Advanced Air Permitting Seminar

QUICK EXHIBITOR INFORMATION

Please see Exhibitor Terms and Conditions for information on exhibit regulations.

$799 – each 10 ft. x 10 ft. booth
- One exhibitor badge (includes access to the classroom)

$199 – Additional Exhibitor Badges (includes access to the classroom)

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 Type	Registration Date
*Booth at both events: (any size) • Advanced Air Permitting Seminar, and • Water Quality / Stormwater Seminar	Wednesday, July 27th 9:00 am to 3:00 pm CST

*Exhibitors who register for both the Advanced Air Permitting Seminar and the Water Quality / Stormwater Seminar will be charged both event registration fees.

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

Booth Type	Registration Date
One or more Booth Sales	Friday, July 29th at 9:00 am CST

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. One exhibitor badge (includes access to the classroom).
7. Continental breakfast and afternoon snacks during breaks in the exhibit hall

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

Booth Payment

Credit card payments will only be accepted. 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 are not accepted.

Cancellations

There is a $200 cancellation fee for each 10X10 booth space. Cancellations must be received in writing by September 9, 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 Advanced Air Permitting Seminar 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, October 10, 2016**

1. Set up between 7:30 a.m. – 10:30 a.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. Exhibiting companies must coordinate with the Exhibitor Services Contractor 90 days prior to the event. Large or difficult to maneuver equipment maybe required to move in a day or days in advance of standard move in times.

The Palmer Events 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
October 10 – 12:00 p.m. to 5:00 p.m.
October 11 – 7:00 a.m. to 3:30 p.m.

Exhibitors will be asked to show a valid event 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 12:00 p.m. October 11 and 7:00 a.m. October 12.

Tear Down
October 11– 3:30 p.m. to 5:30 p.m.

Exhibit tear-down will begin Tuesday October 11, at 3:30 p.m. **Any exhibitors that do not adhere to these hours will not be allowed to exhibit at the next Advanced Air Permitting Seminar.** Exhibit tear down will continue until 5:30 p.m. The exhibit hall must be clear by that time. If you have purchased the same booth space(s) for the Water Quality / Stormwater Seminar you do not need to remove your materials between shows.

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, and/or booth personnel registration to 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 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.

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.