



EXHIBITOR INFORMATION* *PLEASE READ CAREFULLY

Set-up: Thursday, November 5th, 2020 by 5 pm - No Exceptions.

Location: Galveston Island Convention Center @ San Luis Resort, 5600 Seawall Boulevard, Galveston, TX 77550. Parking is free and is located in the Convention Center parking garage.

Payment: All exhibitors must complete a registration form and return with payment. Payment may be made by cash, check or credit card. **Payment in full must be received prior to exhibitor move in.**

Refund/Deposit Procedures: Deposits equal to ½ of the total exhibit fee is due at time of space reservation. Balance of exhibit fee is due October 1, 2020. After the required payment is received, the following schedule will apply on canceled booths: exhibitor will receive 50% refund, less \$50.00 administrative fee thru October 1, 2020 – no refund will be given.

Move-in Schedule: Exhibitors may set up beginning at 7 AM, Thursday, November 5. **All exhibits MUST BE COMPLETED, SET UP AND IN PLACE BY 5 PM, THURSDAY, November 5. No exceptions.**

Early move-ins with permission: Wednesday, November 4th, 12 pm – 5 pm. Please call or email Mary Jo Naschke (409) 762-3930 mj@mjnpr.com.

Very large exhibits move-in Wednesday, November 4. Schedule for load in time. Loading Dock driveway entrance is located at 57th St. directly across the street from Kroger on the west side of the building.

Large exhibits will be scheduled for move in. The loading dock will be reserved, day and time, for your company to avoid bottlenecking at the freight entrance. Please contact Mary Jo Naschke at (409) 762-3930 or e-mail at mj@mjnpr.com to make arrangements.

Move-out Schedule: 6:30 pm – 10 pm, Sunday, November 8. **EXHIBITOR'S ARE REQUESTED TO NOT BREAK DOWN BEFORE THE CLOSE OF THE SHOW!** Load out doors will not open until 6:30 PM. Monday move-outs (7 am –12 pm) allowed by arrangement.

Exhibit Hours: Friday, November 6, 10 a.m. – 7 p.m.; Saturday, NOVEMBER 7, 9 a.m. – 7 pm; Sunday, November 8, 11 am – 5 pm. Exhibitors are expected to man their booths from the opening hour until the closing hour of each event day.

Booth Specifications: Each booth is 10'x10'. Included is one 6' table, 2 chairs, table skirting, backdrop draping, company ID signage and wastebasket. Standard booths are set with 8ft. background drapes and 3ft. side drapes. Maximum backdrop height of exhibit is 8ft. **Height on either side of exhibit space should not exceed 3ft.**

Note: Booth Carpet, additional tables, and any other extras you may need for your booth may be provided by you or may be ordered through the show decorator for a fee. **Aisle carpet only is provided by the show.**

Exhibitors are encouraged to decorate/embellish booths.

Exhibitor Check-In: Each exhibitor will receive event identification at check in. The event ID will allow you and your staff ingress and egress. It is your responsibility to provide your employees, staff, volunteers with name badges that include company name and booth number. You will be asked to register the number of employees, staff and/or volunteers who will be working the event.

Services: Please notify the event services contractor in advance of any special request. Staff will be available to assist you throughout the event.

Electrical/Plumbing/Telephone Services, etc: Order forms for these services are provided by the Galveston Island Convention Center at the San Luis Resort (409) 744-1500, and may be accessed on the event website. Each booth is equipped with electricity and water; however, you will need to request activation of each **prior to the event**. There is a fee for electricity, water and phone lines payable to Galveston Island Convention Center. Forms are available online. **Wi-Fi is complimentary; password will be provided at vendor check in.** All forms are available at www.GalvestonEsports.com

Sales Tax: Merchant is required to collect Texas Sales Tax on all merchandise sold and is responsible for the payment of Sales Tax to the State. (Tax Amount: .08125%)

Food Court – A staffed food court and bar is under the direction of the Galveston Island Convention Center at the San Luis Resort and will remain open during show hours.

Exhibitor donations to the scavenger hunt and daily raffle drawings are most appreciated. Please indicate on your registration form that you would like to donate. Winners will meet you at your booth to receive the items.

Official Galveston Island Esports Summit Website! www.GalvestonEsports.com

For questions/information, contact *Mary Jo Naschke*, Show Coordinator, at (409) 771-4373, MJ@MJNPR.com or visit the website for up-to-date information at www.GalvestonEsports.com