



OCTOBER 29, 2025
Austin

Exhibitor Information

Updated 8/4/2025

Conference:
October 29, 2025 7am-5pm

Moody Center
Main & Upper Concourse
2001 Robert Dedman Drive
Austin, TX 78712

Questions? Email us
exhibitors@txconferenceforwomen.org

General Information

Move in:

October 28th 1:00pm-7:00pm

- All booths should be show ready on the 28th. Minimal handheld items can be brought in with you on show day.
- Check in at EXHIBITOR CHECK IN DESK by 5:00pm. Desks will be located near the docks and on the upper concourse near the entrance.
- Children under 16 are not allowed in the center during set up or tear down

Show times:

October 29th 7:00am – 5:00pm CT

Staffing hours:

- Exhibitors can access the floor starting at 6:00am on 10/29
- Booth **MUST** be staffed from 6:45am – 5pm. Reminder that you will go through security on show day, so arrive to the convention center early.
- Exhibits will be slow during general sessions, but the concourse will remain open. See full agenda here:
<https://www.txconferenceforwomen.org/conference/agenda/>

Move out:

October 29 5:30pm – 7:00pm

DO NOT TEAR DOWN EARLY

General Information (con't)

Exhibit Hall Passes:

- Each booth and tabletop display come with up to (3) exhibit hall only passes. These are for your workers to staff your booth and do **NOT** give access to sessions.
- Names are **NOT** needed in advance, you will simply pick up the passes when you check in on 10/28.
- During check-in you can also decide to leave badge(s) for your workers to pick up on show day. Simply tell your staff to go to the BOX OFFICE on Robert Dedman to pick up.

Security:

Overnight security will be provided in the concourses, but all items left overnight are at the discretion of the exhibitor. Items of value can be left in boxes under tables or brought in on show day. However, the docks will not be available on show day, so plan accordingly.

Inclusions / Exclusions

Exhibit displays will be set up on two concourses at the Moody Center, around the exterior curved walls: the Main Concourse and the Upper Concourse – collectively referred to as THE CONCOURSE COLLECTION.

Upper Concourse TABLETOP display space include:

- (1) 6' table draped in black spandex
- (2) chairs
- 8' wide x 6' deep space
- ID sign (small sign with your company name)
- Up to (3) EXHIBIT HALL ONLY badges to work the booth. We do NOT need the names in advance – just pick up what you need on set up day.

**** All signage you bring for the tabletop displays should fit on the table, or be freestanding, there will **NOT** be a location to hang banners**

Main Concourse display spaces include:

- (1) 6' table draped in black spandex
- (2) chairs
- 8' high “grass wall” backdrop
- 3' black side drape between exhibitors
- 8' wide x 8' deep space OR 12' wide x 8' deep (check your confirmation for your size)
- ID sign (small sign with your company name)
- Up to (3) EXHIBIT HALL ONLY badges to work the booth. We do NOT need the names in advance – just pick up what you need on set up day.

**** For main concourse booths: signage maybe hung from the pipe on the back using “S” hooks, but do **NOT** hang items from the wall itself. They are easily damaged and it will result in fines if damage is done by exhibitor.**

Inclusions / Exclusions (con't)

EXAMPLE OF THE GRASS WALL WE WILL BE USING ON THE MAIN CONCOURSE ONLY



IMPORTANT: If you have a full backwall of your own that you would like to use instead, please let us know by 10/10, so we will not set up the grass wall. You do not want to have both in your space, as it will infringe on your useable space in your booth.

Your booth space does NOT include:

- Flooring
- Electrical
- Internet
- Any additional furniture or signage
- Conference passes to the event itself
- Food

Move in & Set up:

October 28th 1:00pm – 7:00pm

- **Arrive before 5pm** on set up day, or you may be considered a no-show. During check in you will be given final instructions, your booth location and your badges.
- When you arrive, you CAN unload your own vehicle at the dock as long as it is done by **FULL TIME EMPLOYEES** of your company.
- You will be given 15 minutes to unload and then you will be required to move your vehicle. It's best if you have one person to stay with the booth, while the other parks. You may unload your own materials with your own non-mechanized dolly or cart. There are **NO** carts available to rent or borrow.
- Smaller exhibitors can take advantage of the Cart services offered by AEX. They will unload your car and bring your items to your booth on a cart. You must arrive in a private vehicle and all items must fit on the cart. See AEX kit for more information.
- More information regarding move in options will be sent out in September after your booth has been assigned.

Move in & Set up continued

- Bring photo ID with you, you might be asked by the center when entering.
- All staff and inventory will be subject to security search.
- **Directions to the dock will be given as we get closer to the event day.**
- Parking information: You will receive free parking on set up day and a pass for free parking for 1 vehicle on show day.
- **Empty** boxes that you need for move out *can* be stored with AEX. HOWEVER, it often takes time to return those boxes. It's best if you bring them back to your vehicle or store them in your booth. The service is free IF you used AEX to unload your vehicle, otherwise there is a fee.
- You **can** hang your own signage from the pipe and banner behind your booth, provided on the MAIN CONCOURSE ONLY. 2 "S" hooks will be provided with your ID sign that you can reuse. If you plan to hang your sign yourself bring a small step or step ladder to use – there will be **none** available onsite to use.
- Note that we will be using a new backdrop on the main concourse, see inclusion page for details. You can hang items from the pipe at the top, but DO NOT hang from the grass wall itself. Any damage done to the walls will be subject to fines.
- Helium balloons, tents, food or beverage distribution, confetti, glitter and open flame are strictly prohibited. You can have a small jar of pre-wrapped candies on your table, if you wish.
- Food is **NOT** included with the booth. You can bring your own, purchase items at the concession stand, or take breaks with colleagues to go out for lunch.

Electric, Internet, Union Labor and Rental Orders

Electric, internet, union labor and additional furniture are NOT included with your booth, but you **can** order them if you wish.

Electric and Internet are ordered with show management directly.

Electric must be purchased in advance with show management. Cost is \$150 per standard 500w plug. There are NO options to purchase onsite and electricity is limited. If required, order with us immediately.

Internet: There is **FREE**, unsupported wi-fi in the building on set up day and show day. It is sufficient for running transactions and basic emails. If you wish to stream or run your full website for attendees to use, let us know so we can put you in touch with the Moody Center to purchase internet, but it starts at \$1,000.

Furniture and union labor can be ordered with AEX online. The full kit can be found online here, AEX will be sending you an email directly with instructions on how to order online:

Access to the full kit can be found [HERE](#).

Additional furniture is expensive to rent. You can bring your own to cut down on those expenses.

Shipping: Shipping items to the warehouse, or onsite will result in “material handling” charges that can be VERY expensive. It is best to bring the items yourself and unload your vehicle yourself. If that is not possible, contact us ASAP for more information. See the AEX online kit for more information.