

*Traveling Through*



# Uncharted Territory

**SWASFAA | TASFAA**  
Conference 2023



# Corporate Sponsor Webinar

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**CONFERENCE LOGISTICS**

2023 SWASFAA/TASFAA Annual Conference

# AGENDA



Conference Hotel Overview



Setup & Breakdown



Package Shipping Instructions



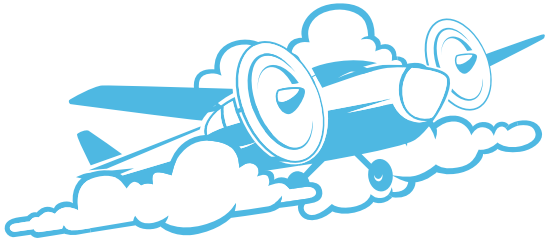
AV/Electrical Needs



WHOVA Review



Misc. Items



# CONFERENCE HOTEL OVERVIEW



Conference Date: October 4-6

Total Attendees: 520 as of 9/11

Conference Hotel:

Hyatt Regency DFW International Airport  
2334 North International Parkway  
DFW Airport, TX 75261

\* The conference hotel is now full

- Overflow Hotel:  
Hyatt Place  
2350 Global Drive  
DFW Airport, TX 75261

**\* Complimentary shuttle service to the conference**

- Registration for the conference is required. Click [here](#) to register.

# SET UP & BREAKDOWN

- **Set Up**

- October 4, 8:00 am – 10:00 am

*\*There will be a drawing for a table selection at 7:30 am*

- **Exhibits Open**

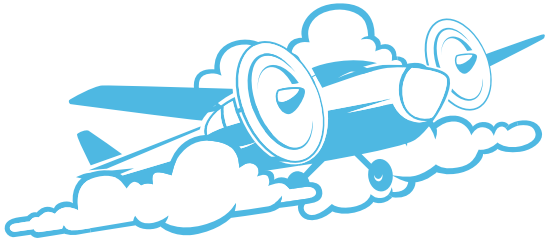
- October 4, 2:30 pm - 5:00 pm
- October 5, 8:00 am – 4:30 pm

*\*30 minutes of attendee exhibit viewing time between breakout sessions*

- **Tear Down**

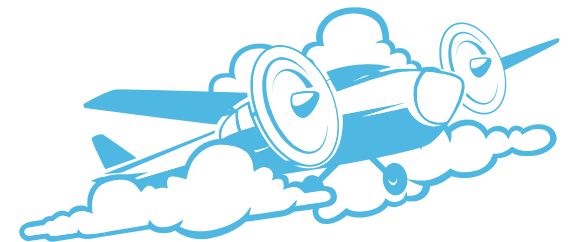
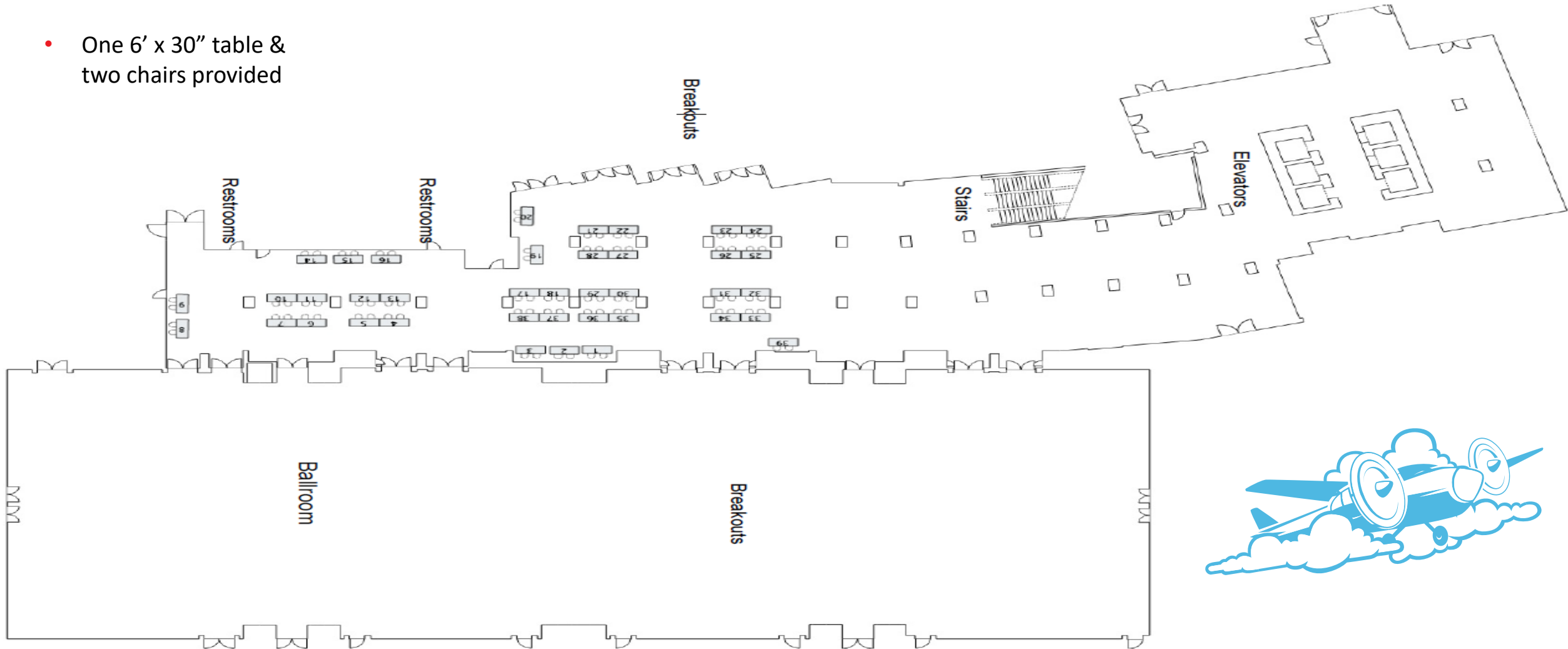
- October 5, 4:30 pm

