



TEAM CAPTAIN EVENT GUIDE

EVENT DESCRIPTION / SCHEDULE

Join your co-workers and friends for Houston's "Largest Office Party" at Memorial Park, this October 22-24, 2019. 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."

The 5K course is on the main loop at Memorial Park and will take place over a three-day period, Tuesday-Thursday. Just select one of those event days to run or walk. You can then cross the start line anytime on that day from 4-7pm. 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 Arnold beer/cider on us in our post-race hospitality village!

Daily Event Schedule:

3pm - Hospitality Village Opens

4pm - 5K Course Opens

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

8pm - Hospitality Village Closes*

**Note: 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 (unless registrant opted out) 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.

A running tech shirt will be guaranteed to ALL participants **registered by the deadline of October 7th at 11:59pm**. Anyone registered after this date will receive a shirt while supplies last.

All participants receive a bib, goody bag including special offers from local partners and access to the post-race village regardless of registration date

PACKET PICK-UP

Location:

Memorial Park Vision, 5535 Memorial Drive #1., Houston, TX 77007

Dates & Times:

October 18th (12-7pm) and 19th (10am-3pm)

ALL packets must be individually picked up during these dates unless prior arrangements have been made for group pickup. To qualify for group pickup you must a) be a tier 1 or 2 starter pack company b) have 50 or more people registered on your team or c) you are a corporate sponsor. It will be your responsibility to make arrangements to receive your own packet prior to the event. Please note, you may only pick up a packet for yourself and up to four (4) others at one time. If you miss packet pickup you may grab your bib and race shirt at the registration tent by the start line, but will not be guaranteed a swag bag.

EVENT DAY COURSE MAP



The Start and Finish Line, registration/packet pickup tent, along with the company hospitality village are **ALL** located together in the same staging area in the BEAUTIFUL Eastern Glades on the E. Memorial Loop

6502 MEMORIAL DRIVE (Enter this address into your GPS)
Houston, TX US 77007

Start / Finish Line - E. Memorial Drive Loop, right off Memorial Drive. Follow the map above to the start line area. 5K starts and ends under an inflatable start and finish line identified on the race map. Course remains open between 4pm – 7pm. **Look for the white tents as your landmark** located in Memorial Park- Eastern Glades. *Note, this is not where you park!!!! See below for parking instructions.

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

PARKING

There are many options for parking. See Course Map above for parking areas.

We strongly encourage participants to enter the **Eastern Glades Entrance** (**red circle on the map**) Enter 6502 MEMORIAL DRIVE into your GPS.

Where is the closest place to park? The first **purple** area (see course map) is a 5 minute walk to the starting line. Please note, this is a paid lot (\$1 for 3 hours). There is also limited free parking available on the street near this lot. The **orange** lot to the left is just on the other side of a baseball field is also within a 5-10 minute walk of the start line

What is the most convenient Parking Option? Take the shuttle– Get dropped off at the starting line by taking our Race Shuttle bus from the South Picnic Loop Lane entrance. *This is by far the most convenient option!* You will enter off Memorial Drive (see **green E** on course map) and there will be plenty of free parking right near the ball fields and beach volleyball court. The shuttle is a five minute ride and buses will be running continuously from 3:30-8:30pm.

Is the Golf Course/Driving Range too far to park? The Golf Course/Driving Range lot is available, however, be advised that it's a **10-15 minute walk from to the start line.**

Where should you NOT park? Please do not park past the driving range, anywhere near the tennis center or anywhere on WEST Memorial Loop Drive. You will have too long of a walk to the start line and it will almost be like you are doing an additional 5K to get to the start line.

Food Vendors/Private Catering Menus!

