

# Exhibiting Information

Thank you for your participation in the Annual TACDC Conference! We are very pleased that you will be joining us this year at the Texas A&M Hotel & Conference Center, March 27-29, 2022. Enclosed in this packet is information you will need as an Exhibitor. Please read all of this information carefully.

## About this Conference

Our attendees represent CDCs across the state of Texas, including executive directors, advocacy, membership, communications and more, statewide and national banking institutions, foundations, and leaders in the industry. As an exhibitor, you will have access to all registrants, sessions, plenaries, meals, and receptions included in the price of your registration.

## Exhibit Location & Host Hotel

The Texas A&M Hotel & Conference Center is home to our entire room block in 2022.

### **Texas A&M Hotel & Conference Center**

177 Joe Routt Boulevard  
College Station, Texas 77840

Phone: 888.65.GIGEM (4-4436)

Room Rate: \$129.00 plus tax

Cutoff Date: March 6, 2022 or until the room block is exhausted, whichever comes first.

## Exhibitor Schedule

### **Exhibitor Move In**

Sunday, March 27th 3pm

Monday, March 28th 7am-8am

### **Exhibit Hall Open**

Monday, March 2nd, 8am-4pm

Tuesday, March, 3, 8am-2pm

### **Exhibit Move Out**

Tuesday, March 3, 2pm

## Exhibit Space Specifications

Exhibit booths will be located in the Pre-Function area outside of Century Ballroom on the first floor of the Hotel (see diagram on page 3).

Exhibit space will include:

- One 6" table with linen and two chairs.
- Conference Attendee Lists (print and email)
- Listing as an exhibitor in conference program, and conference webpage
- One full conference registration and the opportunity to purchase up to 4 additional registrations at the member rate.
- Attendance at all social events, meals, and educational sessions.

## Registering to Exhibit

To register your representative please complete the attached registration form. This form covers ONE full conference registration included in the price of exhibiting. If you would like to purchase additional registrations, please fill out the form accordingly. All additional registrations may be purchased at the regular rate. All exhibitor registrations are due to TACDC by March 10, 2020.

## Electricity

Electricity is NOT included in the cost of an exhibit booth. If you need electricity, please notify Robyn Murphy when registering. Arrangements can be made through the onsite AV provider at the Texas A&M Hotel & Conference Center. Contact Kendra Clough @ [kclough@texasamhotelcc.com](mailto:kclough@texasamhotelcc.com).

# Exhibiting Information

## Attire

Attire for the conference is business smart.

## Bag Inserts/Swag

Your organization to provide material as inserts or swag in the attendee registration bag. Please send approximately 200 copies of inserts or any swag that you would like to include to TACDC's offices attention Robyn Murphy by February 21.

### **TACDC**

1910 E. Martin Luther King, Jr. Blvd.  
Austin, TX 78702,

## Shipping

Packages may be delivered to the Hotel within 48 hours of the date of the function. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. There will be a \$3.00 per box, incoming and \$3.00 outgoing handling charge for all boxes processed by our Security Department. Each pallet or crate delivered to the Hotel is subject to a \$50.00 handling charge. Shipping and receiving hours are 7:00am-4:30pm Monday through Friday. Any Boxes received or shipped on Saturday or Sunday will incur an incoming and outgoing, \$5.00 per box handling fee. Should special arrangements for delivery be necessary, please contact your Conference Services Manager. The following information must be on all packages to ensure proper delivery:

The following information must be on all packages to ensure proper delivery:

