

# TBAALAS Exhibitor Packet

## 57th Annual Texas Branch Annual Meeting

### FEB 20-22, 2019 – Arlington, Texas



<b>Registration</b>	Open. Link to registration page <a href="#">here</a> . Exhibitors (Commercial Members) get one table with electricity and TWO attendees for the registration fee of \$110. Additional attendees above the two have to register as an additional exhibitor (“add guest” option).
<b>Vendor’s Talk</b>	We are in need of vendor talks. Submit your abstract <a href="#">here</a> .
<b>Sponsorship Opportunities</b>	Take advantage of great sponsorship opportunities. <a href="#">Click here</a> .
<b>Hotel</b>	Book your discounted TBAALAS group rate <a href="#">here</a> .
<b>Booth assignment</b>	Tables will be assigned as soon as registration closes. Please email <a href="mailto:pmichaud@tecnoplastusa.com">pmichaud@tecnoplastusa.com</a> if you want or you don’t want to be close to a specific vendor. First come, first serve.
<b>Internet</b>	Complementary internet is available in guest rooms and meeting space
<b>Inbound shipment</b>	<p>Packages for your meeting <b>may be received up to five (5) days prior</b> to your function. They must be addressed to the attention of your In-House Group Contact and include the name of your Hotel Convention Service Manager, Group Function, and the date of your meeting.</p> <p><b>A packaging label is attached for your convenience (*)</b></p> <p>Due to the limited storage space, we will not accept shipments any earlier than five (5) days prior to the function.</p> <p><b>See page #2 &amp; #3</b> for details about box charges, service elevator specifications, docking and drayage information.</p>
<b>Booth set -up</b>	Wednesday, February 20 <sup>th</sup> - from 6:00 AM to 10:00 AM Champions Ballroom and Champions Foyer
<b>Booth teardown</b>	Thursday, February 21 <sup>st</sup> - from 4:30 PM to 6:00 PM There is no vendor exhibit on Friday, February 22 <sup>nd</sup>

**Outbound Shipping:**  
You have **TWO**  
options

**Option 1:** Vendors **must package their goods, put the return shipping label on each box/package, and arrange for pick up.** Carrier of your choice. You may bring your packages to the Bellman. He will store them until your carrier retrieves them. Boxes left longer than 3 days after your function will incur a \$5.00 per day per box charge.

**Option2:** You can ship the packages yourself by bringing them to a FEDEX or UPS location nearby. Address and contact information for each are provided below. FEDEX and UPS are at approximately 5-minute driving distance from the hotel.

**FEDEX** [See store hours here](#)  
1400 E Copeland Rd, Arlington, TX 76011  
Phone (817) 543-0833

**UPS** - [See store hours here](#)  
835 E Lamar Blvd, Arlington, TX 76011  
Hours: Closes 7PM, (817) 860-2829

**Inbound shipment – Additional Information**

(\*) Dates on Show Label provided (Feb 19-22) reflects **the contract days** with the hotel, not the days of the show. Leave it as is. Days of the conference are Feb 20-22, 2018.

**BOX CHARGES for inbound shipment**

	<b>0 to 20 boxes</b>	<b>20+ boxes (including the first 20 boxes)</b>
<b>0-50 Lbs.</b>	\$2.50 per box	\$5.00 per box
<b>51-100 Lbs.</b>	\$5.00 per box	\$10.00 per box
<b>101-200 Lbs.</b>	\$15.00 per box	\$20.00 per box
<b>201- &amp; up Lbs.</b>	\$20.00 per box	\$30.00 per box

Box charge fees will be applied to the addressee's card on file for room reservation.

## **SERVICE ELEVATOR SPECIFICATIONS**

80" Wide x 51" Deep x 7' high. Doors are 47" Wide. Weight Capacity:2,500 Lbs.

## **DOCK/DRAYAGE INFORMATION**

Loading dock is standard truck height with NO LIFT, RAMPS OR DOLLIES available. Please be certain that if you are utilizing any type of freight line that they have a lift accessible truck with any special pallet jack or dolly needed as well as the appropriate manpower to handle off loading and deliver of your materials.

Due to the Sheraton Arlington having limited storage facilities along with no Shipping and Receiving Department any excess shipping or crating materials will have to be handled off site by the Drayage Company of your choice. We will be happy to assist you in this area with advance notice for a fee.

SCROLL DOWN TO THE NEXT PAGE TO **GET YOUR LABELS**, AND...

**...SEE YOU IN ARLINGTON!!!**



**TEXAS BRANCH**  
**AALAS**

**AMERICAN ASSOCIATION FOR  
LABORATORY ANIMAL SCIENCE**

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Recipient's NAME / COMPANY (Exhibitor)

**TBAALAS Conference  
C/O Sheraton Arlington Hotel  
1500 Convention Center Drive  
Arlington, TX 76011**

**Kasey Luithle  
Hotel Convention Services Manager  
February 19-22, 2019**

**DELIVERY DATE FEB 14 OR LATER**

No packages will be accepted prior to this date.

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