Reminder, if you have a company tent and you'd like private catering, please order no later than **the week of 10/7**

You will have two catering options for this year:

1-Black Walnut Café – catering@blackwalnutcafe.com – 281.203.5681

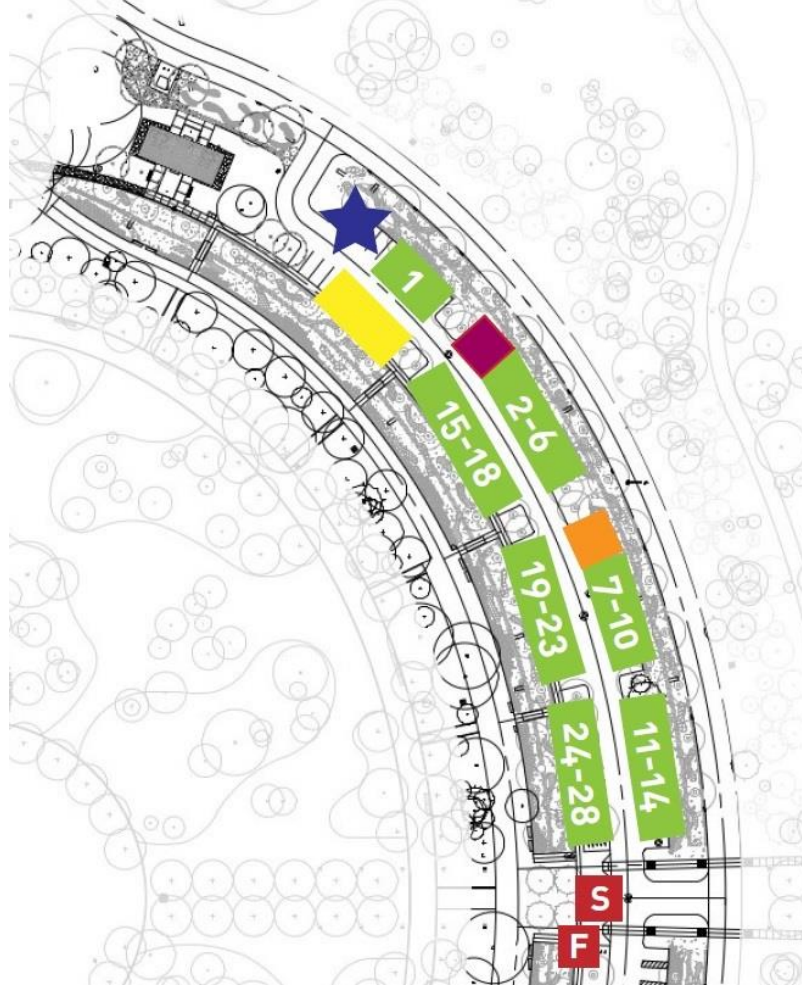
2-Northsiders BBQ – northsidersbbq@yahoo.com – 832.628.9442 (Veronica)

We do not allow ANY food or drinks to be ordered from another caterer and we do not allow any food or drinks (including water) to be brought into the village by you or anyone else entering the post-race village.

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HOSPITALITY VILLAGE LAYOUT

Note: Not to scale. Spacing and tent location may differ slightly on event day.
Company name sign will be on the front of your tent to identify it



HOSPITALITY VILLAGE LEGEND

- S** Start Line
- F** Finish Line
- ★** Stage
- Results Tent
- Food & Sponsor
- Saint Arnold
- Tent Village

TUESDAY 10/22:

1- GENERAL ENTRY

B- WAYS2WELL RESULTS TENT

2-6- SPARK ENERGY, OPPORTUNE, AECOM, TEXAS PIPE & SUPPLY

A - SAINT ARNOLD

7-10 - WARTSILA, BERNSTEIN, EURECAT, CNOOC PETROLEUM

11-14 - WHITLEY PENN, SOONER PIPE, SKADDEN ARPS, ACCESS SCIENCES

15-16- INVESCO, VALLOUREC

17- HPD/HFD

18- LISKOW & LEWIS

19-23- CRAWFORD ELECTRIC, IMMATICS, EXPERIS, INNOVAPPTIVE, GO 365

24-28- CIVILTECH ENGINEERING, RIVER OAKS COUNTRY CLUB, BENEFIT CONCEPTS, HESS

WEDNESDAY 10/23:

