



2018 Texas Emergency Management Conference Exhibitor Prospectus

Texas Department of Public Safety
Texas Division of Emergency Management

May 15 – 18, 2018

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General Information

Why Exhibit?

The 2018 Texas Emergency Management Conference (TEMC) – hosted by Texas Division of Emergency Management (TDEM) takes place Tuesday, May 15 – Friday, May 18 at the Henry B. Gonzalez Convention Center in San Antonio, Texas. The exhibit hall opens Tuesday, May 15 for conference attendees and dismantles the afternoon of Thursday, May 17

TEMC attracts over 2,500 elected officials, first responders, emergency managers, and decision makers from across Texas. The conference provides jurisdictions an opportunity to see and learn about innovative products and services from organizations such as yours. The success of TEMC has always been due in large part to our exhibitors, and we certainly hope to include your organization among those that will help make the 2018 conference better than ever!

Exhibit Hall Schedule

Day	Date	Activity	Time
Monday (move-in)	May 14	Vehicle Space Set Up	8 AM – 1 PM
		Booth Space Set Up	1 PM – 5 PM
Tuesday	May 15	Exhibit Hall Open	8 AM – 5 PM
Wednesday	May 16	Exhibit Hall Open	8 AM – 5 PM
Thursday	May 17	Exhibit Hall Open	8 AM – 1 PM
		Exhibit Hall Dismantling	1 PM – 5 PM

Times subject to change

Exhibitor Costs

Booth Space

Description	Price		Size
	Premium	Non-Premium	
Standard 10' x 10' Booth	\$1,400	\$1,200	10' x 10'
Premium 20' x 20' Booth	\$3,000		20' x 20'
Additional Registrations	\$35		N/A

Premium booths are located near the exhibitor floor entrance and around the TDEM Lounge.

Each 10'x 10' booth (whether premium or non-premium) provides:

- **Two** registrations (access to workshops included)
- One 8' high back wall
- One 3' high side drape
- One 7" x 44" single-line identification sign
- One 6' x 30" skirted table
- Two chairs
- One wastebasket

Note: Electrical and materials handling are **not** included. Additional booth registrations are available for \$35/person (**limit of 4**). Extra registrations **do not include access to workshops**.

Each premium 20'x 20' booth provides:

- **Four** registrations (access to workshops included)
- Two 6' x 30" skirted tables
- Four chairs
- One wastebasket

Note: Electrical and materials handling are **not** included. Additional booth registrations are available for \$35/person (**limit of 8**). Extra registrations **do not include access to workshops**.

Unfurnished Floor Space (No Booth)

Floor space is the area surrounding the draped and furnished 10'x10' and premium 20'x20' booths. It is open space intended for vehicles and trailers (e.g. ambulances, communications vehicles, mobile generators, portable lighting units, boats) as well as oversized displays such as medical tents that cannot fit within the traditional 10'x10' or premium 20'x20' booth spaces. Please call for pricing and availability. The TDEM exhibit hall coordinator will assign all floor spaces.

Each floor space provides:

- **Four** registrations (access to workshops included)

Note: Tables, chairs, drapes, electrical and materials handling are **not** included. Additional floor registrations are available for \$35/person (**limit of 10**). Extra registrations **do not include access to workshops**.

Pricing			
10' x 15'	\$1,200	20' x 50'	\$2,250
10' x 20'	\$1,250	30' x 35'	\$2,350
15' x 20'	\$1,450	20' x 75'	\$2,750
10' x 30'	\$1,450	40' x 40'	\$2,850
10' x 40'	\$1,550	25' x 75'	\$2,950
20' x 20'	\$1,550	45' x 50'	\$3,050
20' x 30'	\$1,750	30' x 75'	\$3,050
20' x 40'	\$1,950	40' x 90'	\$3,250
Custom - Call Exhibit Hall Coordinator for Pricing			

Exhibit Hall Coordinator:

Contact Manny Magos emmanuel.magos@dps.texas.gov (512-438-6526) for information, to reserve a floor space, or to discuss any special needs and circumstances.

State, local and federal agencies and voluntary response organizations

State, local and federal agencies with emergency management-related responsibilities, as well as voluntary response organizations are subject to approval for a complimentary booth or floor space. **Complimentary spaces are not intended for private sector companies or colleges.**

A representative of a nonprofit agency or response organization may contact the exhibit hall coordinator and request a non-premium 10' x 10' booth or floor space (for vehicles/oversize displays) in the exhibit hall. Upon approval, the exhibit hall coordinator will reserve a booth or floor space and contact the representative regarding payment for the exhibitor registrations.

