

## TPPC Annual Conference Exhibitor Information Packet



### Conference Location

- Hyatt Regency Conroe – 1001 Grand Central Parkway, Conroe, TX 77304
- Dates: January 22-25, 2024

### Event Details

- Casino (Exhibitor) Night will be held in the Junior Ball Room at the hotel on Tuesday, January 23, 2024 from 7 pm-11 pm.
- Booth area is a 10'x10' spot that includes a six-foot table and two chairs.
- Check-in/Setup is Tuesday, January 28th starting at 3 pm.
- Vendors can choose to purchase drink tickets to pass out to attendees. Drink Tickets and name tags will be available for pickup at check in. A separate order link we be emailed to purchase tickets.
- Food will be provided from 5 pm – 6:30 pm for all exhibitors.
- Please allow time to break down your booths to move into the hallway or to pack for shipping by 12 am.
- Bingo Cards & Stickers: Each attendee will receive a Bingo Card as they arrive to the event. When they visit your booth, please place a sticker on your square on their card. When the attendees have visited all vendors and have filled all spaces on their cards, they will turn in their Bingo Card for gambling chips.

### Advertising/Conference Guide Requirements

- **Product/In-Kind & Bronze Sponsorship:** Business Card Advertisement 3.5” wide x 2” high
- **Silver Sponsorship:** 1/4-page Advertisement 4.25” wide x 5.5” high
- **Gold Sponsorship:**
  - Vertical 1/2-page Advertisement 4.25” wide x 11” high
  - Horizontal 1/2-page Advertisement 8.5” wide x 5.5” high
- **Platinum Sponsorship:** Full-page Advertisement 8.5” wide x 11” high

### Image Format Requirements

- Save advertisement as an JPEG or .PNG
- The deadline for submittal is **December 31, 2023**. PLEASE NOTE: ALL sponsors must send us an electronic copy of the ad they would like published in the *Vendor's Guide* this year. TPPC is not responsible for improperly prepared files. If the guidelines are not followed, TPPC cannot guarantee the quality of the advertisement.



## Company Description

Please send a description (75-125 words) of your company and the services and products that you provide. This information will appear in the *TPPC Vendors Guide*. The deadline for this is **December 31, 2023**. We will be verifying your information and you must approve it before it appears in the *TPPC Vendors Guide*.

## Exhibit/Booth Shipment

Special arrangements must be made for receiving any equipment, goods, displays, or other materials, which will be sent, delivered or brought into the hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required. The hotel's receiving entrance is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Advance arrangements must be made through the Events office for weekend deliveries. Current package handling/delivery fees are listed below. Any materials being sent to the hotel must be marked as follows:

1. Return address
2. Texas Public Pool Council
3. Junior Ball Room Jan 23, 2024
4. Erica Peace – Event Manager
5. Name of person that will claim package
6. Date of that person's arrival
7. Number of boxes (Example: Box 1 of 2 and Box 2 of 2)

**Hotel address:** 1001 Grand Central Parkway Conroe, TX 77304

Handling charges for packages are as follows:

Weight/pounds	Charge
Letter	Complimentary
0-10lbs	\$5.00 per box
11-20lbs	\$10.00 per box
31-49lbs	\$15.00 per box
50-99lbs	\$0.50 per pound
100lbs and over	\$0.75 per pound
Pallets without weight	\$200.00 per pallet – Inbound
Pallets with a weight	of \$1.50 per lb. - Inbound
Pallets with or without weight	\$100.00 per pallet – Outbound only

\*\*\*Note: We do NOT accept COD packages without payment unless previously\*\*\*

## Contact Information

All vendor/sponsor questions, payment, drink tickets, receipt, or invoicing related questions, please [info@tppc.org](mailto:info@tppc.org).