

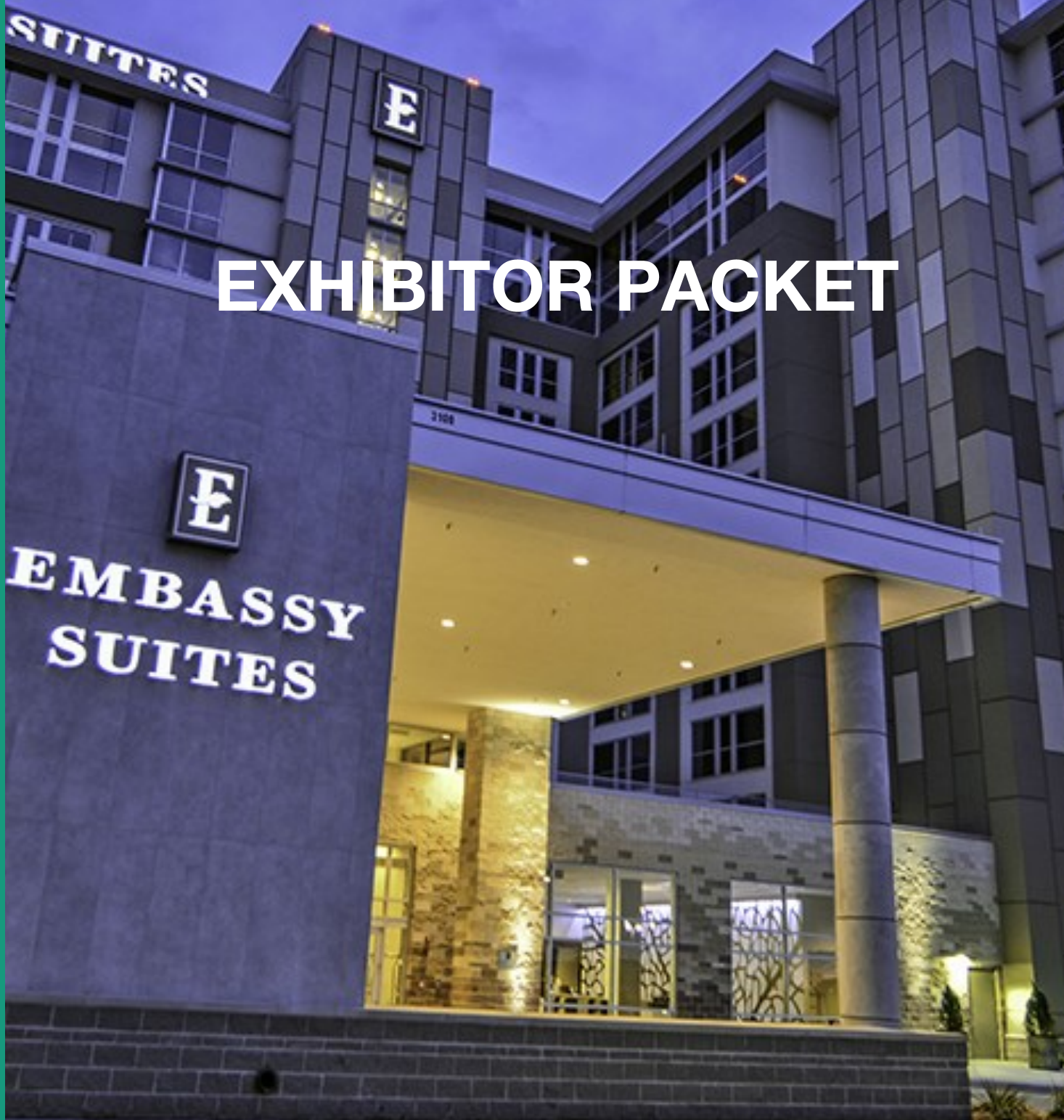


TACDC Annual Conference

April 7-9, 2024

Denton, Texas

EXHIBITOR PACKET



Exhibiting Information

Thank you for your participation in the Annual TACDC Conference! We are very pleased that you will be joining us this year at the Embassy Suites Denton Convention Center April 7th-9th. Enclosed in this packet is information you will need as an Exhibitor. Please read all of this information carefully.

About this Conference

Our attendees represent CDCs across the state of Texas, including executive directors, advocacy, membership, communications and more, statewide and national banking institutions, foundations, and leaders in the industry. As an exhibitor, you will have access to all registrants, sessions, plenaries, meals, and receptions included in the price of your registration.

Exhibit Location & Host Hotel

The Embassy Suites by Hilton Denton Convention Center is home to our entire event and room block in 2024.

