

EXHIBITOR SURVIVAL GUIDE

Important Information & Resources



WELCOME

CAI Austin sincerely thanks you for exhibiting with us and we look forward to helping you build relationships for years to come!

LOCATION:	UNITED HERITAGE CENTER Dell Diamond 3400 E Palm Valley Blvd Round Rock TX		
DATE:	JUNE 18TH		
TIME:	9:30 AM – 4:00 PM	Manager education sessions from 9:30 AM – 11:30 AM	
MOVE IN:	FRIDAY	6/18	8:00 AM
MOVE OUT:	FRIDAY	6/18	3:30 – 4:00 PM

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

BEFORE THE EVENT

MAKE ALL REMAINING PAYMENTS:

All payments are due prior to the event. Any balance not received at least 7 days prior to the event date must be paid by **check, credit card or cash** at move-in and prior to set-up. To make move-in run smoothly, we appreciate your cooperation.

TABLES, CHAIRS, & UTILITIES:

- All indoor booths include a 6' skirted table, 2 chairs, a wastebasket and an ID sign.
- Outdoor booths – you will need to provide your own pop-up canopy tent. A 6' table, 2 chairs, a wastebasket and an ID sign will be provided.
- If you have requested electricity at your booth, it includes power to back of booth, all cords, routing and securing for safety. You may also bring multi-tap cords if you plan to plug in multiple devices.

HIGH SPEED INTERNET

- The United Heritage Center provides free Wi-Fi – The Network is **Express-UHC** and the password is **DoublePlay**.

PRE-PURCHASE DRINK TICKETS

If you would like to pre-purchase drink tickets (\$10 per ticket) for your clients, please contact Brenda at (512) 238-2278.

MOVE IN

EVENT DAY SET UP – FRIDAY 8:00 AM – 11:00 AM

- Exhibitors can unload right in front of the United Heritage Center, however, that is a fire lane. You need to unload quickly and move your vehicle. We have no control over the Fire Marshall if they happened to come by.
- All booths should be completely set up by 11:00 am
- Expo registration begins at 11:30 am
- Expo opens at 12:00 pm
- Expo ends at 4:00 pm

EXHIBITOR BADGES

Event registration opens at 7:45 am for Exhibitors. Badges will be issued at the Registration desk. **BADGES ARE REQUIRED FOR ENTRY** during the event.

- Please be sure to check-in at registration.

PARKING

- Exhibitors can park in the Suite Parking Lot if you plan to be gone by 5:00 p.m. ****If you plan on staying later than 5:00 p.m. you will need to move your vehicle from the Suite Parking lot, or risk being towed.** You can also park in the East Lot all day without having to move your vehicle.

TIMELINE

- The Expo floor will be open from 12:00 pm – 4:00 pm.
- Please do not invite anyone other than your company representatives to visit your booth before 12:00 pm. Private meetings should be conducted elsewhere until then.
- **NOTE:** if you are conducting raffle drawings at your booth, you will want to announce your winners at your booth before 3:00 pm. There will be no individual exhibitor raffle winner announcements in the exhibit hall or at the Social Mixer afterwards.
- The Social Hours is from 4:00 pm to 5:00 pm in the Bullpen Bar, everyone is welcome. Cash bar will be available.

OTHER INFO

- Exhibitors are encouraged to distribute marketing promotional materials with logos such as pens, note pads, hats, shirts, cups, mugs, etc.
- Exhibitors may bring in small, prepackaged foods, but NO alcoholic drinks.
- Exhibitors are encouraged to have their own raffles. However, remember there will be no individual exhibitor raffle winner announcements in the exhibit halls during the expo, nor at the Social Hour afterwards. We encourage you to draw attendees back to your booth by alerting them you will be announcing winners there before the exhibits close at 4:00 pm.
- **PLEASE NOTE:** Exhibiting business partners are discouraged from participating in the other exhibitor's drawings/raffles/games or participating in the event's Bingo Card Game; please leave these open for homeowners and managers only.
- Spirit Award – During the Expo we will have a secret panel of judges selecting two lucky winners for their creative efforts put into their booths. First place is a free booth at next year's event; second place is a \$200 discount on a booth at next year's event.

SOCIAL HOUR – 4:00 PM – 5:00 PM

To wrap up our event, we have planned a fun, relaxing, Social Hour located in the Bullpen Bar. Everyone is invited to attend. Only CAI raffles will be conducted and announced at this time. A cash/credit bar will be available.

Please – no after-event parties until 5:00 pm. We respectfully ask that any outside social hour be scheduled to begin after 5:00 pm.

MOVE OUT

BREAK-DOWN – 3:30 PM – 4:00 PM

- Vendors can begin to tear down their booths at 3:30 pm.
- We have a tight schedule and hard stop at 4:00 pm for all exhibits
- All exhibitor materials must be removed from the exhibit facility by 5:00 pm.

CONTACT INFO

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