

TEXAS
CONFERENCE FOR
WOMEN



OCTOBER 2
AUSTIN

Exhibitor Information

Conference:
October 2nd 8am-5pm

Austin Convention Center
Halls 1 & 2
500 E. Cesar Chavez St.
Austin, TX 78701

Questions? Email us
exhibitors@txconferenceforwomen.org

General Information

Move in:

October 1st 11:00am - 5:00pm

- All booths should be show ready on the 1st. Minimal handheld items can be brought in with you on show day.
- Check in at EXHIBITOR CHECK IN DESK by 3:00pm. Desk will be located in Hall 2 next to the dock doors.
- Children under 16 are not allowed in the exhibit hall during set up or tear down. This is a very strict rule with the building, so plan accordingly.

Show times:

October 2nd 8:00am – 5:00pm CT

Staffing hours:

- Exhibitors can access the floor starting at 7:00am on 10/2
- Booth **MUST** be staffed from 7:45am – 5pm. Reminder that you will go through security on show day, so arrive to the convention center early.
- Exhibit hall will be slow during general session from 10:15-1:15, but the hall will not close. See full agenda here:
<https://www.txconferenceforwomen.org/conference/agenda/>
(it will be updated soon)

Move out:

October 2nd 5:30pm – 7:00pm

Security:

Overnight security will be provided in the hall, but all items left overnight are at the discretion of the exhibitor. Items of value can be left in boxes under tables or in the provided storage space behind the booth.

Inclusions / Exclusions

Your 10'x10' booth space is set up in standard exhibitor aisles.

Your booth space includes:

- (1) 6' table draped in black spandex
- (2) chairs
- 10'x10' space
- 8' black back drape and 3' side drape
- ID sign (small sign with your company name)
- Up to (3) EXHIBIT HALL ONLY badges to work the booth.
We do NOT need the names in advance – just pick up what you need on set up day.

Your booth space does NOT include:

- Flooring
- Electrical
- Internet
- Any additional furniture or signage
- Conference passes to the event itself
- Food

Move in & Set up:

October 1st 11:00am-5:00pm

- Arrive before 3pm on set up day, or you may be considered a no-show. During check in you will be given final instructions, your booth location and your badges.
- When you arrive, you CAN unload your own vehicle at the dock as long as it is done by **FULL TIME EMPLOYEES** of your company.
- You will be given 15 minutes to unload and then you will be required to move your vehicle. It's best if you have one person to stay with the booth, while the other parks. You may unload your own materials with your own non-mechanized dolly or cart. There are **NO** carts available to rent or borrow.
If you wish to use the main entrance, you may hand-carry items into the building, without the use of dollies or carts.
- There is no cost to unload your own items as long as you do so from the service yard. IF you require use of the actual dock there will be a fee based on weight. See AEX kit for information on material handling.
- Smaller exhibitors can take advantage of the Cart services offered by AEX. They will unload your car and bring your items to your booth on a cart. You must arrive in a private vehicle and all items must fit on the cart. See AEX kit for more information. The kit will be emailed to you in late July.

Move in & Set up continued

- Bring photo ID with you, you might be asked by the convention center when driving to the docks.
- **Directions to the dock:**
Access the docks on Red River Street between 4th and Cesar Chavez. Use the docks for Hall 2.
- **Parking information:** There is a fee for parking on set up day and show day. However, there is some street parking available if you can find it.
- **Empty boxes** that you need for move out *can* be stored with AEX. **HOWEVER**, it often takes time to return those boxes. It's best if you bring them back to your vehicle or store them in your booth. The service is free **IF** you used AEX to unload your vehicle, otherwise there is a fee.
- You can hang your own signage from the pipe and banner behind your booth. 2 "S" hooks will be provided with your ID sign that you can reuse. If you need more please purchase them prior to arriving. If you plan to hang your sign yourself bring a small step or step ladder to use – there will be **none** available onsite to use.
- Helium balloons, tents, food or beverage distribution, confetti, glitter and open flame are strictly prohibited. You can have a small jar of pre-wrapped candies on your table, if you wish.
- Food is **NOT** included with the booth. You can bring your own, purchase items at the concession stand, or take breaks with colleagues to go out for lunch. Reminder that food cannot be distributed to attendees without prior, written approval and specific show health department permits. They turn a blind eye to fully sealed, small candy or mints.

Electric, Internet, Union Labor and Rental Orders

Electric, internet, union labor and additional furniture are NOT included with your booth, but you can order them if you wish.

Electric and Internet are ordered with the convention center. We will send you information on how to order shortly.

NOTE: if you order electrical, please notify us so that we can double check the installation prior to your arrival.

There is no internet in the hall. Please plan accordingly.

Furniture and union labor can be ordered with AEX online, Ordering will be set up in late July and we will send you more information on how to do this with AEX.

Additional furniture is expensive to rent. You can bring your own to cut down on those expenses.

Shipping: Shipping items to the warehouse, or onsite will result in "material handling" charges that can be VERY expensive. It is best to bring the items yourself and unload your vehicle yourself. If that is not possible, contact us ASAP for more information. Or see the AEX online kit, which will be sent in late July.