Embassy Suites by Hilton Denton Convention Center

3100 Town Center Trail

Denton, TX 76201

Phone: 940.243.3799

Room Rate: \$149.00 plus tax

Booking Cutoff Date: **March 18, 2024** or until the room block is exhausted, whichever comes first.

Exhibitor Schedule

Exhibitor Move In

Sunday, April 7, 3pm—5pm **or**

Monday, April 7, 7am-8am

Exhibit Hall Open

Monday, April 7, 8am-4pm

Tuesday, April 8, 8am-2pm

Exhibit Move Out

Tuesday, April 8, 2pm

Exhibit Space Specifications

Exhibit booths will be located in the Pre-Function Foyer outside of the main ballroom. (see diagram on page 3).

Exhibit space will include:

- One 6" table with linen and two chairs
- Conference Attendee Lists (print and email)
- Listing as an exhibitor in conference program, and conference webpage
- One full conference registration and the opportunity to purchase up to 4 additional registrations at the member rate
- Attendance at all social events, meals, and educational sessions

Registering to Exhibit

To register your representative please visit www.tacdcconference.org, then complete the form below and email it to robyn@tacdc.org. ONE full conference registration is included in the price of exhibiting. If you would like to purchase additional registrations, please fill out the form accordingly. All additional registrations may be purchased at the regular rate. All exhibitor registrations are due to TACDC by March 27, 2024.

Electricity

Electricity is NOT included in the cost of an exhibit booth. If you need electricity, please notify Robyn Murphy when registering.

Exhibiting Information

Attire

Attire for the conference is business smart.

Bag Inserts/Swag

Your organization is also eligible to provide material as inserts or swag in the attendee registration bag. Please send approximately 200 copies of inserts or any swag that you would like to include to TACDC's offices to the attention of Robyn Murphy by March 29th.

TACDC

1910 E. Martin Luther King, Jr. Blvd.
Austin, TX 78702,

Shipping

Weight Handling Fee / Storage Fee. These charges will be posted to the individual folio. Fees listed below are per box/parcel and are assessed per incoming AND outgoing box/parcel. Prices are applied each day the package is held. **Please do not send boxes outside of 3 days prior to arrival, prices below increase 2x.**

0-5 lbs.	\$5 –
5 - 20 lbs.	\$10
20 - 50 lbs	\$25
50 - 75 lbs	\$50
75 - 100+ lbs	\$70

The following information must be on all packages to ensure proper delivery:

Your Name / **TACDC Conference**
Embassy Suites by Hilton Denton & Convention Center

3100 Town Center Trail
Denton, TX 76201
Phone: 940.243.3799

Arrival Date

Should special arrangements for delivery be necessary, please contact your Conference Sales Manager.

ITEMS LEFT ON YOUR TABLE OVERNIGHT:

Anything of value should not remain on your exhibit table overnight. Please take these items back to your room.

SHIPPING OUT:

When the event is over, the exhibitor/vendor is responsible for packing any of their boxes/materials, sealing the boxes, arranging pick up for their boxes/materials and **must** have completed shipping labels.

Any items left behind are not the responsibility of Embassy Suites.

