

## Sponsor Expo & Shipping Information

### ATTIRE

Business casual

### LOCATION

Cibolo Ballroom

### SETUP

Sunday, September 24 7:00pm – 9:00pm

### TEAR-DOWN

Tuesday, September 26, 4:00pm – 6:00pm

### EXPO HOURS

Monday, September 25, 7:30am – 5:30pm

Tuesday, September 26, 7:30am – 4:30pm

Peak expo traffic will be during breakfast and lunch as well as Monday 9/25: 4:30-5:30 pm and Tuesday 9/26: 10:15-11:15 am.

WennSoft will offer promotional giveaways to encourage traffic to sponsor booths.

### DISPLAY SPACE

You will select your sponsor expo table location based upon the priority specified in your sponsorship package. You will be contacted in June 2023 to make your selection.

### SPECIFICATIONS

Sponsor displays are limited to tabletop and/or pull-up banners. Due to hotel policy, tradeshow booth structures are strictly prohibited.

Each Silver and Gold level display space will include the following:

- One 10' by 10' display area
- One 6' by 30" clothed and skirted banquet table
- Electrical outlet
- Two chairs
- One waste basket
- Wi-Fi access

Each Diamond level display space will include the following:

- One 10' by 20' display area
- Two 6' by 30" clothed and skirted banquet table
- Electrical outlet
- Two chairs
- One waste basket
- Wi-Fi access

Other items available for rent; email [rchernesky@wennsoft.com](mailto:rchernesky@wennsoft.com) for pricing and availability by July 10, 2023.

### EQUIPMENT

Sponsors are responsible for their own equipment, including security, setup, tear-down, packing and shipping. All equipment is provided by the sponsor at their own expense and responsibility. Technicians will not be available for assistance.

### SECURITY/STORAGE

Sponsors are responsible for their own security during "expo hours" listed in left-hand column. Do not leave valuables or personal items in any unsecured areas. Empty crates and containers may be placed under your expo table. Please note: You will be leaving these items at your own discretion. If you require secure storage, we ask you take these items to your guest room.