1 GENERAL ENTRY

B *WAYS2WELL* RESULTS TENT

2-6 MACQUARIE, PAR PACIFIC, PETROLEUM GEO SERVICES, FREEPORT LNG, DELOITTE

A – SAINT ARNOLD

7-10 MELTON & MELTON, HOOVER FERGUSON, SCOTIABANK, VAUGHN CONSTRUCTION

11-14 BNY MELLOW, ROSEN, SBM OFFSHORE, CHAMBERLAIN HRDLICKA

15-16 JPMORGAN CHASE

17 DISTRIBUTION NOW

18 USI

19-23 ENBRIDGE, PWC, DIAMOND OFFSHORE, TMK IPSCO, ASURION

24-28 WALKER ELLIOTT, CABOT, COMFORT SYSTEMS, KPISOFT, HESS

THURSDAY 10/24:

1 HESS

B *WAYS2WELL* RESULTS TENT

2-6 CITGO QUVA PHARMA, TENARIS, S&B

A SAINT ARNOLD

7-10 SOLVAY, REVEW, PHILLIPS 66, CRAIN CATON

11-14 QUANTLAB, WATERBRIDGE, WORLEY, KAYNE ANDERSON

15-16 GROUP 1, KATOEN NATIE

17 KATOEN NATIE

18 COLLIERS

19-23 BHGRE GARY GREENE KINDER MORGAN, ARCHROCK, KBR

24-28 TERRACON, PORT HOUSTON, MCCARTHY, LAPORTE, PROSERV

HOSPITALITY VILLAGE RULES – PRIVATE TENTS

- Area open each day between 3pm – 8pm (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 (including water) 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 18 are permitted to join a parent by foot (no strollers), but will not be allowed to officially register.

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 Memorial Park Vision 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 for those who register 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.

Medical Assistance

Special Thanks to our friends at SignatureCare Emergency Center for being our 'Official Medical Partner' of the Hess Houston Corporate Run 5K! If anyone needs medical attention during the event, SignatureCare will have a tent within the company tent village and an EMS service provided right nearby. If you're on the course and need see a fellow runner in need, call 9-1-1!

Company T-Shirt Contest

Back by popular demand this year is the shirt contest! While not required, you may create your own company team shirt for your employees to wear at the event, and enter it into our contest. There will be a Facebook vote at the end of Corporate Run Week to determine a winner for the most creative/best designed company team shirt. The winner gets a great prize for their office. If you plan to enter, our friends at Houston based AdWear will offer a special discount on shirts for all companies in the Hess HCR5K. You can view their order form by [clicking here](#) and see the different options and pricing. Chances are good they can beat any price you will get from another vendor in Houston!

Results presented by Ways2Well

To see all 2019 run results, visit ways2well.com

Race Photos

Your 2019 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 far 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 are running. If running in a group together, remain no more than two abreast to avoid collisions on the trail. 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 forms of a 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:















The #Hess5K features the following awards each year, as listed below with the final results (by year):

1. Top Overall Participating Company Award (most employees overall)
2. Industry Category Top Participation Awards (most employees in your company industry)
3. High Participation Percentage Award (highest percentage of employees from one company's total employee base - minimum 50 employees)
3. Individual Award Winners:
M/F Over & Under 40, M/F Age Groups, Top Overall Average Team Time

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.

2019 EVENT SPONSORS

 <p>MEMORIAL PARK CONSERVANCY</p>	 <p>HESS</p>	 <p>SAINT ARNOLD <small>HOUSTON'S BEER</small></p>
 <p>BERNSTEIN</p>	 <p>S&B</p>	 <p>Humana.</p>
 <p>W 2</p>	 <p>MEMORIAL PARK VISION</p>	 <p>KANE RUSSELL COLEMAN LOGAN</p>
 <p>SignatureCare EMERGENCY CENTER</p>	 <p>Orangetheory FITNESS</p>	 <p>HR HOUSTON <small>HUMAN RESOURCES MANAGEMENT ASSOCIATION</small></p>
 <p>PEPSICO <small>North America Beverages</small></p>	 <p>Jaine's Florist & Gift Baskets <small>Delivery</small></p>	 <p>CANYON CREEK <small>CAFE - SAN ANTONIO HOUSTON TEXAS</small> est. 2006</p>
 <p>Tiff's Treats <small>cookie delivery</small></p>	 <p>BLACK WALNUT <small>CAFE</small></p>	 <p>KARR LIMOUSINE SERVICE</p>