



# Exhibitor Information and Resources

## Booth Prices and Trade Fair Location

- \$900 – each 10'x10' booth
- \$950 - each 10'x10' corner booth (each corner is considered prime space)

The exhibits will be held in Exhibit Halls 4 and 5 of the Austin Convention Center located at 500 E. Cesar Chavez, Austin, TX 78701.

## Booth Amenities (Items Included)

- 10' x 10' exhibit space
- 8' high blue and white drapes, 3' high blue side drapes
- 7" x 44" booth sign, company name as it appears on registration form
- Silver booth carpet and padding (includes vacuuming service)
- 6' blue skirted table, 2 chairs, 1 wastebasket
- 110 volt - 1,000 watt electrical power
- One conference pass (includes luncheon on Tuesday, all printed materials, and attendance at all presentations for one person. Banquet not included\*)
- Six exhibitor passes for pre-registered personnel to staff the booth (over six and on-site passes \$10 each. There is no charge to swap out badges for no-shows).
- Unlimited exhibit hall access (during show hours) for customers - invite your clients to visit your booth. Name badges are not required to enter and there is no charge for customers to walk the exhibitor floor.
- Printed Exhibitor and Attendee Lists provided onsite (CD-ROM available)

\* Tickets for the Texas Environmental Excellence Awards (TEEA) Banquet, April 30, may be purchased for \$50. For more information about TEEA visit the web site at: [www.teea.org](http://www.teea.org).

## Decorator Services

This year's Environmental Trade Fair & Conference decorator is Convention Decorating Service Inc. (CDS). Exhibitors needing substitutions or additional furniture or utilities other than the standard set-up, can obtain them through CDS for an additional charge. CDS will provide a full spectrum of furniture and exhibitor services. Order forms for exhibitor services not provided with the booth fee will be included in the Exhibitor Service Kit. The Web address will be e-mailed to exhibitors beginning in mid-February. The direct phone number for CDS Exhibitor Services is 210-581-9220.

## Storage and Materials Handling

Exhibitors must coordinate storage requirements with the event decorator, CDS. There will be more detailed information in the Exhibitor Service Kit. The Web address will be e-mailed in mid-February.

## Online Payment Options

- Credit Card

- Check or Money Order (made payable to Environmental Trade Fair & Conference.)

All payments will be processed by ExpoTex, LLC (Tax ID - 74-3003792). Credit card statements will reflect a charge to Conference 512-451-9867. Checks and money orders must be mailed to ExpoTex, LLC, within 7 business days to confirm booth space or space will be released. No payments will be processed by TCEQ. All checks sent to TCEQ cashier will be returned to sender.

#### **Payment Address:**

ExpoTex, LLC  
P.O. Box 151688  
Austin, Texas 78715-1688

## **Exhibit Move-In Schedule**

Move in and set up is Monday, April 28.

All vehicles and trailers must be coordinated with Sue Phillips, 512-239-6327 or e-mail, [sphillip@tceq.state.tx.us](mailto:sphillip@tceq.state.tx.us) no later than March 12, 2008 and are limited to designated areas.

- **Exhibit Hall 4 Booths:** set up between 9 a.m. and 6 p.m.
- **Exhibit Hall 5 Booths:** set up between 1:30 p.m. and 6:00 p.m.

Exhibits not set up during these hours will not be allowed to set up until after 4:00 p.m. Tuesday. For example: If your booth does not arrive until Tuesday, April 29 at 7:45 a.m., you will not be able to set up until after 4:00 p.m. that day.

The Austin Convention Center does not provide move-in carts. If a cart is necessary for your move in, you may bring your own or utilize the service provided by the decorator. There is a fee associated with the decorator's service.

**NOTE: For safety reasons, no children are allowed in the exhibit hall during set up.**

## **Exhibit Hall Hours**

All breaks and food service areas will be in the exhibit hall to facilitate attendee circulation. All booths must remain intact and staffed during these hours:

#### **Staffing Hours**

April 29 - 8:00 a.m. to 4:00 p.m.  
April 30 - 8:00 a.m. to 4:00 p.m.  
May 1 - 8:00 a.m. to 10:45 a.m.

#### **Tear Down**

May 1 - 10:45 a.m. to 3:30 p.m.

Exhibit tear down will begin after the morning break, May 1, at approximately 11:00 a.m. Please do not tear down before this time. **Any exhibits that do not adhere to these hours will not be allowed to exhibit at a TCEQ-sponsored event in the future.** Exhibit tear down will continue until 3:30 p.m. The exhibit hall must be clear by that time.

## Cancellations

To receive a refund, exhibitors must fax a written cancellation by 5:00 p.m., March 31, 2008, to Sue Phillips, TCEQ, 512-239-1065. A \$125 fee will be charged for each 10' x 10' booth that is canceled. **If you reserved bulk space (2 or more booths)**, there will be no partial refunds, **i.e. you may not cancel a portion of the space. You must keep or release the entire booth.**

## Hospitality Functions

Exhibitors who wish to sponsor a hospitality event should coordinate it directly with the Austin Convention Center, sponsoring hotels, or other appropriate sites. The TCEQ will not co-host or advertise such functions. This year, the Radisson Hotel is the headquarters hotel and is holding space for hospitality functions. The Omni Hotel Downtown is also offering space for hospitality functions. Refer to the hotel and shuttle information for details.

## Liability Release (Please see Exhibitor Terms & Conditions)

The TCEQ will not be responsible for any damage or loss of exhibit material or related items brought to the host facility. Exhibitors are responsible for damages to the facility that occur as a result of their displays, equipment, or personnel.

## Contacts

Direct inquiries regarding payment, booth location changes, online booth setup, and/or booth personnel registration to Charles Gallatin, ExpoTex, LLC, 512-451-9867, extension 111 or [charles@expotexllc.com](mailto:charles@expotexllc.com)

Direct inquiries regarding shipping, material handling, and exhibit display rental to Convention Decorating Service, (210) 581-9220 or [exhibitor@conventiondecorating.com](mailto:exhibitor@conventiondecorating.com).

For all other inquiries, contact Sue Phillips, TCEQ, at 512-239-6327 or [sphillip@tceq.state.tx.us](mailto:sphillip@tceq.state.tx.us).

If you have a disability and require special accommodations to fully participate in this event, please call the TCEQ at least three weeks prior to the start of the Trade Fair & Conference at 512-239-6327.

The TCEQ is an equal opportunity/affirmative action employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TCEQ at 512-239-0028, Fax (512) 239-4488, or 1-800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.