

★ The Episcopal Diocese of Texas

EXHIBITOR

INFORMATION PACKET AND REGISTRATION



169th Diocesan Council
February 15-17, 2018
Waco, TX

#COUNCIL18

EXHIBITOR REGISTRATION FORM

Return this form with your check to address below, or register online by going to epicenter.org/council/ and click on the "registration" tab.
No reservation is final without payment. Reservations will not be accepted by email.

ORGANIZATION: _____ DATE: _____

THIS IS THE NAME THAT WILL APPEAR ON YOUR ID SIGN

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

CONTACT NAME: _____

PHONE : _____ FAX: _____

NAMES FOR NAME BADGES: _____

BOOTH INFORMATION

Booth size: 10 x 10 feet. A single booth includes:

8 ft. high back drape

one 6 ft. draped table

two chairs

3 ft. high side dividers

one 7" x 44" ID sign

waste basket

One meal package is included in booth fee. Order any additional meal packages below.

Booth Location: See floor plan and designate 1 st , 2 nd , and 3 rd choices of booth numbers. Booths will be assigned in order of receipt of registrations. BOOTH LOCATION AND LAYOUT ARE SUBJECT TO CHANGE.	1st Choice	2nd Choice	3rd Choice
If you wish to have electricity at your booth, please contact the Waco Convention Center and send them The Waco Convention Center Electrical Order Form attached hereto. Please contact them directly for ALL information on electrical needs.	Request made to WCC?	Circle 1: YES NO	
PLEASE SELECT	COST PER 10' X 10' BOOTH	NUMBER OF 10' X 10' BOOTHS	AMOUNT DUE
Episcopal Church Organization	\$240.00		\$
Non-profit Organization	\$275.00		\$
For profit merchant	\$315.00		\$
Additional Meal Packages (ALL offered meals and beverages Thurs. through Sat.)	\$150.00	# of add. Meal Packages	\$

REQUESTS FOR BOOTH LOCATION WILL BE FILLED ON A "FIRST COME FIRST SERVED BASIS".
BOOTH LAYOUT AND LOCATION IS SUBJECT TO CHANGE AND BOOTH LOCATION IS NOT
GUARANTEED.

PLEASE RETURN THIS FORM AT YOUR EARLIEST CONVENIENCE

Make payments to: The Episcopal Diocese of Texas	MAIL COMPLETED FORM AND CHECK TO: 169 TH DIOCESAN COUNCIL EXHIBITOR REGISTRATION THE EPISCOPAL DIOCESE OF TEXAS 1225 TEXAS AVE. HOUSTON, TX 77002	TOTAL DUE: \$ _____
--	---	---------------------

THE 169TH COUNCIL OF THE DIOCESE OF TEXAS FEBRUARY 15-17, 2018

The Episcopal Diocese of Texas will hold its 169th Council at The Waco Convention Center in Waco, Texas on February 15-17, 2018. Approximately 950 people are expected to come to the 169th Council. The exhibit schedule is as follows:

Thursday, February 15		Friday, February 16		Saturday, February 17	
Noon - 2p.m.	Exhibits setup	7:30 a.m. - 6 p.m.	Exhibits open	7:30 a.m. - 1:30 p.m.	Exhibits open
2:00 - 5:30 p.m.	Exhibits open	6:00 p.m.	Exhibits closed	1:30 - 3:00 p.m.	Exhibitor breakdown
5:30 - 7:30 p.m.	Exhibits closed			2:00 - 4:00 p.m.	Pipe & Drape breakdown
7:30 - 9:00 p.m.	Exhibits open				

The exhibits will be in McLennan Hall at the Waco Convention Center. We are planning to provide maximum exposure of exhibits by locating beverage service in the rear of or near McLennan Hall. A floor diagram of McLennan Hall is attached.

Please load and unload at the back of Chisholm Hall. There is a ramp that leads to McLennan Hall at the back of Chisholm Hall. A service corridor, that is accessible from the 3rd Street side, is available for load-in and load-out. The doors and ramp can accommodate pallets that are 48" wide or less. The Waco Convention Center offers hand trucks to move your booth and exhibit materials to your booth space, or you can bring your own.

