

# Texas Association of Healthcare Volunteers

Enhancing healthcare services in Texas since 1944

February 21, 2024

The Texas Association of Healthcare Volunteers extends to you and your company an invitation to participate in the Vendor Fair at our 80th<sup>th</sup> Annual State Conference. The Conference will be in San Marcos, Texas at the San Marcos Embassy Suites, and Convention Center. The Conference will be from May 20 through May 22, 2024. Vendor set-up will be Monday, May 20th from 7:00 a.m. until 1:00 p.m. The Vendor Fair will then be open to all attendees from 1:00 p.m. until 6:30 p.m. On Tuesday, May 21st, the Vendor Fair will open at 7:00 a.m. and close at 4:00 p.m.

These two days will give you an excellent opportunity to highlight your company's products and/or services. We expect about 350 – four hundred Volunteers representing over two hundred Healthcare Facilities from all over Texas.

If you are interested in participating in our 2024 Vendor Fair, you will find the application and guidelines attached and on our website at [www.tahv.org](http://www.tahv.org) after February 26<sup>th</sup>. Should you have any questions, please contact Sue Kaulfus or Jimmie Sue Garrett.

**The completed application and fees are due by March 8, 2024.**

Please join us for our 2024 Vendor Fair,

Sincerely,

Vendor Co-Chairs

Sue Kaulfus

830-305-0501

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Jimmie Sue Garrett

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## **TAHV Convention 2024 Vendor Fair Guidelines**

**May 20 – 22, 2024**

**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 Convention rates.

**DATE/TIME** The time that will be available for set-up will be on Monday, May 20, 2024, 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 21, 2024, the Vendor Fair will open at 7:00 a.m. and close at 4:00 p.m.

**BASIC SETUP** The tables are 6'x 30". Each vendor space will be provided with two chairs. Your Company's identification signs will be your responsibility.

**INSURANCE** The Convention Center, its owners and TAHV do not maintain insurance covering property brought onto the premises by Vendors. The Vendor takes 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 available 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 ON THE LEFT OF THE CONVENTION CENTER AT THE DOUBLE DOORS. YOUR VEHICLE WILL NEED TO BE MOVED AS SOON AS POSSIBLE. THERE IS NO CHARGE FOR PARKING IN THE OPEN AREA.

**SHIPPING** Due to Limited Storage Space, packages need to be mailed to the hotel as close to the Conference date as possible.

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

**SAN MARCOS EMBASSY SUITES AND CONVENTION CENTER**

**1001 E. McCarty Lane (I-35 South)**

**San Marcos, TX**

**(512)392-6450**

**Number of Boxes: Label "Box 1 of 5", etc.**

**\*FYI: The attendees at this Conference are used to purchasing merchandise, entering drawings for merchandise, or receiving free merchandise from Vendors.**

**We look forward to seeing you in San Marcos!**

# 2024 VENDOR APPLICATION

Texas Association of Healthcare Volunteers

80<sup>TH</sup> Annual State Conference

The 2024 State Conference will include a 2-day Vendor Fair. **Monday, May 20<sup>th</sup>**, the room will open at 7:00 a.m. for set-up. The Vendor Fair will open at **1:00 p.m.** and continue until **6:30 p.m.** The second day, Tuesday, **May 21<sup>st</sup>**, the Vendor Fair will open at **7:00 a.m.** and will close at **4:00 p.m.**

To be an Exhibitor, a vendor must commit to participate in both sessions by completing and returning this application form with a check.

Company Name: \_\_\_\_\_

Contact person/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No:(    ) \_\_\_\_\_ Cell No. (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate if you need electricity at your booth: Yes (  )      No (  )

Please contact the hotel for electrical fee for Vendor Fair.

The vendor's cost will be based on the number of tables for the exhibit.

Please indicate the number of tables needed: \_\_\_\_\_

A check made payable to *Texas Association of Healthcare Volunteers* is enclosed in the amount of \$ \_\_\_\_\_.

By signing below, I agree that I have read and agree to abide by the "Vendor Fair Guidelines."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THE COMPLETED APPLICATION AND CHECK TO:

Sue Kaulfus  
621 Purple Sage  
Seguin, TX 78155

