



## [2017 Environmental Trade Fair and Conference](#)

### QUICK EXHIBITOR INFORMATION

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

1. \$699 – each 10 ft x 10 ft booth (does not include furniture and required floor covering)
2. \$999 – each 10 ft x 10 ft corner booth (does not include furniture and required floor covering)

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:

<b>Booth Quantity</b>	<b>Registration Date</b>
Six or more Booth Sales	Tuesday, October 25 <sup>th</sup> 9:00 am to 3:00 pm CST
Four or more Booth Sales	Wednesday, October 26 <sup>th</sup> at 9:00 am to 3:00 pm CST
Three or more Booth Sales	Thursday, October 27 <sup>th</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:

<b>Booth Quantity</b>	<b>Registration Date</b>
Pre-set Double Booth Sales	Friday, October 28 <sup>th</sup> at 9:00 am to 3:00 pm CST
*One or more Booth Sales	Monday, October 31 <sup>st</sup> at 9:00am CST

\*All remaining booths will be available for purchase. Any combination of booths may be purchased starting on Oct. 31<sup>st</sup>.

## 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. One (1) waste basket
4. A 7 inch x 44 inch booth sign, company name as it appears on registration form
5. Three exhibitor badges for preregistered personnel to staff the booth at no additional cost through **Friday, March 17, 2017** (additional exhibitor badge \$25 each. There is no charge to swap out badges for no-shows). You must be registered and have a badge to enter the exhibit hall.
6. Continental breakfast and afternoon snacks/beverages

**SPECIAL NOTE: The initial cost of 10 ft x 10 ft booth space has been reduced and does not include furniture and flooring with the booth amenities. This will give exhibitors greater flexibility to choose the furniture and flooring that meets their needs. See Exhibitor Service Provider information below for more information.**

**Exhibitors are required to provide carpet flooring (9 ft x 10 ft) for each 10 ft x 10 ft exhibit space. Carpet flooring must be in black or gray color range if carpet flooring is not obtained through Freeman.**

### [\[FLOOR PLAN\]](#)

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

## Booth Payment

The Conference only accepts credit card payments. Options include Visa, MasterCard, American Express and Discover.

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 and checks are not accepted.

## Cancellations

There is a \$200 cancellation fee for each 10X10 booth space. Cancellations must be received in writing by February 24, 2017. 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.

## Electricity

Exhibitors who require electricity for their booth will need to order it from the Austin Convention Center Department (ACCD). Order forms can be found in the Exhibitor Services Kit.

## Exhibitor Service Provider

This year's Environmental Trade Fair & Conference exhibitor service provider is Freeman Company. Exhibitors needing furniture or flooring 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 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.

For exhibitors desiring standard furniture and flooring, Freeman is offering a booth package at a discount (\$400.98) for a limited time. The package includes 9 ft x 10 ft black booth carpet and padding, 6 ft black skirted/draped table, and two (2) chairs. No substitutions can be made on the booth package items. The booth package form will be available in the Exhibitor Services Kit that will be e-mailed when you sign up for your booth space and payment is processed.

## 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 15, 2017**

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 no less than ninety (90) days prior to the event; please contact Freeman at [FreemanSanAntonioES@freemanco.com](mailto:FreemanSanAntonioES@freemanco.com) or by telephone at 210-554-2021. 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 16, at 7:45 a.m., you will not be able to set up until after 4:00 p.m. that day.

The ACCD 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: The Austin Convention Center Department's Operational Policy prohibits children (Under 17 years of age) from being in the exhibit halls, docks, service corridors or the service yard during move in or out.**

## 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 16 – 7 a.m. to 4 p.m.**

**May 17 – 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 16 and 8:00 a.m. May 17. Exhibitors with a valid exhibitor badge will be allowed access 30 minutes prior to the hall opening.

### Tear Down

**May 17– 2:30 p.m. to 6:30 p.m.**

Exhibit tear-down will begin Wednesday, May 17, 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 Austin Convention Center. Please see [Exhibitor Terms and Conditions](#) for additional information.

## 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.

### Utility Services – ACCD Exhibitor Services Division –

Direct inquiries regarding utility services to 512-404-4000 and request the ACCD Exhibitor Services Division.

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

Levy Restaurants is the exclusive food and beverage service provider for the ACCD. 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.