



## [2016 Environmental Trade Fair and Conference](#)

### QUICK EXHIBITOR INFORMATION

Please see [Exhibitor Terms and Conditions](#) for information on exhibit regulations.

1. \$900 – each 10 ft x 10 ft booth
2. \$1,200 – each 10 ft x 10 ft corner booth

The exhibits will be held in Exhibit Halls 4 and 5 of the Austin Convention Center located at 500 East Cesar Chavez, Austin, TX 78701.

The booth selection process will be as follows:

Call Innovation Event Management (IEM) at 800-775-2774, at designated time and date listed, for the following:

Booth Quantity	Registration Date
Six or more Booth Sales	Tuesday, October 20 <sup>th</sup> 9:00 am to 3:00 pm CST
Four or more Booth Sales	Wednesday, October 21 <sup>st</sup> at 9:00 am to 3:00 pm CST
Three or more Booth Sales	Thursday, October 22 <sup>nd</sup> at 9:00 am to 3:00 pm CST

Registration for the following booth quantities can be made online at the designated time and date listed:

Booth Quantity	Registration Date
Pre-set Double Booth Sales	Friday, October 23 <sup>rd</sup> at 9:00 am to 3:00 pm CST
*One or more Booth Sales	Monday, October 26 <sup>th</sup> at 9:00am CST

\*All remaining booths will be available for purchase. Any combination of booths may be purchased starting on Oct. 26th.

## Booth Amenities (Items Included)

1. 10 ft x 10 ft exhibit space
2. Booth surrounded by 8-ft-high drapes, and 3-ft-high side drapes
3. A 7 in x 44 in booth sign, company name as it appears on registration form
4. Black booth carpet and padding
5. A 6 ft black-skirted/draped table, 2 chairs, 1 wastebasket
6. Three exhibitor passes for preregistered personnel to staff the booth (over three and on-site passes \$25 each. There is no charge to swap out badges for no-shows).
7. Exhibit hall access for customers—invite your clients to visit your booth. There is no charge for customers to walk the exhibitor floor.

### **[FLOOR PLAN]**

***Conference attendee pass is not included. Exhibitors who want to attend any presentation may register for the conference.***

***Electricity is not provided by TCEQ. Exhibitors who require electricity for their booth will need to order it from the Austin Convention Center. Order forms can be found in the Exhibitor Services Kit.***

## Booth Payment Options

-Credit card

All payments are processed by Innovation Event Management (Tax ID – 26-0018301). Credit card statements will reflect a charge to Innovation Event Management (IEM). If you have questions or concerns about payment options, please contact IEM at 800-775-2774. Purchase orders are not accepted.

## Cancellations

There is a \$200 cancellation fee for each 10X10 booth space. Cancellations must be received in writing by February 26, 2016. If you reserved bulk space (2 or more contiguous booth spaces), there will be no partial refunds, i.e., you may not cancel a portion of the space. You must keep or release all of your contiguous booths.

## Exhibitor Service Provider

This year's Environmental Trade Fair & Conference exhibitor service provider is Freeman Company. Exhibitors needing substitutions or additional furniture or utilities other than the standard setup, can obtain them through Freeman for an additional charge. Freeman will provide a full spectrum of furniture and exhibitor services. Order forms for exhibitor services not provided in the standard setup will be included in the Exhibitor Services Kit e-mailed when you sign up for your booth space and payment is processed. The direct phone number for Freeman Company (Exhibitor Services) is 210-227-0341.

## Storage and Materials Handling

Exhibitors must coordinate storage requirements with the event exhibitor service provider, Freeman Company. There will be more detailed information in the Exhibitor Services Kit that will be e-mailed when you sign up for your booth space and payment is processed.

### Exhibit Move-In Schedule

Move in and set up on **Monday, May 2, 2016**

1. **Exhibit Hall 4 Booths 806 - 1740:** set up between 10 a.m. and 6 p.m.
2. **Exhibit Hall 5 Booths 100 - 727:** set up between 1:30 p.m. and 6 p.m.

All vehicles and trailers entering the exhibit hall must be coordinated with Freeman; please contact Freeman at 210-227-0341. You must purchase enough space to accommodate your vehicle and any other display needs you may have.

Exhibits not set up during these hours will not be allowed to set up until after 4 p.m. Tuesday. For example: If your booth does not arrive until Tuesday, May 3, at 7:45 a.m., you will not be able to set up until after 4:00 p.m. that day.

The Austin Convention Center does not provide move-in carts. If a cart is necessary for your move, you may bring your own or use the service provided by the exhibitor service provider. The exhibitor service provider charges a fee.

**NOTE: For safety reasons, no children are allowed in the exhibit hall during set-up and tear-down hours.**

### Exhibit Hall Hours

All breaks and food service areas will be in the exhibit hall to facilitate attendee circulation. All booths must remain intact and staffed during these hours:

#### **Staffing Hours**

**May 3 – 7 a.m. to 4 p.m.**

**May 4 – 7:30 a.m. to 2:30 p.m.**

Exhibitors will be asked to show a valid exhibitor badge to the security officer at the door in order to gain access to the exhibit hall. Exhibit hall doors will open to attendees at 7:30 a.m. May 3 and 8:00 a.m. May 4.

#### **Tear Down**

**May 4 – 2:30 p.m. to 6:30 p.m.**

Exhibit tear-down will begin Wednesday May 4, at 2:30 p.m. Please refrain from moving out of the exhibit hall until Freeman has rolled up the aisle carpet. **Any exhibitors that do not adhere to these hours will not be allowed to exhibit at the next Environmental Trade Fair & Conference.** Exhibit tear down will continue until 6:30 p.m. The exhibit hall must be clear by that time.

## Hospitality Functions

Hospitality functions are not allowed in the exhibit hall. Exhibitors who wish to sponsor a hospitality event should coordinate it directly with hotels, or other appropriate sites. The TCEQ will not co-host or advertise such functions.

### Contacts

#### **Registration- Innovation Event Management (IEM)–**

Please direct inquiries regarding payment, booth location changes, online booth setup, and/or booth personnel registration to [tceq@iemshows.com](mailto:tceq@iemshows.com) or by telephone at 800-775-2774.

#### **Exhibitor Services - Freeman Company –**

Direct inquiries regarding shipping, material handling, and exhibit display rental to Freeman Company (Exhibitor Services) and reference the TCEQ at [FreemanSanAntonioES@freemanco.com](mailto:FreemanSanAntonioES@freemanco.com) or by telephone at 210-227-0341.

#### **Food and Beverage – Levy Restaurants**

Levy Restaurants is the exclusive food and beverage service provider for the Austin Convention Center. They can be contacted at 512-404-4100.

For all other inquiries, email [events@tceq.texas.gov](mailto:events@tceq.texas.gov).

The TCEQ is committed to compliance with laws regarding accessibility. If you need assistance in accessing any of our programs or presentations, please contact the TCEQ at 512-239-3143. If you need an accommodation during this event, we ask that you contact us at least three weeks prior to ensure we have sufficient time to meet your request.

The TCEQ is an equal opportunity/affirmative action employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TCEQ at 512-239-0028, Fax 512-239-4488, or 1-800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.