McLennan Hall will be closed on Thursday from 5:30 p.m. to 7:30 p.m. for a worship service. After the worship service, exhibitors may re-open their booths. A reception will be held after the worship service on Thursday. There is no dinner or reception on Friday.

It is important to have exhibit booths empty by 3:00 p.m. on Saturday to allow time for the pipe and drape contractor to take down the booths.

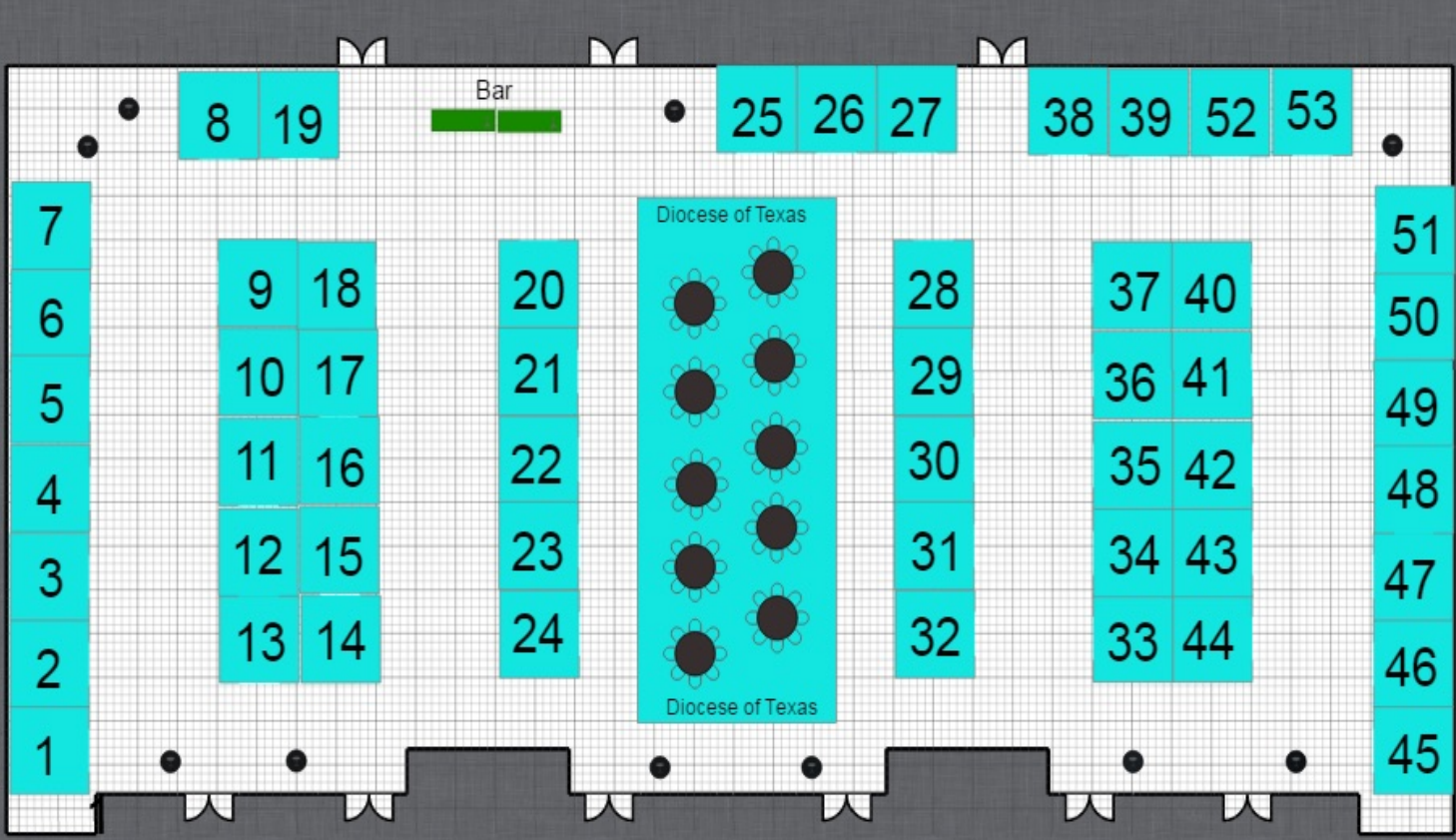
If you chose to participate, please complete the attached Registration Form and mail it with your check as indicated on the form. **Booth reservations will not be accepted by email.**

