

TEXAS YOGA CONFERENCE 2017 SPONSORS & VENDORS HANDBOOK



February 17-19, 2017 ISKCON Houston

Become a sponsor or vendor: <http://texasyogaconference.com/become-a-sponsor/>

GENERAL INFORMATION:

The event will be held at 1320 W. 34th Street 77018

Schedule for the conference: www.texasyogaconference.com under **schedule**.

The conference will be open to the public from Friday 4 p.m. to 8:30 p.m., Saturday 9 a.m. to 8:00 p.m. and Sunday 9:00 a.m. to 4:00 p.m.

Sponsor exhibition will be:

Friday 4:00 p.m. - 8:30 p.m., Saturday 9 a.m - 9:30 p.m., and everyone welcome to ISKCON on Sunday 9:00 - 5:30 p.m.

Time for setup:

Time for setup will be Friday, February 17. at 4:00 p.m. Break down is 3 p.m. Sunday. You should not break down before 3:00 p.m. on Sunday.

Load / unload areas:

The Sponsors exhibition will be in the foyer area, and loading will be directly into the area off the front and side entrances near the offices in largest "Event Space."

Once everything has been unloaded, the Sponsors will have to move their vehicles to the parking lot.

Parking:

There is plenty of parking surrounding the buildings and in the designated parking lot of India House.

Sponsors:

Corporate Sponsors will get an 8' table, and have a 12'x 12' space, with Pipes and Drapes in the back.

Gold Sponsors will have 10'x10' space and pipes and drapes upon request on one side. Those pipes and drapes will be 6' high. For these sponsors, we recommend to use stand up banners or use the pipes and drapes to hang up the banners.

Silver Sponsors will have 10'x 8' space, and pipes and drapes upon request of 6' high in the back. Banners can be hung up in the pipes and drapes.

Bronze sponsors will have 8'x 6' space and will not have pipes and drapes to place banners; nevertheless they are allowed to bring their own and the space behind the table will suffice to install any kind of decoration like backdrop or standalone banners. In case that pipes and drapes are required, please send an email to info@texasyogaconference.com to receive information about pipes and drapes rentals.

Vendors get a 6 foot table with roughly 8' x 6' in the vendor area.

Decoration:

- Every sponsor and vendor will receive a 6' table with two chairs (except corporate sponsors who will receive 8" tables).
- Tablecloth for Sponsors will be supplied at request, please notify if a tablecloth will be needed by sending an email to info@texasyogaconference.com or at sponsor registration.
- Bring your own table cloth. Any stand-alone décor cannot be nailed, pinned, hooked or stapled to the walls. Piping and Drape to be used only and if needed.
- Bring and use non-invasive sticky products ONLY to hang items onto the walls.

Electricity:

An electric outlet will be supplied to all who request it and who indicated the need during the registration. Please bring your own extension cord.

Internet:

Wi-Fi is complimentary in the public areas. Please refer to the attached document Wi-Fi Instructions to receive instructions of how to have access to Wi- Fi.

Security:

It is not recommended to leave valuables things in your booths (computers, projectors, etc.) because the space is open and will remain without security guard during the night though the doors will be locked until the next morning.

Food and Beverage:

We are happy to announce food vendors and trucks for 2014! All foodies welcome!

Individual information:

Please send an email at info@texasyogaconference.com indicating the names of people that will be participating in the decoration to allow entrance to the area.

Badges:

Each sponsor is entitled to receive two Sponsor badges, except Corporate Sponsors that will receive three. Badges allow sponsors to remain during Saturday and Sunday in the Sponsor's area. There will be a volunteer at the entrance of the conference with a list of sponsors and their badges. Please sign the list and receive the badges before you start the setup.

Tear Down:

Tear down will start Sunday at 3:00 p.m. and will end at 5:00 p.m. Please make sure to take everything you brought in with you and leave the space as clean as possible by 5:00 p.m. for the clean up team to begin.

Deadline to send requests:

If extra tables, chairs, pipes and drapes rental are required, please send an email to info@texasyogaconference.com right away. Sponsorships and vendors are first come first serve. Go to our website to register as a sponsor.

Questions during the Event:

There will be volunteers wearing a red volunteer t-shirt during the event. Please notify one of them about any inconvenience during the event or email info@texasyogaconference.com right away.

Insurance:

Please provide your own insurance and have with you at the event.

Activities during the event:

Sponsors are allowed to do any marketing activity during the event as distribution of promotional products, raffles, distribution of coupons, sales, etc. Food and beverage can be distributed and sold during the event.

Thank you for participating and supporting our event!

To become a sponsor or vendor visit:

<http://texasyogaconference.com/become-a-sponsor/>