

# ATTENDEE SURVIVAL GUIDE

Important Information & Resources



## WELCOME

We are so very pleased you will be attending our 2021 Conference & Expo! Please let us know if there is anything you require. Following is information you may find helpful. Please share this with anyone who will be attending with you. Full event details can also be found on the event website at:

[https://www.caiaustin.org/2021\\_austin\\_conference\\_expo.php](https://www.caiaustin.org/2021_austin_conference_expo.php)

<b>LOCATION:</b>	<b>UNITED HERITAGE CENTER</b> Dell Diamond 3400 E Palm Valley Blvd Round Rock TX	
<b>DATE &amp; TIME:</b>	<b>JUNE 18<sup>TH</sup></b> 9:30 AM – 4:00 PM	<b>Education Sessions from</b> 9:30 AM – 11:30 AM
<b>REGISTRATION:</b>	<b>OPENS AT 8:45 AM</b>	
<b>TCAA UPDATE</b>	<b>9:30 AM – 10:00 AM</b>	<b>Intel Room</b>
<b>LEGAL PANEL</b>	<b>10:00 AM – 10:45 AM</b>	<b>Intel Room</b>
<b>BREAK</b>	<b>10:45 AM – 11:00 AM</b>	
<b>RESERVE STUDIES</b>	<b>11:00 AM – 11:30 AM</b>	<b>Intel Room</b>

If you have any questions about anything in this Survival Guide please contact [robbie@caiaustin.org](mailto:robbie@caiaustin.org) OR (512) 763-2074

# PARKING

## PARK IN THE EAST LOT:

Parking is free until 5:00 PM.

# REGISTRATION & EVENT INFO

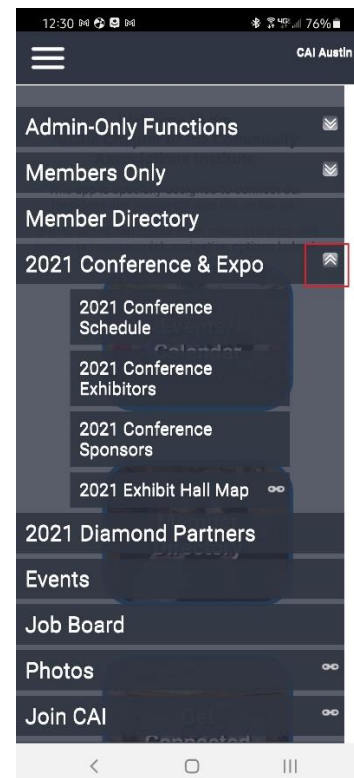
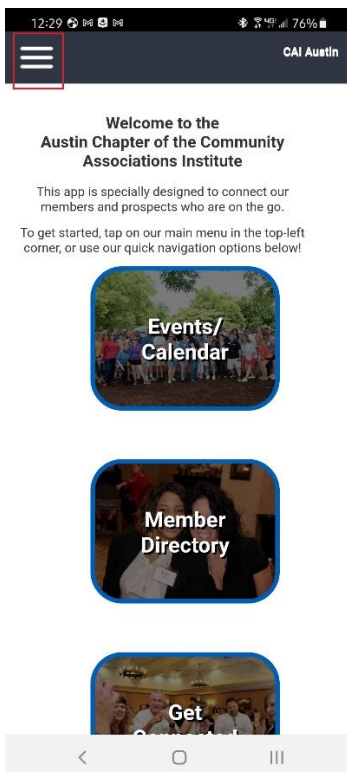
## CHECK-IN AND NAME BADGES

Please stop by the registration table to sign in and pick up your name badge. Badges must be worn at all times during the day.

## **\*\*DOWNLOAD THE CAI AUSTIN APP!\*\***

Attendees - be sure to download the Conference Event App! [Click here to download now!](#) The CAI Austin website app will contain the event schedule, exhibitor list, sponsor list, and Exhibit map.

- Once you download the app look for the “hamburger” style menu (top left corner of the app).
- Click on the menu
- Select the “2021 Conference & Expo” dropdown arrow for access to the conference schedule, exhibitor list, sponsor list and exhibit hall map (see images below)



## CELL PHONES

Please set your cell phones to silent or vibrate to prevent disruptions.

## FREE WI-FI

Connect to the **Express-UHC** network. The password is **DoublePlay**.

## DURING THE EVENT

- Complementary coffee and water will be available. Two (2) drink tickets will be provided to each attendee. Cash/credit card bars will also be available, beginning at Noon, and at the Social Hours.
- The management company with the most attendees will enjoy the opportunity to judge the exhibitor booth with the most spirit!
- In addition to meeting and networking with the exceptional vendors, you are also invited to complete the Exhibitor card game. *Participation is limited to community managers and association home and condo owner attendees only; exhibitors not eligible.* Gift card prizes will be awarded to the winners.
  - Attendees will be provided with a card which lists each exhibitor and their location. Visit all exhibitor booths to receive a sticker. Only completed cards are eligible for prize drawing.
  - When you have visited all booths and received a sticker from each exhibitor return your completed card to the registration desk.
  - 3 contestants will win a prize!
- Other drawings held:
  - Exhibitor Drawings: 40+ exhibitors may also hold their own prize drawings at their booths. The winners of these drawings will be announced at the Exhibitor's booth, please follow their eligibility requirements. All Exhibitor drawings will be completed prior to the Social Mixer at 4:00 pm.
  - All registrants will receive a raffle ticket for attending the event. (2) gift cards in the amount of \$50 each will be awarded to (2) attendees.
  - Attend the Education Sessions and receive a raffle ticket for each session you attend. (2) gift cards in the amount of \$50 each will be awarded to (2) attendees.
  - Exhibit Card Drawings: Complete your Exhibit Cards with stickers for the chance to win a \$100 gift card. (3) gift cards will be awarded to (3) winners.
  - All drawings will be conducted during the Social Hour at the Bull Pen between 4:00 pm – 5:00 pm (must be present to win).

## CONTACT INFO

- Committee Chair – Jenny Key (512) 745-4775
- Committee Co-Chair – Jill Nathman (512) 993-8507
- CAI CED – Robbie Williams (512) 350-6982