



2019 Texas State Genealogical Society Family History Conference
Blazing Family Trails
 October 11-13, 2019
 Omni Houston Hotel Westside
 13210 Katy Fwy, Houston, Texas 77079



EXHIBITOR BOOTH RESERVATION FORM AND AGREEMENT

Exhibitor (Organization) Name _____
 Contact Person _____
 Address _____ Phone _____
 City, State, Zip _____ Fax _____
 Email _____ Web site: _____
 Vendor Display: ___ Books | ___ Photos | ___ Maps | ___ Other (specify) _____

To maintain security in the Exhibit Hall, all exhibitors and vendors must wear an exhibitor badge. Please provide names for all persons who will be staffing your booth during the conference.

Name(s) for badges _____

Commercial Vendor: \$125.00 for one 8'x30" table and 2 chairs Amt. _____
 Additional Tables: \$125.00 for each 8'x30" table and 2 chairs # wanted _____ Amt. _____

Non-Member Non-Profit Organization: \$100.00 for one 8'x30" table and 2 chairs Amt. _____
 Additional Tables: \$100.00 for each 8'x30" table and 2 chairs # wanted _____ Amt. _____

Partner Society: \$75.00 for one 8'x30" table and 2 chairs Amt. _____
 Additional Tables: \$75.00 for each 8'x30" table and 2 chairs # wanted _____ Amt. _____

Total Amount Enclosed: \$ _____

- I require electricity at my booth (allotted on a first-come basis).*
- I require internet access at my booth.*
- I have read the exhibitor information presented on the next page.

*A few booths will have free access to an electrical outlet; others may obtain access to electricity for a small fee. Also, internet is available for free for basic browsing. If you require high-speed internet access or a dedicated line, an additional charge will apply. Please contact Tony Hanson, Exhibit Chair, at exhibits@txsgs.org for more information.

Printed Name _____

Date: _____

Signature _____
 Position in Organization: _____

Exhibitor Registration and Payment

Please register and pay online (www.txsgs.org/product/2019-exhibitor) or mail this form with your payment to TxSGS, attn.: Exhibits Chair, 2028 E. Ben White Blvd. #240-2700, Austin, TX 78741. Make checks payable to Texas State Genealogical Society. **NOTE: Exhibit space will not be held without payment.**

PAYMENT INFORMATION

Payment for exhibit space can be made by credit card: Master Card | Visa | Am. Exp. | Discover
 Card Holder's Name: _____ Expiration Date: _____
 Credit Card Number: _____
 Authorized Signature _____
 Email for Receipt: _____



EXHIBITOR BOOTH INFORMATION

Exhibitor booths and tables are offered on a first-come, first served basis upon receipt of full payment and this signed agreement. **Please order no later than September 13.**

Each 8' x 8' booth includes:

- one (1) 8' x 30" draped table and two chairs
- one (1) Exhibitor/Vendor ID sign.

Each exhibitor will also receive:

- As many exhibitor badges as needed (for entry to the hall during set-up, tear-down, and morning hours prior to opening to the public); names must be provided to TxSGS by Monday, October 7.
- A profile on the TxSGS conference website, which includes contact information, link to website, description, and more.
- A listing in the Conference Syllabus and on the TxSGS website.

Profile information must be provided to communications@txsgs.org by September 1 or within one week of signing contract if later than September 1 to be included on the website. **Information received after September 20 may not be included in the syllabus.**

Exhibitor cancellations must be mailed to the address in the footer, attn.: Exhibits Chair, or sent by email to exhibits@txsgs.org. Cancellation requests postmarked on or before September 20 will receive a refund less a \$50 administration fee. No refunds will be issued after September 20.

Door Prizes: Exhibitors are encouraged to offer door prizes at their booth. Door prize winner names should be given to staff at the TxSGS booth by 4:30 p.m. Friday and Saturday and by 1:00 p.m. Sunday. Winners will be posted on the bulletin board located in or near the TxSGS booth.

Exhibit Hall Schedule

Exhibitor-only Hours	Exhibit Hall Open for Business
Set Up: <ul style="list-style-type: none"> • Thursday, October 10: 6:00 p.m. to 9:00 p.m. • Friday, 7:00 a.m. to 8:30 a.m. Tear Down: <ul style="list-style-type: none"> • Sunday, 3:00 p.m. to 8:00 p.m. 	<ul style="list-style-type: none"> • Friday, October 11: 8:30 a.m. – 5:00 p.m. • Friday, October 11: Welcome Reception 6:30 p.m. – 8:30 p.m. • Saturday, October 12: 8:30 a.m. – 5:00 p.m. • Sunday, October 13: 8:30 a.m. – 3:00 p.m.

To provide conference attendees time to visit the Exhibit Hall, the conference schedule includes 30-minute breaks between lectures and a 1.5-hour lunch break. In addition, the Exhibit Hall opens 30 minutes prior to conference lectures.

The Exhibit Hall will be locked at night. If emergency access is required, ask the front desk to contact a member of the Conference Committee. TxSGS is not responsible for loss due to damage or theft.

Lunches and Banquet

For your convenience, TxSGS is offering box lunches. Three choices are available each day; see <https://www.txsgs.org/2019-conference/lunchbox/> for details. For those wishing to attend our banquet on Saturday evening or purchase box lunches, tickets may be purchased by September 30 via <https://txsgs.z2systems.com/np/clients/txsgs/eventRegistration.jsp?event=2786&>, an exhibitor-only link.

Hotel and Conference Registration

Any exhibitor/vendor volunteers or staff wishing to attend conference lectures MUST purchase a conference registration; please see <https://www.txsgs.org/2019-conference/registration-2/>. Information about hotel reservations can be found on our website at <https://www.txsgs.org/2019-conference-lodging-and-venue/>.

We look forward to seeing you at our conference. If you have any questions, please contact Tony Hanson, Exhibit Chair, at exhibits@txsgs.org.