

TAHV CONFERENCE 2023 VENDOR FAIR GUIDELINES

May 22nd – 23rd, 2023

LOCATION: San Marcos Embassy Suites and Convention Center
San Marcos, Texas

RATES: If you plan to stay at the Embassy Suites, you may go to the TAHV website to get the TAHV Conference rates.

DATE/TIME: The time that will be available for set-up will be on Monday, May 22nd beginning at 7:00 a.m. Vendors should plan to start setting up their exhibits in enough time to open promptly at 1:00 p.m. The Vendor Fair will then close at 6:30 p.m.
Tuesday, May 23rd the Vendor Fair will open at 7:00 a.m. and close at 3:30 p.m. Teardown MUST be completed prior to 6:00 p.m. on May 23rd.

BASIC SETUP: The tables are 6' x 30". Each Vendor space will be provided with 2 chairs. Your Company's identification signs will be your responsibility. **If you need electrical outlets there will be an extra charge per day. Please see the Hotel Electrical Service Order.**

INSURANCE: The Convention Center, its owners and TAHV do not maintain insurance covering property brought onto the premises by vendors. The vendors assume the responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment or other property brought onto the premises and shall indemnify, defend and hold harmless TAHV, the Convention Center and its owners, affiliated companies, agents, servants and employees from any and all such losses, damages and claims.

RECOGNITION: Vendor participation will be acknowledged in the convention program. A list of participating vendors with names, logos, telephone numbers and e-mail addresses will be published in the Outlook (spring edition) and on the TAHV Website and Facebook.

EXHIBIT SPACE: THE VENDOR FAIR WILL BE LOCATED in SAN MARCOS EMBASSY SUITES CONVENTION CENTER.

UNLOADING: UNLOADING WILL BE IN THE FRONT OF THE CONVENTION CENTER. YOUR VEHICLE WILL NEED TO BE MOVED AS SOON AS POSSIBLE. There is no charge for parking in the open area.

SHIPPING: Should you wish to ship your merchandise by UPS/Fed Ex or Motor Freight, the Convention Center Drayage Form is included on TAHV website.

SHIPPING: Due to limited storage space, packages need to be delivered to the hotel as close to the Conference date as possible.

To ensure that your materials are sorted and delivered properly, please include the following information on ALL packages.

**SAN MARCOS EMBASSY SUITES AND CONVENTION CENTER
1001 E. McCarty Lane (off I-35 S)
San Marcos, TX 78666
(512)392-6450
Number of Boxes: Label "Box 1 of 5", etc.**

FYI: The attendees at this Conference are accustomed to purchasing merchandise, entering a drawing for merchandise or receiving free merchandise from the Vendors.

WE LOOK FORWARD TO SEEING YOU IN SAN MARCOS!!