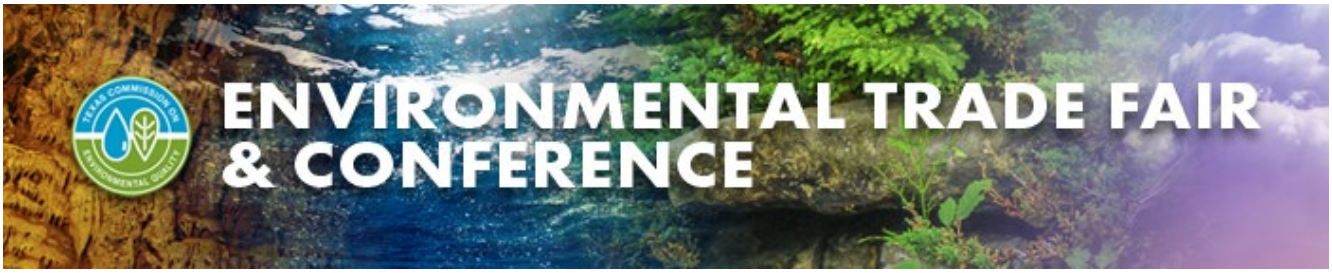

QUICK EXHIBITOR INFORMATION

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

$999 – each 10 ft x 10 ft booth (does not include furniture and required floor covering)

$1,199 – each 10 ft x 10 ft corner booth (does not include furniture and required floor covering)

The exhibits will be held in Exhibit Hall 4 of the Henry B. Gonzalez Convention Center located at 900 East Market St., San Antonio, TX 78296.

Phone Booth Sales

Call Innovation Event Management (IEM) at 800-775-2774

Six or more Booths

Wednesday, November 18, 2027, 9:00 am to 12:00 pm CST

Three or more Booths

Wednesday, November 18, 2027, 12:00 pm to 3:00 pm CST

Online Booth Sales

The Online Registration Link for exhibitors will be available on November 19, 2027 through the Environmental Trade Fair and Conference website.

One or more Booths

Thursday, November 19, 2027, at 9:00 am CST

Booth Amenities (Items Included)

1. 10 ft x 10 ft exhibit space
2. Booth surrounded by 3-ft-high side drapes, and 8-ft-high drapes in back.
3. One (1) waste basket
4. One (1) booth sign measuring 7 inches x 44 inches. Company name will be printed exactly as it appears on registration form.
5. One (1) Exhibitor Expo Hall Only badge for personnel to staff the booth at no additional cost. Registration Contractor will email a discount code to assign exhibitor badge.
    - Must preregister before **Sunday, May 2, 2027, 11:59 pm CST**.

- You must be registered and have a badge to enter the exhibit hall.
- Additional Exhibitor Expo Hall Only badges ($30 each) may be purchased online prior to the show or on-site for $60 each at the registration counter.

6. Continental breakfast and afternoon snacks/beverages.

Conference attendee registration is not included. Exhibitors who want to attend any presentation must purchase an Exhibitor Full Conference badge to attend the classrooms.

Having a well-balanced, attractive Exhibit Hall in advance of the show's opening is critical to the success of the event. Exhibitors may bring their own carpet/floor covering or rent carpet/floor covering through the exhibitor service provider. Exhibitor agrees to pay exhibitor service provider to rent and lay carpet if the booth space floor is not covered by 6:00 pm on Monday, May 10, 2027.

Booth Payment

The Trade Fair only accepts credit card payments. Options include Visa, MasterCard, American Express, and Discover. Purchase orders and checks are not accepted.

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.

Cancellations

There is a fifty percent refund for each 10'X 10' booth space cancelled by **February 12, 2027**. Cancellations after February 12, 2027, will result in a twenty percent refund. No refunds will be provided for cancellations made after **April 9, 2027**. Cancellations must be received in writing (email acceptable) and refund will be based on the date that notice of cancellation was received. 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 may choose from one of the two exclusive electrical service providers: Edlen Electrical Exhibition Services or Freeman Electrical Services. Order forms can be found in the Exhibitor Services Kit.

Exhibitor Service Provider

This year's Environmental Trade Fair and Conference exhibitor service provider is The Freeman Company, Inc. (Freeman). Freeman provides a full spectrum of furniture and exhibitor services. The online Exhibitor Services Kit including order forms for exhibitor services will be e-mailed after you sign up for your booth space and payment is processed. The contact information for Freeman is ExhibitorSupport@freeman.com or 888-508-5054.

For exhibitors desiring standard furniture and flooring, Freeman is offering booth packages at a discount for a limited time. The packages include 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 forms 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 for all booths in Exhibit Hall 4 is **Monday, May 10, 2027, between 10:00 am and 6:00 pm.**

All large or difficult-to-maneuver equipment, motorized machinery, 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 ExhibitorSupport@freeman.com or by telephone at 888-508-5054. You must purchase enough space to accommodate your vehicle and any other display needs you may have. Vehicles with a height greater than 12 feet and 10 inches will not be able to fit through the dock entrance into the exhibit hall.

Exhibitors who fail to move in by the end of the scheduled move in time are subject to the loss of their exhibit space without a refund. TCEQ or its registration contractor may reassign the space to another vendor or use the space for other purposes.

HBGCC 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. **Please review the POV (privately owned vehicles and COV (company owned vehicles) / Self-Unloading Policy posted by Freeman and costs that may be incurred for utilizing the cart service provided by Freeman.**

NOTE: TCEQ 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:

Exhibit Hall Hours

May 11, 2027 – 7:00 am to 4:00 pm

May 12, 2027 – 7:00 am to 2:30 pm

Tear Down

May 12, 2027 – 2:30 pm to 6:30 pm

Exhibit tear-down will begin Wednesday, May 12th at 2:30 pm. 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 and Conference. Exhibit tear down will continue until 6:30 pm. The exhibit hall must be clear by that time.

Hospitality Functions

Hospitality functions are not allowed in the Henry B. Gonzalez 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 or by telephone at 800-775-2774.

Exhibitor Services - Freeman

Direct inquiries regarding shipping, material handling, and exhibit display rental to Freeman and reference TCEQ at ExhibitorSupport@freeman.com or by telephone at 888-508-5054.

Utility Services

Direct inquiries regarding utility services to either:

Edlen Electrical Exhibition Services 210-662-9450 or

Freeman Electrical Services 210-227-0341

Food and Beverage – The RK Culinary Group

The RK Culinary Group is the exclusive food and beverage service provider. They can be contacted at 210-225-4535.

For all other inquiries, email events@tceq.texas.gov.

TCEQ is committed to compliance with laws regarding accessibility. If you need assistance in accessing any of our programs or presentations, please contact 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.

TCEQ is an equal opportunity/affirmative action employer. The agency does not allow discrimination based on 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 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.