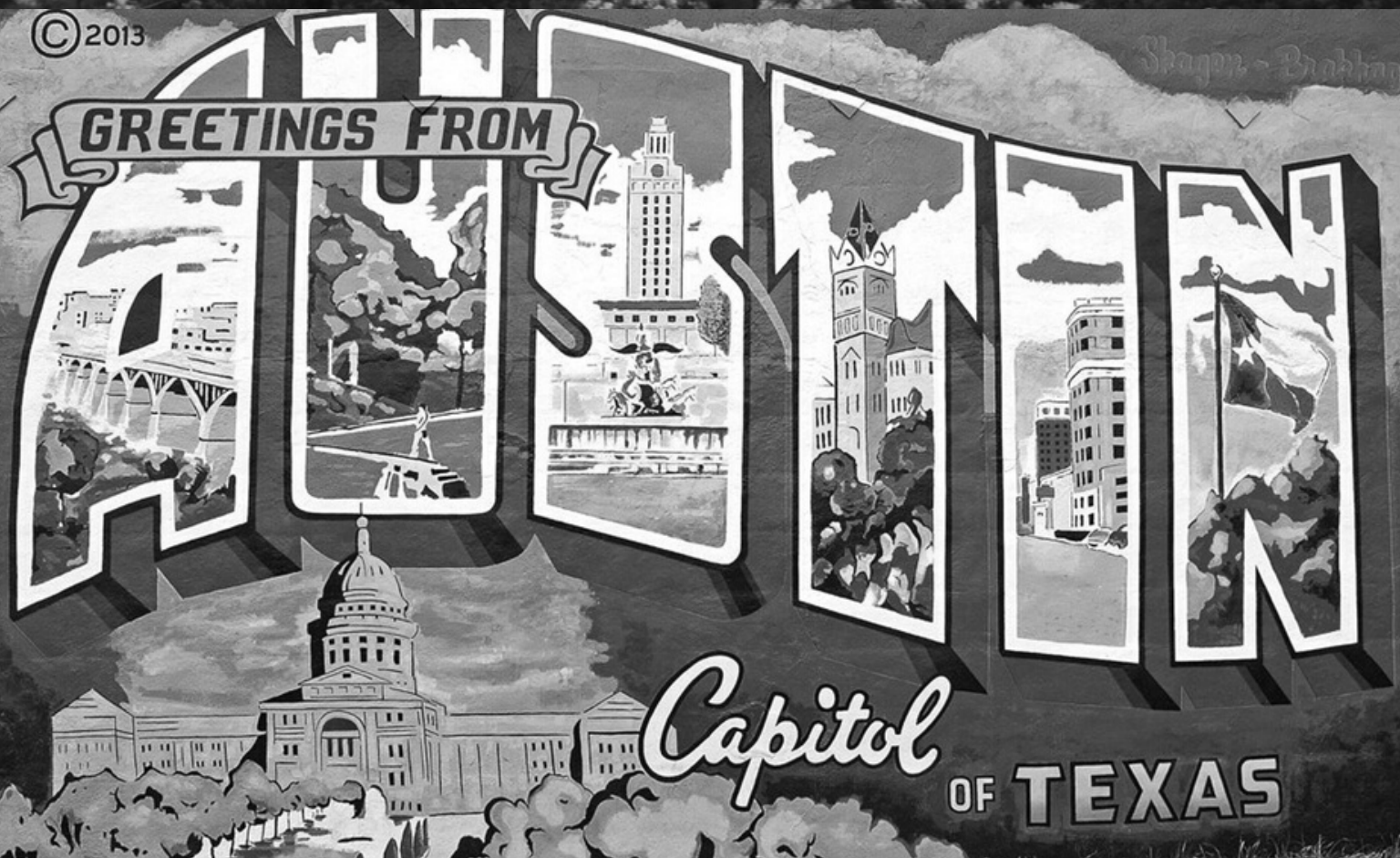


AUGUST 15-17, 2022



ECHO AUSTIN

EXHIBITOR GUIDE

ECHOFLIGHTCREW.ORG



ECHO AUSTIN

AUGUST 15-17, 2022

EXHIBITOR HALL HOURS

MONDAY

2:00 PM - 5:00 PM

TUESDAY

7:30 AM - 3:30 PM

WEDNESDAY

8:00 AM - 1:00 PM

*Lunch times vary daily

REGULATIONS

Assigning Exhibitor Space

Exhibitor space is assigned by ECHO on a first come, first served basis once payment is processed.

