

TAHV CONVENTION 2025 VENDOR FAIR GUIDELINES

May 19-21,2025

- LOCATION** Dallas-Frisco Embassy Suites Hotel and Conference Center
7600 John Q. Hammons Dr.
Frisco, Texas 75034
- RATES** If you plan to stay at the Embassy Suites, you may go to the TAHV website (TAHV.org) to register and receive the TAHV Convention rates.
- DATE/TIME:** The time that will be available for set-up will be on Monday, May 19, 2025, beginning at 7:00 a.m. Vendors should plan to start setting up their exhibits in sufficient time to open promptly at 1:00 p.m. The Vendor Fair will close at 5:30 p.m. On Tuesday, May 20th the Vendor Fair will open at 7:00 a.m. and close at 2:30 p.m.
- 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.
- 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 all participating vendors with names, logos, telephone numbers and e-mail addresses will be published in the Outlook (fall edition) and on the TAHV Website and Facebook.
- If you would like to have flyers included in the Swag Bags given each attendee, send them to Mary Pfeffer by May 9th. Mary's address is 1601 W. Walker St.
Denison, TX 75020
- If you would like to have your logo in the Conference Program, sent it to Pat Sowder, psowder512@gmail.com by **March 15th**.

EXHIBIT SPACE THE VENDOR FAIR WILL BE LOCATED IN THE EXHIBIT HALL IN FRISCO 7 AND 8.

UNLOADING: Vendors are welcome to utilize either of the loading docks. One loading dock is at the back of the hotel (not at street level) and the other is at street level and connects to Frisco 8. Access is through the rollup door via the Avenue of the Stars. Parking is \$8.00 per day.

SHIPPING Due to limited storage space, packages need to be mailed to the hotel as close to the Conference date as possible. See the attached drayage forms from the hotel.

To ensure that your materials are stored and delivered properly, see the drayage forms.

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 FRISCO!!!