*\*We hope you can stay for dinner and participate in the fun evening event!*



# EXHIBITOR LAYOUT

- One 6' x 30" table & two chairs provided



# PACKAGE SHIPPING INSTRUCTIONS

- Schedule shipment(s) to arrive 3-4 days prior to the event start date to avoid additional storage fees
- Use the name of the recipient who will be on-site to receive & sign for package(s)
- If package has not been picked up & no contact info is provided, the package will be returned to sender, who will be responsible for all additional shipping fees
- For more info on package retention, Return to Sender process, or schedule package deliveries contact FedEx Office Business Center

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)  
c/o FedEx Office at Hyatt Regency DFW  
2334 N. International Pkwy  
Dallas, TX, 75261  
(Convention / Conference / Group / Event Name)

Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center  
Hyatt Regency DFW  
2334 N. International Pkwy  
Dallas, TX 75261  
Phone: 972.456.3229  
Fax: 972.456.3334  
Email: usa5608@fedex.com

Operating Hours  
Mon – Thurs: 8:00am - 6pm  
Fri: 8:00am - 5pm  
Saturday: Closed  
Sunday: Closed

# PACKAGE SHIPPING INSTRUCTIONS

## PACKAGE HANDLING AND STORAGE FEES

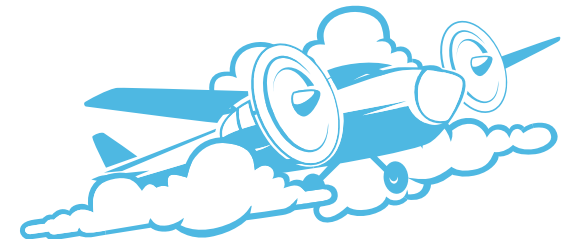
PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	\$2.00**	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$35.00	\$50.00
Over 60.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$0.75 / lb. (\$150.00 Minimum)	\$0.50 / lb. (\$150.00 Minimum)

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

\*\* No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.





# AV/ELECTRICAL NEEDS

- Exhibitor Order Form must be filled out for any AV/Electrical Needs and returned to Encore
  - Exhibitor Services  
[alexander.chao@encoreglobal.com](mailto:alexander.chao@encoreglobal.com)  
972-615-6887
- For on-site assistance: 847-212-7451

PROJECTION	QUANTITY	ADVANCED RATE	ON-SITE RATE
LCD PROJECTOR		\$455.00	\$520.00
6' TRIPOD SCREEN		\$95.00	\$95.00
25' HDMI CABLE		\$32.00	\$32.00
MONITOR	QUANTITY	ADVANCED RATE	ON-SITE RATE
24" MONITOR TABLETOP		\$205.00	\$295.00
46" MONITOR w/ STAND		\$580.00	\$670.00
60" MONITOR w/ STAND		\$900.00	\$990.00
AUDIO	QUANTITY	ADVANCED RATE	ON-SITE RATE
4" PERSONAL SPEAKER		\$85.00	\$170.00
INTERNET	QUANTITY	ADVANCED RATE	ON-SITE RATE
SIMPLE WIFI CONNECTION		\$18.00	\$28.00
HARD LINE CONNECTION		CALL FOR DETAILS	CALL FOR DETAILS
POWER DISTRIBUTION	QUANTITY	ADVANCED RATE	ON-SITE RATE
120V SINGLE PHASE - 20 AMP		\$230.00	\$330.00
120V SINGLE PHASE - 5 AMP		\$120.00	\$165.00
25' AC CABLE AND POWER STRIP		\$46.00	\$46.00
MISCELLANEOUS	QUANTITY	ADVANCED RATE	ON-SITE RATE
LED UPLIGHT		\$90.00	\$180.00
FLIPCHART PACKAGE		\$91.00	\$91.00
SIGN EASEL		\$22.00	\$22.00

# WHOVA Review

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# MISC. ITEMS



## Community Service

Charity Raffle – Honor Flight Network

Mission is to honor our nation’s veterans by bringing them to Washington, DC to visit the memorials built to commemorate their service and sacrifice.