Arrangement and Use of Space

Spaces assigned are in 8x8' with a maximum height of 10'. Creative exhibits are encouraged, but must not obstruct passageways or the view of neighboring exhibits.

Installation and Dismantling

Installation should occur on Monday, August 15 prior to the exhibit hall opening at 2:00 PM, and should remain intact until the exhibit hall closes on Wednesday at 1:00 PM.

Liability and Insurance

Exhibitors are responsible for making provisions to safeguard their materials, equipment, and displays for the entire duration of the event. ECHO is not responsible for any theft, loss, or damages or any fees incurred as a result.

Care of Space

Exhibitors agree to follow all local, state, and federal laws as it pertains to activities within their exhibitor space. Additionally, exhibitor may not injure or deface any surface in their space to include nails, hooks, tacks, screws, or otherwise.

Subletting of Space

Exhibitors may not assign, lease, or sublet their space to another vendor and may not advertise, sell, or distribute products other than their own within their space.

Staffing

Exhibitors must open on time and staff their space during all show hours. Vendors must display proper identification provided to them upon registration.

Pre-Conference Delivery

Deliveries of any materials for vendors must be arranged with the hotel ahead of the conference, and vendors are solely responsible for any fees related to shipping and storage for all materials.



ECHO AUSTIN

AUGUST 15-17, 2022

INVOICES

*Payment is due within 30 days of commitment.
Invoices must be paid in full by July 15th*

10 % off payment if received by March 1st

Invoice paid after July 15th will incur a 10% late fee

Exhibitor will forfeit their space and may not attend conference if invoice not paid in full by August 1st

Payment can be made online at ECHOFlightCrew.org, or by scanning the QR below

ECHO PARTNERSHIP PROSPECTUS & CONFERENCE INFO

Advertisement Opportunity - Registration

ECHO Partnerships paid by March 1st will be showcased on our attendee registration page. ECHO Black & Red Partnership will receive image advertisement space. ECHO White partnerships will have logo placement on page.

ECHO Red & Black Partnerships

ECHO Red & Black Partnerships will have logo placed on conference T-Shirt.

ECHO Austin Registration

All exhibitors must register for conference. Registration will be at NO COST. Marketing Director will provide individual code for your company.

Hotel Registration

Hotel reservations can be made on the ECHO Kimpton Van Zandt page. Link to be shared with exhibitor. Rate of \$199 per night plus taxes and fees. All room reservations must be made by July 15th in order to receive group rate.

Attendance Contact Information

During online registration, ECHO Austin attendees will have the option to opt-in or opt-out of sharing their contact information with exhibitors. Information shared will be: name, email, job title and place of employment.

Questions

Please direct all questions to ECHO Marketing Director, Ashley Chitty, at achitty@echoflightcrew.org

**THANK YOU FOR YOUR ONGOING
SUPPORT OF ECHO! -ECHO TEAM**



SCAN TO COMPLETE PAYMENT



SCAN TO VIEW PROSPECTUS



ECHO AUSTIN

AUGUST 15-17, 2022

INBOUND SHIPPING INSTRUCTIONS

INBOUND SHIPPING INSTRUCTIONS

To eliminate any package delays, please address boxes/pallets as noted below. All packages delivered to hotel will require signature upon receiving by client on-site. Please only address boxes/pallets to individuals who will be on-site to sign for them. Please DO NOT address boxes/pallets to a hotel employee or your Catering or Conference Services Manager—this could cause delayed delivery of your packages to the meeting space.

SHIPMENTS FOR MEETINGS

Kimpton Hotel Van Zandt
ECHO AUSTIN [Arrival Date]
Hold for Guest [Guest Name] [Guest Cell Number]
[Guest Group Name]
605 Davis Street
Austin, TX 78701

OUTBOUND SHIPPING INSTRUCTIONS

Please affix a completed carrier airbill to all packages prior to departing to expedite the shipping process. Boxes without completed airbills will not be able to be shipped out. Outbound fees for packages will be charged the same as inbound delivery fees.

HANDLING FEES

Fees listed below are for inbound and outbound deliveries. All handling fees will be charged to the exhibitor guest room.