Although TDEM waives the cost of the booth or floor space, the organization is required to pay a \$35 registration fee for each person attending as an exhibitor. Access to workshops is not included. Workshop registrations can be purchased at the registration website separately.

A 10x10 booth will include one table and two chairs (power not included). Up to **four** non-transferable exhibitor registrations may be purchased for each booth. Up to **eight** non-transferable exhibitor registrations may be purchased for a non-profit floor space (for vehicles or oversize displays). Power, drapes and furnishings are not provided for the floor space.

TDEM will not cover the cost of any additional services such as electrical, additional furnishings, or materials handling.

The amount and location of complimentary floor space provided will be dependent upon the nature of the request, availability of space, our needs and our ability to accommodate the request. The TDEM exhibits coordinator assigns all floor space.

Guidelines

Booth Assignment

Management will strive to make booth assignments per the exhibitors' requests. However, management reserves the right to make the final determination of all space assignments.

Exhibit Content

TDEM or convention center management reserves the right to refuse rental of display space to any company or organization whose display of goods or services is not in the opinion of management compatible with the rules, regulations or general character and objectives of the conference.

Management reserves the right to require an exhibitor to alter the exhibit before or during the show as management deems to be in the best interest of the show.

Safety and Security

Exhibitors must follow all applicable rules and regulations of the City of San Antonio and the Henry B. Gonzalez Convention Center.

All displays must be attended, well maintained and should not pose any safety risks to other attendees. TDEM is not responsible for the property of exhibitors or attendees.

Exhibitors agree to follow all directions/instructions given by Freeman officials who will be directing vehicular traffic during exhibitor move-in and move-out. There will be no starting or movement of vehicles without the express permission of the Freeman supervisor.

Damages

Exhibitors are liable for any damages caused by their equipment, activities, or display.

No Assignment or "Subletting" of Space

Exhibitors may not permit or "sublet" all or any part of their assigned booth space for the use by another business or firm unless TDEM management has given prior written approval.

Conference Hours and Exhibitor Functions

Exhibitors' booths will be open and fully staffed during all official exhibit hall hours. The Henry B. Gonzalez Convention Center prohibits displays or demonstrations outside of the exhibit hall or convention center. TDEM prohibits early departures or disassembly.

Installation and Removal of Exhibits

Exhibitor must install his or her exhibit before the official opening of the exhibit hall. TDEM prohibits installations once the floor opens to the public. Exhibits must be dismantled and removed as scheduled on Thursday, May 17, 2018, by 5:00 PM. Arrangements for shipping or storing display materials can be made with Freeman.

Payment-Due Date and Refund Policy

Full payment is due by **April 30, 2018**. If TDEM does not receive payment by this date, the booth registration cancels and the booth assignment awards to the next available vendor. **If an exhibitor has paid and would like to submit a cancellation, they must do so in writing prior to the payment due date in order to receive a full refund.** Exhibitors must submit cancellations in writing.

Other Guidelines

Management reserves the right to change guidelines and to make additional guidelines as it deems to be in the best interest of the conference. Management has sole power to interpret and change guidelines.

Badge Substitutions and Fees

After April 30, 2018, badge substitution requests will take place during the conference at the onsite registration desk. A badge substitution has a fee of \$20 per badge.

Conference Bags

Only registered conference exhibitors and attendees are eligible to receive conference bags. Additional registrations are not eligible for conference bags.

Lead Retrieval/Attendee List

TDEM does **not** provide conference attendee lists, lead retrievals or lead retrieval services.

Services Information

Whether you are a private sector business, state/federal agency, or entity doing business with a state/federal agency, you must make all arrangements for electrical, carpet, materials handling (including the unloading/loading of trucks), furnishings (including additional chairs and tables), and labor through *Freeman* at <https://www.freeman.com/contact>. For internet requests, contact *Smart City* at (210)-258-8900.

TDEM will not provide an exhibitor complimentary services due to any real or perceived relationships with the host city, TDEM, or any other participating exhibitors.

Exhibit Vehicles

All exhibitor vehicles on display are subject to a safety inspection by the City of San Antonio Fire Marshal's Office. Vehicle batteries will be disconnected. Fuel tanks shall contain no more than ¼ tank fuel. Key to display vehicles and a 24/7 point of contact list (name/organization/cell phone number) will be maintained by the Exhibit Hall Coordinator.

By registering as an exhibitor at TEMC 2018, you agree to all TDEM guidelines.

For More Information

For more information on this document, contact the Exhibit Hall Coordinator, Manny Magos at emmanuel.magos@dps.texas.gov.