### **USPS ADDRESS ONLY**

*Texas A&M University Hotel and Conference Center*

*ATTENTION: Robyn Murphy*

*Hold for TACDC Arrival: 3/27/22*

*(Name of person picking up)*

*c/o Conference Service Dept*

*1239 TAMU*

*College Station, TX 77843-1239*

### **UPS, FEDEX, DSL, etc.**

*Texas A&M University Hotel and Conference Center*

*ATTENTION: Robyn Murphy*

*Hold for TACDC Arrival: 3/27/22*

*(Name of person picking up)*

*c/o Conference Service Dept*

*177 Joe Routt*

*College Station, TX 77843*

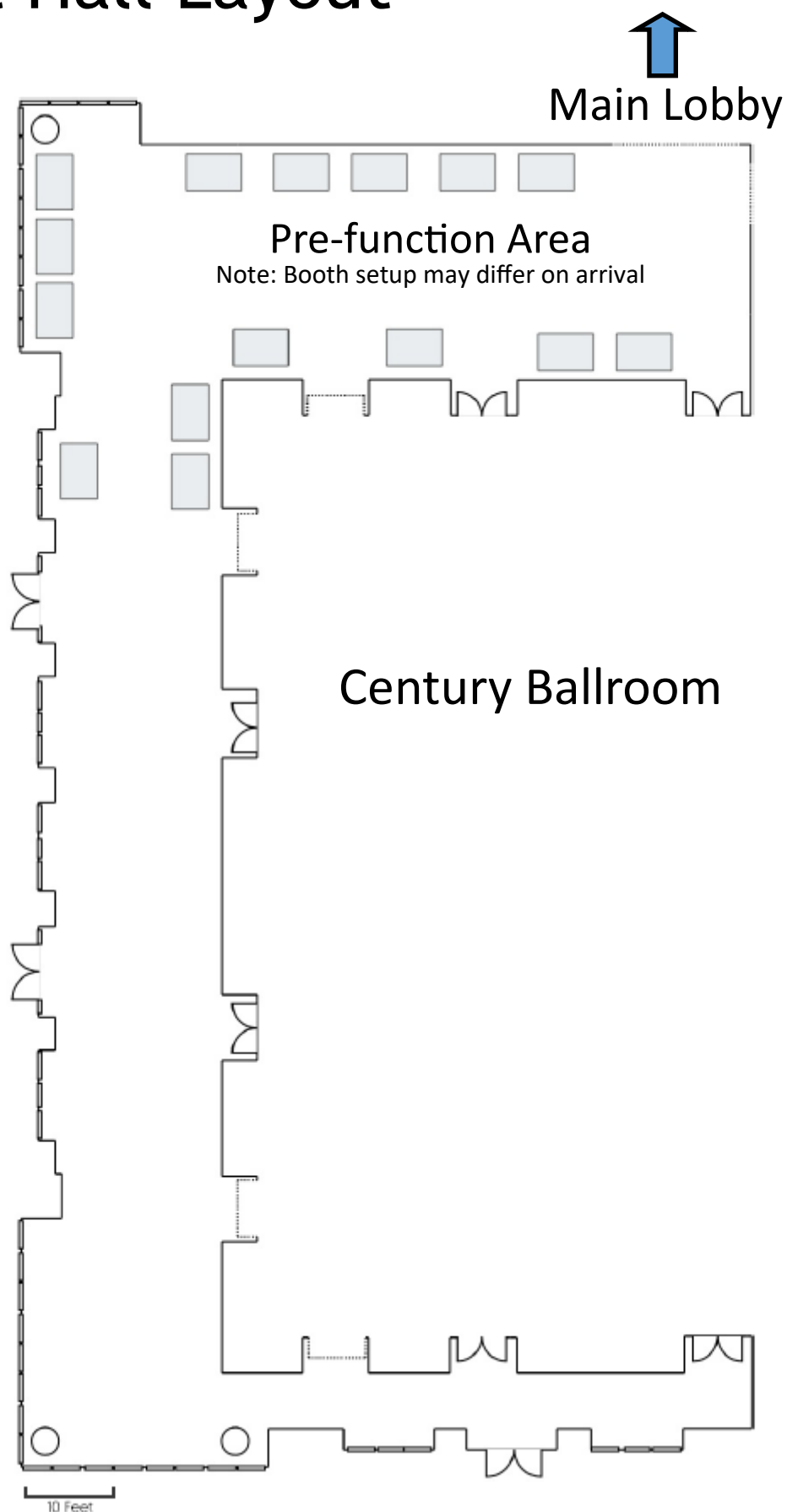
## Cancelation Policy

If you must cancel your exhibitor booth, cancelation must be received by March 10th, 2022 in order to receive a full refund. After March 10, 50% refunds will be given. After March 21, no refunds will be given.

## Contact Us

For any questions regarding your exhibitor booth, please contact Robyn Murphy, Operations Manager, TACDC at [robyn@tacdc.org](mailto:robyn@tacdc.org) or 512.916.0508.

# Exhibit Hall Layout





## Exhibitor & Vendor Opportunities

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Are you a member of TACDC?** ☐ Yes ☐ No

☐ Check here if you will join TACDC today, in order to take advantage of the Member rate for the conference. Visit [www.tacdc.org](http://www.tacdc.org) for our membership application.

☐ Check here if you would like Program advertising rates



### Exhibitor Setup

Sunday, March 27  
3:00 PM to 6:00 PM

Monday, March 28  
7:00 AM to 9:00 AM

Tuesday, March 29  
7:00 AM to 9:00 AM

### Exhibit Hall Open

Monday, March 28  
8:00 PM to 6:00 PM

Monday, March 28  
8:00 AM to 5:00 PM

Tuesday, March 29  
8:00 AM to 5:00 PM

### Exhibitor Tear Down

Tuesday, March 29  
2:00 PM to 5:00 PM

### Exhibit Space includes:

- One 6 foot table
- Two chairs
- Signage

### Exhibitor Benefits include:

- **One conference registration**  
(Includes all conference sessions & conference meals)
- Listing in conference Program & Brochures

Please contact the TACDC office for additional exhibitor needs and questions.

### PAYMENT

☐ \$ 500.00 Non-Profit Exhibitor Fee

☐ \$ 750.00 Exhibitor Fee

☐ \_\_\_\_ x \$ 200.00 Additional Attendees

☐ \$ 30.00 Electricity Add-on

**Priority Registration gives you first choice from available exhibit spaces. Priority deadline is February 25th.**

☐ Enclosed is my check made payable to "TACDC."

☐ By filling out this section, I am authorizing TACDC to charge my credit card listed below, for the amount written indicated.

**CANCELATIONS:** Canceled exhibitor registrations are refundable through March 10, 2022. After February 10, a 50% refund will be given. After March 21, 2022 no refunds will be made.

### TOTAL AMOUNT

\$ \_\_\_\_\_



Cardholder Name: \_\_\_\_\_ Exp (MM/YYYY): \_\_\_\_\_

Account Number: \_\_\_\_\_ Billing ZIP: \_\_\_\_\_

Security Code (CSC): \_\_\_\_\_



Texas Association of Community Development Corporations | [www.tacdc.org](http://www.tacdc.org)  
1910 E. Martin Luther King Jr. Blvd. | Austin, TX 78702 | P. 512-916-0508 | F. 512-916-0541 | [info@tacdc.org](mailto:info@tacdc.org)