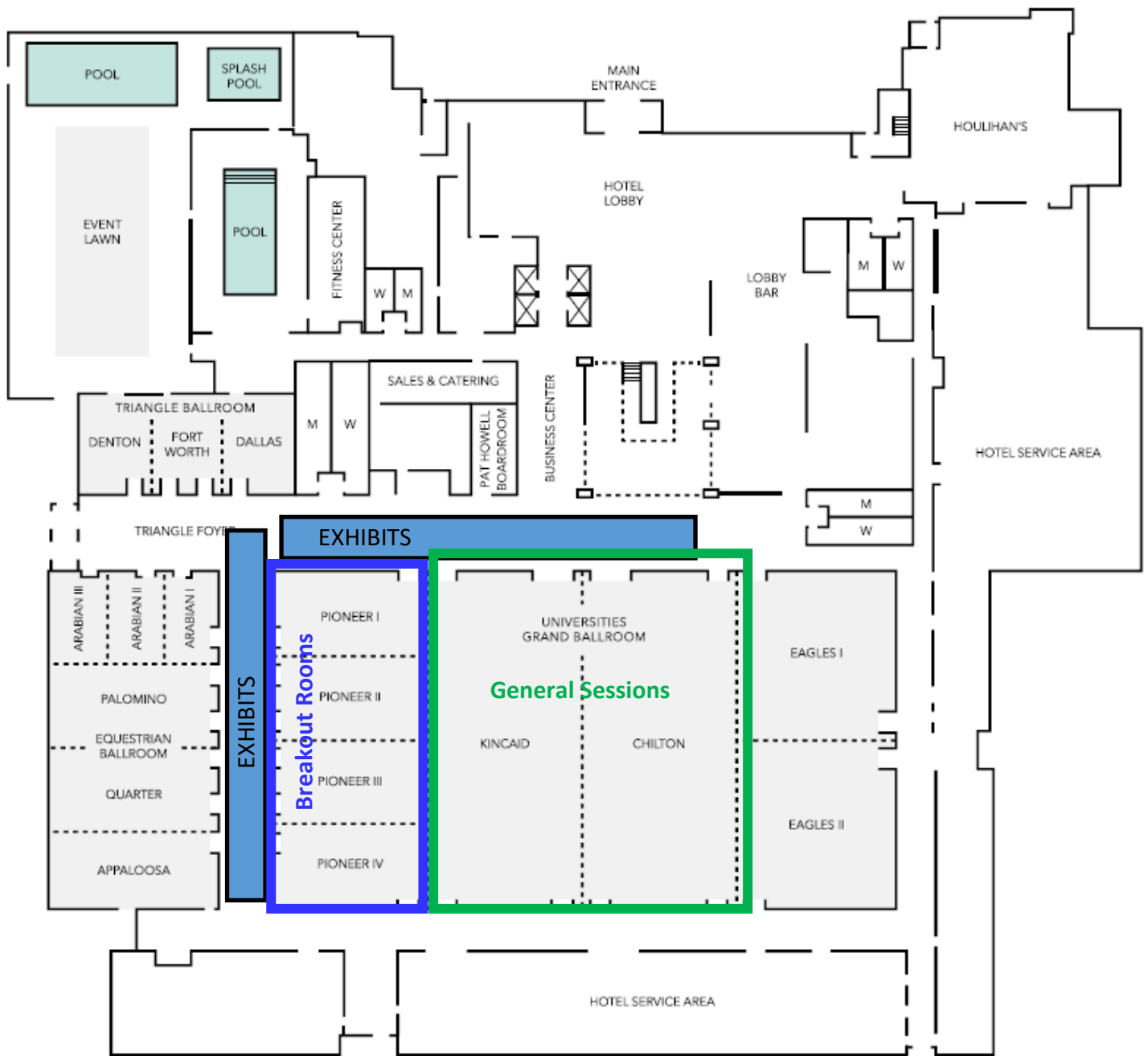
Cancellation Policy

If you must cancel your exhibitor booth, cancellation must be received by March 22, 2024 in order to receive a full refund. After March 22, 50% refunds will be given. After April 1st, no refunds will be given.

Contact Us

For any questions regarding your exhibitor booth, please contact Robyn Murphy, Operations Manager, TACDC at robyn@tacdc.org or 512.916.0508.

Hotel Layout



Exhibitor & Vendor Opportunities

Name (Last): _____ (First): _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Are you a member of TACDC? Yes_____ No_____

Check here if you will join TACDC today, in order to take advantage of the Member rate for the conference. Visit www.tacdc.org, for our membership application.

Exhibitor Setup	Exhibit Hall Open	Exhibitor Tear Down
Sunday April 7 3:00PM to 5:00PM	Sunday April 7 2:00PM to 5:00PM	
Monday April 8 7:00AM to 9:00 AM	Monday April 8 8:00AM to 5:00 PM	Tuesday April 9 2:00PM to 5:00 PM
Tuesday April 9 7:00AM to 9:00AM	Tuesday April 9 8:00AM to 5:00 PM	

Exhibit Space Includes	Exhibitor Benefits Include:
<ul style="list-style-type: none"> • One 6 ft table • Two Chairs • Signage 	<ul style="list-style-type: none"> • One conference registration (Includes all conference sessions & meals) • Listing in conference Program & Brochures

Please contact the TACDC office for additional exhibitor needs and questions.

PAYMENT

\$ 500.00 **Non-Profit Exhibitor Fee**
 \$ 750.00 **Exhibitor Fee**
 _____ x \$ 200.00 **Additional Attendees**
 \$ 30.00 **Electricity Add-on**

____ Enclosed is my check made payable to "TACDC."

____ By filling out this section, I am authorizing TACDC to charge my credit card listed below, for the total amount indicated on this form.

CANCELATIONS: Canceled exhibitor registrations are refundable through March 27, 2022. After March 27, a 50% refund will be given. After April 10, no refunds will be made.

TOTAL AMOUNT

\$

Cardholder Name: _____ Exp (MM/YYYY): _____

Account Number: _____ Billing ZIP: _____ CSC _____