WEIGHT

0-25 LBS
26-50 LBS
51-100 LBS
101+ LBS
PALLETS

FEE

\$5 / BOX
\$10 / BOX
\$20 / BOX
\$40 / BOX
\$150 / EACH

STORAGE FEES

A \$25/day fee will be applied to each package/pallet that arrives more than three business days before the first group event (Monday, August 15, 2022)



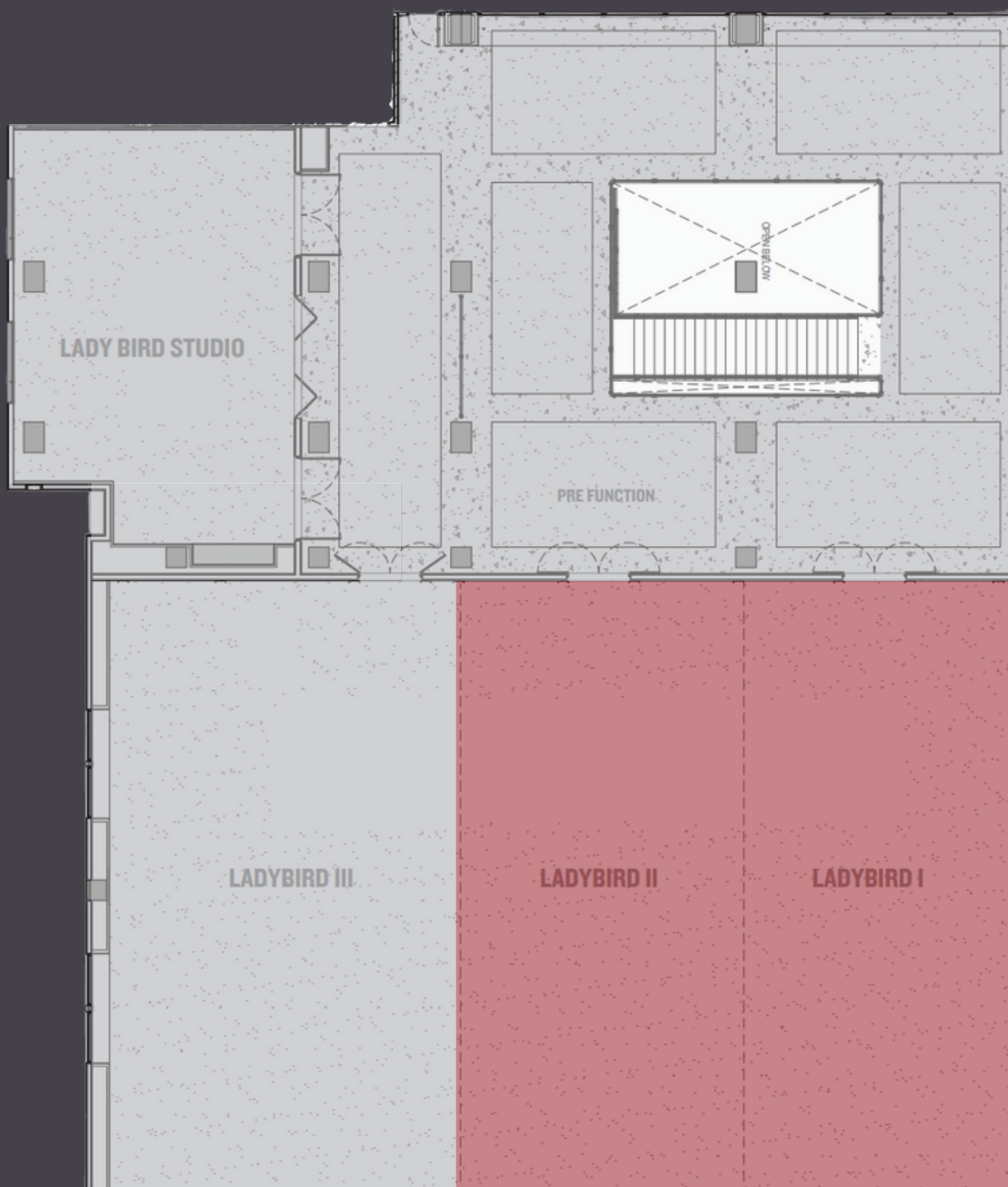
ECHO AUSTIN

AUGUST 15-17, 2022

EXHIBITOR SPACE

SELF-GUIDED VIRTUAL TOUR

Take a self-guided tour and explore on your own. Take a peek inside Kimpton Hotel Van Zandt via the 360° panoramic virtual tour for an all-access pass to an authentic Austin experience.



EXHIBITOR/VENDOR SPACE



MAIN BALLROOM

SCAN TO TAKE
VIRTUAL TOUR

