

2018 Texas State Genealogical Society Family History Conference

Journey Through Generations

November 2-4, 2018

Omni San Antonio at the Colonnade
9281 Colonnade, San Antonio, TX 78230

EXHIBITOR BOOTH RESERVATION FORM AND AGREEMENT

Exhibitor (Organization) Name _____

Contact Person _____

Address _____ Phone _____

City, State, Zip _____ Fax _____

Email _____ Web site: _____

Vendor Display: ___ Books | ___ Photos | ___ Maps | ___ Other (specify) _____

To maintain security in the Exhibit Hall, all exhibitors and vendors must wear an exhibitor badge. Please provide names for all persons who will be staffing your booth during the conference.

Name(s) for badges _____

Commercial Vendor: \$100.00 for one 8'x30" table and 2 chairs Amt. _____

Additional Tables: \$100.00 for each 8'x30" table and 2 chairs # wanted _____ Amt. _____

Non-Member Non-Profit Organization: \$75.00 for one 8'x30" table and 2 chairs Amt. _____

Additional Tables: \$75.00 for each 8'x30" table and 2 chairs # wanted _____ Amt. _____

Partner Society: \$60.00 for one 8'x30" table and 2 chairs Amt. _____

Additional Tables: \$60.00 for each 8'x30" table and 2 chairs # wanted _____ Amt. _____

Internet Access: \$40.00 for the first person Amt. _____

Additional persons: \$25.00 for each additional person # wanted _____ Amt. _____

Total Amount Enclosed: \$ _____

I have read the exhibitor information presented on the next page.

Printed Name _____

Date: _____

Signature _____

Position in Organization: _____

Exhibitor Registration and Payment

Please register and pay online (www.txsgs.org) or mail this form with your payment to TxSGS, attn.: Exhibits Chair, 2028 E. Ben White Blvd. #240-2700, Austin, TX 78741. Make checks payable to Texas State Genealogical Society. NOTE: Exhibit space will not be held without payment.

PAYMENT INFORMATION

Payment for exhibit space can be made by credit card: Master Card | Visa | Am. Exp. | Discover

Card Holder's Name: _____ Expiration Date: _____

Credit Card Number: _____

Authorized Signature _____

Email for Receipt: _____

EXHIBITOR BOOTH INFORMATION

Exhibitor booths and tables are offered on a first-come, first served basis upon receipt of full payment and this signed agreement. ***Please order no later than October 15.***

Each 10' x 10' booth includes:

- one (1) 8' x 30" draped table and two chairs
- one (1) Exhibitor/Vendor ID sign.

Each exhibitor will also receive:

- As many exhibitor badges as needed (for entry to the hall during set-up, tear-down, and morning hours prior to opening to the public); names must be provided to TxSGS by Monday, October 28.
- A profile on the TxSGS conference website, which includes contact information, link to website, description, and more.
- A listing in the Conference Syllabus and on the TxSGS website.

Profile information must be provided to communications@txsgs.org by September 1 or within one week of signing contract if later than September 1 to be included on the website. ***Information received after September 1 may not be included in the syllabus.***

Exhibitor cancellations must be mailed to the address in the footer, attn.: Exhibits Chair, or sent by email to klm4343@yahoo.com. Cancellation requests postmarked on or before October 6 will receive a refund less 20% of the total purchase price. Requests postmarked October 7 – October 27 will receive a refund less 50% of the total purchase. No refunds will be issued after October 27.

Door Prizes: Exhibitors are encouraged to offer door prizes at their booth. Door prize winner names should be given to staff at the TxSGS booth by 4:30 p.m. Friday and Saturday and by 1:00 p.m. Sunday. Winners will be posted on the bulletin board located in or near the TxSGS booth.

Exhibit Hall Schedule

Exhibitor-only Hours Set Up: Thursday, 1:00 p.m. to 8:00 p.m. Tear Down: Sunday, 3:00 p.m. to 8:00 p.m.	Exhibit Hall Open for Business <ul style="list-style-type: none">• Friday, November 2, 2018: 9:00 a.m. – 5:00 p.m.• Friday, November 2, 2018: Welcome Reception 5:00 p.m. – 7:00 p.m.• Saturday, November 2, 2018: 9:00 a.m. – 5:00 p.m.• Sunday, November 4, 2018: 9:00 a.m. – 3:00 p.m.
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To provide conference attendees time to visit the Exhibit Hall, the conference schedule includes 30-minute breaks between lectures and a 2-hour lunch break. In addition, the Exhibit Hall opens 30 minutes prior to conference lectures.

The Exhibit Hall will be locked at night. If emergency access is required, ask the front desk to contact a member of the Conference Committee. TxSGS is not responsible for loss due to damage or theft.

Exhibit Hall Services

Wall outlets in the exhibit hall are not considered part of a booth. Booth electricity is arranged through the hotel. Shipments may be sent directly to the hotel no more than 3 days prior to the conference. For shipping charges, booth electricity, and other hotel services, see "Exhibitor Rental Form – Omni." Contact Kelvin Meyers, Exhibit Chair, at klm4343@yahoo.com for the "Exhibitor Rental Form – Omni" and the Internet Access Form or download them at <http://www.txsgs.org/become-an-exhibitor/>.

Hotel and Conference Registration plus Banquet Tickets

Any exhibitor/vendor volunteers or staff wishing to attend conference lectures MUST purchase a conference registration; please see <http://www.txsgs.org/txsgs-2018-conference-registration/>. For those wishing to attend our banquet on Saturday evening, banquet tickets may be purchased by October 12 via <https://txsgs.z2systems.com/eventReg.jsp?event=2696&>. Information about hotel reservations can be found on our website at <http://www.txsgs.org/2018-conference-lodging-and-venue/>.

We look forward to seeing you at our conference. If you have any questions, please contact Kelvin Meyers, Exhibit Chair, at klm4343@yahoo.com.