone else and entry fees will not be transferred from year to year.

CORPORATE TEAM AWARDS

This event is a ‘friendly’ competition across multiple categories, including:

HOUSTON BUSINESS JOURNAL TOP PARTICIPATING COMPANY

An award will be given to the company with the most number of total participants registered during the four-day event. To be counted for this award, participants must be full-time / part-time or contracted employees of the registered company.

2017 Award Winner: Invesco

INDUSTRY PARTICIPATION AWARDS

There will be an award for the most participants in each of the corporate run / walk business industry categories. Oil and Gas, Healthcare, Banking, Real Estate, IT, Hospitality - Restaurant / Hotel, Legal, Insurance, Retail, Universities, Education (K-12), Government, Engineering, Automotive, Non-Profit, Construction. Other proposed categories may be added by the race directors at their discretion.

2017 COMPANY PARTICIPATION AWARD WINNERS

Oil&Gas/Energy: EP Energy

Accounting/Consulting: BDO

Law: Baker Botts L.L.P.

Education: University of Houston

Financial: Invesco

Retail: HP

Construction/Real Estate: Tellepsen

Government: Port Houston

Engineering: S & B Engineers and Constructors, Ltd.

Healthcare: Harris Health

Credit Union: People's Trust Federal Credit Union

INDIVIDUAL AWARDS

Awards will be presented to the Fastest Overall Male and Female and the Fastest Masters Male and Female (40 and over). Employees of Running-Related companies are not eligible for Fastest Overall or Masters awards.

New for 2018: Age-Group Awards, Male and Female: 18-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70+

2017 INDIVIDUAL AWARD WINNERS

Under 40/Male: Edenn Perez – Jacobs (0:18:45)

Under 40/Female: Christina Wallace – Hess (0:21:07)

Over 40/Male: Jason Wiley – Hess (0:19:33)

Over 40/Female: Julie Risselman – Melton & Melton (0:23:01)

HR HOUSTON TOP TEN COMPANY TEAM AVERAGE

Award will be given to the company with the top ten employee times combined and averaged out (male/female combined).

2017 TOP TEN COMPANY AVERAGE - Tenaris (0:22:94) - based on average time of top 10 participants per company

Challenge Your Competition!

Create your own corporate challenge by creating a friendly rivalry with a local business / corporation. Executive vs. Executive, Legal Firm Battle, Oil and Gas Showdown, 'Slowest Team'. If you would like to issue a challenge, contact the Race Directors via email. The Race Directors will then issue the challenge to the competing company and will follow-up with you as to whether it was indeed accepted.

Disclaimer Regarding Awards

In order to be eligible for awards, all runners must be 18 or over and must be employed full-time, part-time or contracted by the company to qualify. If upon verification the Race Directors find discrepancies, the team/individual will not be eligible for an award. All awards will be distributed to the winners following the conclusion of the event.

2018 EVENT SPONSORS