## Quality Exhibitor Time

10/4 - Two breaks

10/5 - Four breaks

Increase lead interactions through Whova & movie theme game



## Thursday Evening Event

Dueling pianos

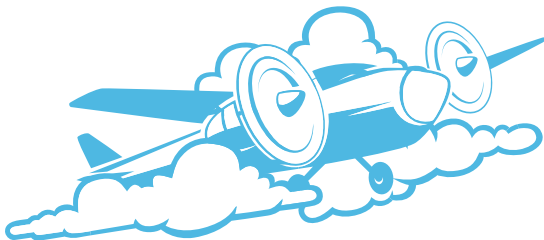
Cash/Credit bar

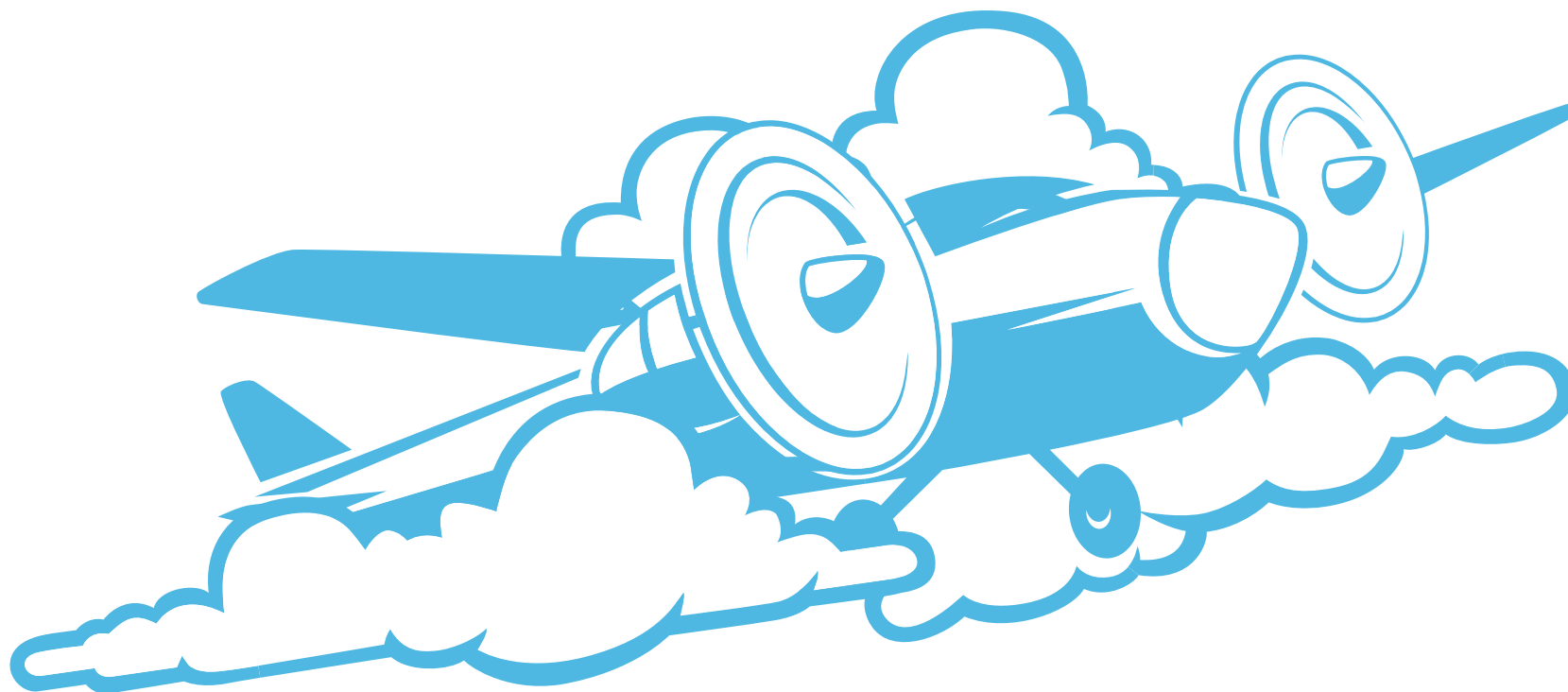
Drawing for raffle items



## A La Carte Sponsorship Items

Conference Evening Event	\$1,000
Conference Meal Sponsorship	\$1,200
Conference Break Sponsorship	\$800
Conference One Day Wi-Fi	\$200
Conference Charging Station	\$200





# Questions?

**Traveling Through Uncharted Territory**



**Thank you!**