



37th HWNT State Conference

September 26-29, 2024

Exhibitor Packet

Estancia del Norte

37 NE Loop 410
San Antonio, TX 78216

Hotel Reservation Information

Call: 210-366-2424

Individual Conference Tickets

Friday or Saturday Only:

\$125

Full Conference Tickets:

Members - \$200

Non-members - \$250

Retired/Seniors \$175

Students (with ID) - \$75

Program Ad Deadline

September 2, 2024

Exhibitor Booth Reservation

Deadline

August 15, 2024

Exhibit Hall Times:

Friday Sept. 27, 2024

10 a.m. – 5 p.m. Exhibition/Trade Show

10:30 a.m. – Ribbon Cutting

Saturday, Sept. 28, 2024

8 a.m. – 5 p.m. Exhibition/Trade Show

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 September 2, 2024. 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/ Nonprofits Exhibit Only**
- **\$295 HWNT Member/Small Business Exhibit Only**
- **\$150 HWNT Member/Small Business One Day Exhibit Only**
(Members must be current with their membership)

www.hwnt.org

Hispanic Women's Network of Texas

P.O. Box 152278 ♦ Austin, TX 78715 ♦



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Exhibitor Application

First Name: _____

Last Name: _____

Company Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email: _____

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 September 2, 2024

\$595 ~ Corporate/ Business Exhibit Only

\$395 ~ Government/Small Business/Nonprofits Exhibit Only

\$295 ~ HWNT Member/ Small Business Exhibit Only

\$150 ~ HWNT Member/Small Business One Day Exhibit Only

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

Badge: 1) _____

Mail form & payment to:

Hispanic Women's Network of Texas, P. O. Box 152278, Austin, TX 78715.

If you have any questions, please email hwntstate@hwnt.org

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

Signature: _____ Date: _____

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 Sept. 2, 2024. 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 the 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 the 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, the 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 the Hotel must include the name of the group, date of program, and number of items. Hotel assumes no Liability for the delivery, security, or condition of the packages.