

Exhibitor Logistical Information Best of Texas 2008

www.govtech.net/gtc

Hilton Austin, 4th Floor Ballroom C

Event date: October 14, 2008

CONTACT INFORMATION:

GTC Contact: Tricia Dugan
Phone: 916.932.1303
Cell: 916.496.7839
Email: tdugan@govtech.com

Event: Best of Texas/GTC
Location: Hilton Austin 4th Floor
500 East 4th Street
Austin, TX 78701

SHIPPING INFORMATION:

Address shipments to the Hilton Austin:

Your Company Name
Hilton Austin
500 East 4th Street
Austin, TX 78701
Ph: 512.482.8000
Hold for arrival: MM/DD/YYYY
Conference: Best of Texas/GTC

Shipments will be received October 11-14.

Return shipments are handled by the Hilton Austin Business Center located in the hotel lobby. There are no drayage services for this event, everyone is responsible for shipping their materials.

Note: Charges are based on number of packages, pallets or oversized shipments. Please read the [SHIPPING AND RECEIVING PROCEDURES](#) and provide Elizabeth Ashley, Catering Manager, with shipping log and requirements. Ms. Ashley can be reached at: Elizabeth.ashley@hilton.com, or phone: 512.682.2718, fax: 512.682.2789.

HOTEL RESERVATIONS:

GTC does not have a room block at the Hilton. Here is a list of nearby hotels:

Hampton Inn and Suites
200 San Jacinto Blvd.
Austin, TX 78701
Phone: 512.472.1500

The Driskill
604 Brazos St
Austin, TX 78701
Phone: 800.252.9367

Radisson Hotel Austin
111 E Cesar Chavez St
Austin, TX 78701
Phone: 888.201.1718

HOTEL PARKING:

Self Parking - \$10 daily
Valet Parking - \$15.00 daily

**Parking is based on availability and there are no in/out privileges for non-hotel guests.*

EXHIBITOR REGISTRATION:

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http://www.govtech.com/events/bestoftx2008/sponsor_reg

We encourage you to pre-register on-line by Oct 9th. Badges will be ready onsite. Onsite registration is available

SET UP/TEAR DOWN TIMES/DATES:

Set up - Oct. 14 – 4th Floor Ballroom C

7:00 - 8:00 am

Table Top Displays Only

Continental breakfast at 8:00 am in the exhibit area

Tear Down – Oct. 14

5:00 pm - after the Best of Texas Reception – held in the vendor area.

Exhibitors are responsible for tear down and shipment of all materials. We encourage all vendors to stay for the reception.

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TABLE TOPS:

GTC will assign table top locations on Friday, October 3rd. Some table top locations may be in the middle of the vendor fair and cannot block the line of site of others.

A floor diagram will be available one week prior to the event. Included in your table top:

1. 1-6' skirted table
2. (2) chairs
3. 20 amps of electrical
4. Signage with company logo on easel
5. Sponsors may attend any sessions – provided seating is available
6. Breakfast, lunch and reception for registered sponsors

INTERNET CONNECTION:

Internet access is not included in your sponsorship. You may order a connection through the hotel:

[INTERNET ORDER FORM](#)

- Wired High Speed Internet Connections = \$135.00, per connection/per day
- Wireless Internet Connections = \$10.00, per account/per day

AUDIO VISUAL EQUIPMENT:

Contact: Mark Buchala
512.480.2047
mark.buchala@avwtelav.com

RULES & REGULATIONS:

- Full size 10x10 pop up booth properties are **NOT** allowed
- Table top pop-ups are acceptable as long as they do not intrude on your neighbor's space
- Only what can fit on the 6' table or behind is allowed
- Pipe & drape behind table is not provided
- Banners can hang off the skirted table—provide own Velcro or hooks
- No affixing of banners, signs or posters to any portion of the Hilton property
- Provide own return shipping labels

EVENT AGENDA: 4th Floor Ballroom C

October 14 *Subject to revisions

7:00 - 8:00 am	Sponsor/Vendor set up
8:00 - 9:00 am	Registration and coffee in Vendor Fair
9:00 - 10:15 am	Welcome and Keynote
10:15 - 10:45 am	Morning break in Vendor Fair
10:45 - 11:45 am	Concurrent Sessions
11:45 am - 12:30 pm	Lunch
12:30 - 1:30 pm	General Session
1:30 – 1:50 pm	Afternoon Break and Refreshments
1:50 – 2:50 pm	Concurrent Sessions
3:00 - 4:00 pm	Best of Texas awards program
4:00 - 5:00 pm	Reception in Vendor Fair
5:00 pm	Tear Down