



TEXAS YOGA CONFERENCE 2018 YOGA FOR HEALTH SPONSORS & VENDORS HANDBOOK

APRIL 20-22, 2018: ISMAILI CENTRE - SUGARLAND, TX



Texas Yoga Conference Dates & Times:

- Friday, April 20, 8:00 a.m. to 5:00 p.m.
- Saturday, April 21, 8:00 a.m. to 5:00 p.m.
- Sunday, April 22, 8:00 a.m. to 3:30 p.m.

Location: Ismaili Jamatkhana Centre, 1700 First Colony BLVD, Sugarland, TX 77479

Conference Schedule/description (visit): www.texasyogaconference.com

Sponsor exhibition will be:

- Friday 8:00 p.m. - 5:00 p.m.
- Saturday 8 a.m. - 5:00 p.m.
- Sunday 8:00 - 3:30 p.m.

Vendor/Sponsor Setup Time:

Set-up: Friday, April 20, 2017, 8:00-10:00 a.m.

Tear-down: Sunday, April 22 2017, 3:00 p.m. (You should not break down before 3:00 p.m.)

Load / unload areas:

The Sponsors exhibition will be in the foyer area, and loading will be directly into the area off the front entrance in large "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 Ismaili



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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 outside by the riverside.

Decoration:

- Every sponsor and vendor will receive a 6' table with two chairs (Corporate sponsors will receive 8" tables).
- Tablecloth for Sponsors will be supplied at request, please notify us if a tablecloth will be needed by sending an email to info@texasyogaconference.com or upon 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.
- You must only bring non-invasive adhesive products to hang items on the walls.

Electricity:

Electric outlets will be supplied upon request when indicated during your application registration. Please remember to bring your own extension cord as one will not be provided.

Internet:

Complimentary public Wi-Fi is available in select areas. Please refer to the attached document *Wi-Fi Instructions* to receive instructions on how to access onsite.

Security:

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

Food and Beverage:

Food vendors and food trucks will be onsite during the event.

Individual information:

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



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Badges:

Each sponsor is entitled to receive two Sponsor badges. Corporate Sponsors will receive three badges. 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 your setup.

Hotels and Accommodations:

Hyatt Place, 16730 Creekbend Drive, 888-734-8507
Hilton Garden Inn, 722 Bonaventure Way, 281-491-7777
Hotwire.com
Airbnb.com

Tear Down:

Tear down will start Sunday at 3:00 p.m. and 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:

Volunteers will be wearing a RED volunteer t-shirt during the event. Please notify them about any inconvenience during the event or email info@texasyogaconference.com right away.

Insurance:

Please maintain current insurance and carry a copy with you during the event.

Activities during the event:

Sponsors are encouraged to market 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.

We're exciting about your participation in this year's event and we look forward to creating an engaging and uplifting atmosphere for all who attend! Thank you for participating and supporting our event!

To become a sponsor or vendor visit: texasyogaconference.com