



32nd Annual State Conference

September 28th – 30th, 2018

Exhibitor Packet

Marriott Hotel Austin South
4415 South I-Hwy 35,
Austin, TX 78744
Hotel Reservation Information
Call: 1-800-228-9290

Individual Conference Tickets

Members - \$159
Future Members - \$200
Students (with ID) - \$75

Exhibitor Booth Reservation

Deadline

August 15, 2018

Exhibit Hall Times:

Friday Sept. 28, 2018

8 a.m. – 11 a.m. Booth Set up
1 p.m. – 5 p.m. Ribbon Cutting

Sat. Sept. 29, 2018

8 a.m. – 5 p.m. Exhibitor Hall Open
5 p.m. – 6 p.m. Exhibitor take down

The conference will give you the opportunity to meet and visit with women from all over the State of Texas. As an exhibitor, you will have the opportunity to:

- Promote your company's name and sell your products and services;
- Gain new clients and expand your business opportunities; and
- Enhance future business relationships.

In order to offer maximum exposure to vendors during the two day Vendor Exhibit, attendees will be required to visit each exhibit booth in order to be eligible for the Grand Prize Drawing at the conclusion of the conference. You are welcomed to have your own drawings throughout the two day Exhibit.

Promotion and Publicity

In order to be recognized in the conference program, exhibitors must be paid-in-full no later than August 15, 2018. A conference program will be distributed to exhibiting vendors and each attendee at the time of registration

EXHIBIT BOOTH PACKAGE

Provided in the booth fee:

- 1 full conference registration
- 6 foot-skirted table, and two chairs

If you need electrical, phone and internet connections, please contact the hotel directly. The exhibitor will be responsible for any additional fees.

Standard Booth Fee:

- **\$595 Corporate/ Business Exhibit Only**
- **\$395 Government/Small Business/ Non-Profits Exhibit Only**
- **\$295 HWNT Member/Small Business Exhibit Only**

(Members must be current with their membership)

Exhibitor Application

www.hwnt.org

P.O. Box 327 ♦ Austin, TX 78767 ♦ Office / Fax: 844-272-8044



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First Name: Click here to enter text. _____

Last Name: Click here to enter text. _____

Company Name: Click here to enter text. _____

Address 1: Click here to enter text. _____

Address 2: Click here to enter text. _____

City: Click here to enter text. _____ State: _____ Zip: Click here to enter text. _____

Phone No. Office: Click here to enter text. Cell: Click here to enter text. Fax: Click here to enter text. _____

Email: Click here to enter text. _____

EXHIBITOR BOOTH FEES

Exhibitor Booth Package includes:

One (1) Full Registration, 6' Covered Table and Two (2) Chairs.

Exhibitor Fees (please select one) Application with payments must be received before August 15, 2016

\$595 ~ Corporate/ Business Exhibit Only

\$395 ~ Government/Small Business/Non-profits Exhibit Only

\$295 ~ HWNT Member/ Small Business Exhibit Only

Must be a member in good standing one (1) month prior to receive member rate.

Badge: 1) Click here to enter text. _____

Mail form & payment to:

HWNT, Executive Director, P. O. Box 327, Austin, TX 78767-0327.

If you have any questions, call HWNT office (512) 481-1600 or send email to executivedirector@hwnt.org.

Check payments must be made out to HWNT or credit card payment can be made online.

Signature: Click here to enter text. _____ Date: Click here to enter text. _____

OFFICE USE ONLY: DATE FORM REC'D _____ AMT. PD _____ PD CHECK # _____



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Exhibitor Information

Registration and Name badges

Exhibitor form and payment must be received no later than Aug. 15, 2016. All checks must be made payable to the Hispanic Women's Network of Texas (HWNT). No exhibits will be allowed on the floor unless paid in full. Exhibitors will be provided with an exhibitor packet at set up time. **Your company shall have only ONE official name, and that name shall appear on each representative's badge.** This name shall be the one appearing on your application and Exhibit Booth Contract unless you designate otherwise in advance.

Cancellation Policy

Once an exhibitor booth has been reserved and paid for, there will be no refund.

Regulations for Exhibitors

HWNT determines eligibility of any company or product for exhibit. HWNT may forbid installation or request removal or discontinuance of an exhibit or promotion (wholly or in part) that, in its opinion, is not in keeping with the character of HWNT. Food and alcoholic beverages are not allowed. Security HWNT assumes no responsibility for goods delivered to the exhibit area before official exhibit day or for any material left in the exhibit area after the closing hour.

Use of Space

All activities must be confined to the limits of the exhibit booths. No exhibitor will assign, sublet or share the whole or any part of the space allotted **without prior approval of HWNT.**

Exhibits should be constructed so that no item is higher than 8 feet from the floor. Exhibits will not project beyond the space allotted. They will not obstruct the view of, or interfere with traffic to exhibits of others. No part of an exhibit and no signs should be pasted, nailed or otherwise affixed to walls, doors, etc. in a way that might cause defacement. If you have any items that you want affixed to the wall, you **MUST** contact the Hotel engineering department for permission and assistance. Damage from failure to observe this notice is payable by exhibitor. Use of a booth will not interfere with other exhibitors. Flammable fluids, substances or materials, the use of which is in violation of city, county, or state laws or regulations may not be used in any booth. Advertising, canvassing, solicitation of business, conferences in the interest of business, etc. are not permitted except by individuals/businesses that have purchased space to exhibit and then only in the space assigned. The exhibitor assumes full responsibility for complying with local, city and state laws regarding sales tax; and regulations concerning fire, safety, electrical wiring and health. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of HWNT representatives' on-site, conduct themselves unethically may be dismissed from the Exhibit Hall without refund or appeal for redress. In case the premises of the Hotel shall be destroyed or damaged, or if the HWNT Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by any reason of any strike, lock-out, injunction, act of war, act of God, emergency declared by any government agency or for any other reason, this contract may be terminated by the HWNT. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of HWNT shall be to return to each exhibitor his or her space payments.

Booth Assignments

Space will be allocated on a first-come, first served basis, as of the date HWNT receives a completed application and full payment. No assignments will be made until payment in full is received. HWNT reserves the right to rearrange the floor plan if necessary to improve the overall exhibit hall.

Additional Booth Requirements

Each exhibitor is responsible for all charges incurred through the ordering of additional services, such as electrical, phone and internet connections. The Hotel has limited space for parcels. In the event you will be shipping packages directly to the Hotel, Company must notify the Hotel one week in advance. Shipments will not be accepted more than 72 business hours prior to the scheduled event. All packages sent to Hotel must include the name of group, date of program, and number of items. Hotel assumes no Liability for the delivery, security or condition of the packages.