Please note:

- Free Wi-Fi internet access is available from the Waco Convention Center.
- Electricity and wired internet is available only from the Waco Convention Center at an additional cost, and you must order it directly from the Waco Convention Center. The order form for ordering electricity and/or wired internet will be found at <https://www.wacocc.com/wp-content/uploads/2012/12/Episcopal-Diocese-of-Texas-2018-Electrical-Order-Form.pdf>. Complete this form and return it directly to the Waco Convention Center if you wish to order electricity.
- Please bring easels or other display devices as well as any extension cords you may need.

If you have questions or need more information, please contact Seth Hinkley at sjh@hinkleylaw.com.

BOOTHS 10 FT. X 10 FT. WITH 6 FT. TABLES
 DIAGRAM FOR PLACEMENT REFERENCE ONLY, IS NOT TO SCALE,
 AND IS SUBJECT TO CHANGE.



Waco Convention Center Electrical Order Form
169th Council of the Episcopal Diocese of Texas

Show Dates: **February 16-17, 2018**

Deadline for Pre-Order Price: **February 12, 2018**

Order Cut-Off: **February 14, 2018** (no orders accepted after this time)

Company Name:		
Your Name:		
Address:		
City/State/Zip:		
Phone:		
Email:		
Electrical Service		
	Pre-Order Price	Price After Deadline
	\$90 if ordered by Feb. 12, 2018	\$180 if ordered by Feb. 14, 2018
120 volt 20 amp		
208 Volt Single Phase	Call for Quote - Limited	
208 Volt Three Phase	Call for Quote - Limited	
Extension Cord	\$25.00	\$25.00
Power Strip	\$25.00	\$25.00
Hard-Wired Internet Service*	\$75.00 X 2 Day(s)	\$75.00
TOTAL DUE:		
Credit Cards Accepted: MasterCard, Visa, American Express, Discover		
Card Number:		
Expires:		
Name on Card:		
Signature:		



Need a phone line for your booth? Call AT&T at 800-499-7928 for service.

**Please note that high speed wireless service is free and available in every meeting room. While every effort will be made to ensure continuous internet access, the Waco Convention Center is not responsible for loss of connectivity. Exhibitors are subject to the Waco Fire Department Fire and Life Safety Guidelines, available at wacocc.com. Payment must accompany order.*

Payment Options:

By check: Mail form with check to: Waco Convention Center, PO Box 2570, Waco, TX 76702

By credit card: Fax this form with credit card information filled out, to: 254-750-5801

By phone: Call us at 254-750-5810 to give your credit card info over the phone.



