



Greetings Vendors, Programs and Publishers!

We received useful feedback from previous participants that has helped us change the Vendors, Programs and Publishers (VPP) Fair. Our goal this year is to make the fair more effective for VPP's by concentrating the time you spend at your table and hosting the event during high traffic times.

Important Dates and Times:

<b>Wednesday, March 6th</b>		
Set-Up	Fairmont Hotel Dallas, Regency Ballroom	9:00 am – 5:00 pm
<b>Thursday, March 7th</b>		
VPP Fair	Fairmont Hotel Dallas, Regency Ballroom	8:00 am – 1:00 pm
On-Site Product Demo	University of Texas Arlington	TIME TBA
On-Site Product Demo	Texas Christian University	TIME TBA
<b>Friday, March 8th</b>		
VPP Fair	Fairmont Hotel Dallas, Regency Ballroom	8:00 am – 1:00 pm
On-Site Product Demo	University of North Texas	1 – 3 pm
On-Site Product Demo	Brookhaven College	1 – 3 pm
<b>Saturday, March 9th</b>		
VPP Fair	Fairmont Hotel Dallas, Regency Ballroom	9:00 am – 2:30 pm
Tear Down	Fairmont Hotel Dallas, Regency Ballroom	2:30 – 4:00 pm

**Table set-up Options:** Please select your preferred table and chair set-up. All set-up options come with one full conference registration badge. Additional individuals wishing to register for the conference must do so through the traditional registration portal: <https://www.sgcinternational.org/conferences/2019-texchange/>

O Level 1: \$350.00 = 1 Table (Two Chairs) + 1 Registration

O Level 2: \$550.00 = 2 Tables (Four Chairs) + 1 Registration

O Level 3: \$750.00 = 3 Tables (Four Chairs) + 1 Registration

\_\_\_\_\_ > Individual's name and/or VPP name

### **On-Site Product Demonstrations:**

All traditional conference demonstrations will take place at the sponsoring universities on Thursday and Friday. This which will pull participants away from the hotel during the day. On-Site Product Demonstrations are a new opportunity for VPP's to advertise their products during the regular conference demonstrations. Four spaces (one at each of the sponsoring universities) will be available for VPP's to host satellite product demonstrations. These VPP's will receive special signage that highlights their demonstration and acknowledgment in conference verbiage. If you indicate your interest in an On-Site Product Demo, you will receive confirmation and additional details at a later date. These spots are first-come, first-serve.

Are you interested in an On-Site Product Demonstration? These events take place at the universities listed below and are not located at the Fairmont during the regular VPP fair.

O Yes O No

\_\_\_\_\_ > Which Day/Time/Location

O Thursday, March 7th, TIME TBA, University of Texas at Arlington, Arlington, TX

O Thursday, March 7th, TIME TBA, Texas Christian University, Ft. Worth, TX

O Friday, March 8<sup>th</sup>, 1 – 3 pm, University of North Texas, Denton, TX

O Friday, March 8<sup>th</sup>, 1 – 3 pm, Brookhaven College, Farmers Branch, TX

### **Shipping Information**

All shipping must be coordinated directly with the Fairmont Hotel. Materials sent to the Hotel should be addressed to the attention of the client (i.e., the Vendor, not the organization). The package should indicate HOLD FOR ARRIVAL with the name of the Person responsible for claiming the material, the event date, and function. The Hotel assumes no responsibility for freight or shipping charges or for loss or damage to the contents. The client is solely responsible for the cost of re-packing and arranging return shipments of materials and/or equipment. Please see the Shipping and Receiving Procedures for further information. Details for contact, shipping info and pricing can be found in the UPS Package Handling Instructions document. Please use the Shipping Label Document to ensure delivery. SGCI is not responsible for any shipping details and has no effect on pricing set by the Fairmont UPS.

### **Internet/Electricity**

Internet and special electricity accommodations are available for an additional fee. Vendors, programs and publishers must coordinate their requests directly with the Fairmont Hotel. Please see Exhibitor Services Form for contact, info and pricing.