CREDIT CARD AUTHORIZATION

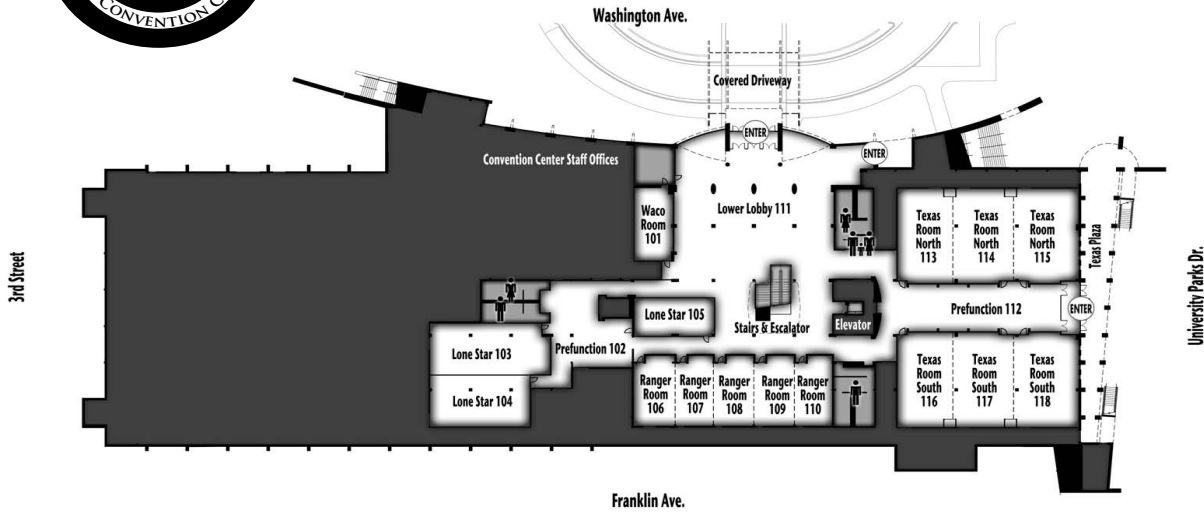
WACO CONVENTION CENTER

I authorize the Waco Convention Center to charge my credit card for the amount indicated below.

Company/Organization Name:	
Event Dates:	
Email address (if you would like receipt emailed):	
Address:	
Credit Card Type: ___ MasterCard ___ Visa ___ Discover ___ American Express	
Name on Card:	
Card Number:	
CVV:	Expiration Date:
AMOUNT TO CHARGE:	Billing Zip:
Authorized Signature: _____	
Event Planner	Date



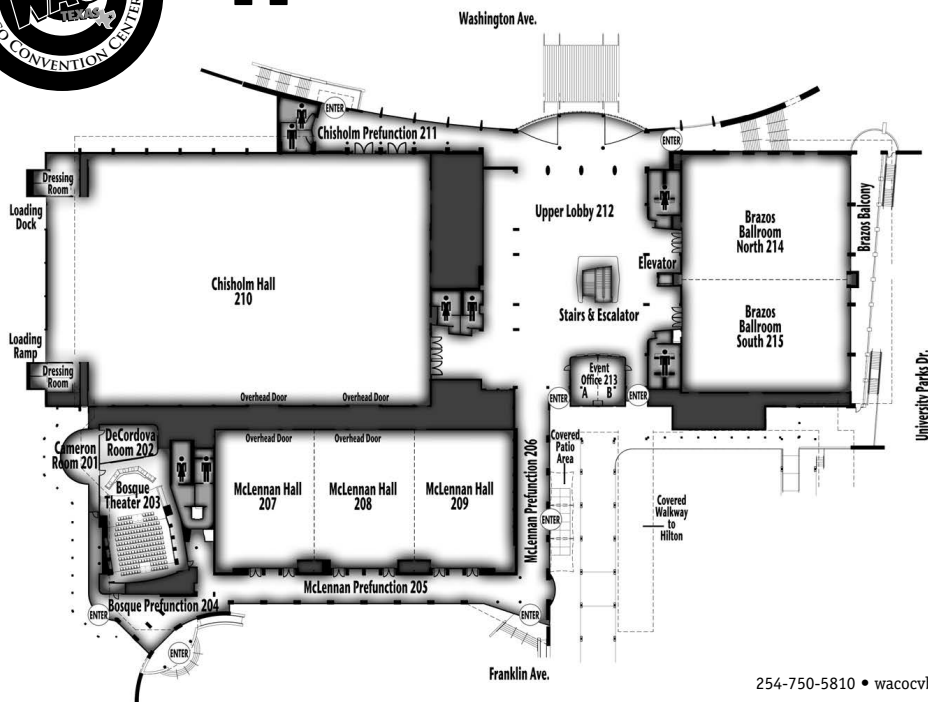
Lower Level



254-750-5810 • wacocvb.com



Upper Level



254-750-5810 • wacocvb.com