



July 27 - 28, 2024

EXHIBITOR INFORMATION* *PLEASE READ CAREFULLY

Deadline to register: May 1, 2024

Set-up: **Friday, July 26, 2024, 8 am - 5 pm - No Exceptions.**

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

Payment: **Payment in full must be received prior to exhibitor move in.**

Refund/Deposit Procedures: After June 1, 2024 – no refund will be given.

Location for load in. Loading Dock driveway entrance is located at 57th St. directly across the street from Kroger on the west side of the building. Small exhibits may enter through the front door of the convention center.

The loading dock will be monitored by security to avoid bottlenecking at the freight entrance. Drive in. Unload at door. Remove vehicle from loading dock. Return to retrieve merchandise/exhibit and proceed to booth. Mary Jo Naschke at (409) 771-4373.

Move-out Schedule: **6:30 pm – 10 pm, Sunday, July 28. **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) are allowed.**

Exhibit Hours: **Saturday, July 27, 10 a.m. – 6 p.m.; **Sunday, July 28, 11 am – 4 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 covering, backdrop draping, and company ID signage. 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. Electrical is provided by the convention center for a fee. They will come to your booth to activate and collect payment. Utility Service Form available on line. www.galvestonesports.com**

Exhibitors are encouraged to decorate/embellish booths.

Exhibitor Check-In: Each exhibitor will receive event wristbands at check in. The event ID will allow you and your staff ingress and egress. It is your responsibility to provide your employees, staff, and volunteers with wristbands. 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 to registered vendors 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.

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

For questions/information, contact *Mary Jo Naschke*, Show Coordinators, at (409) 771-4373, MJ@MJNPR.com, or Johnny Steverson (818) 856-1650

Johnny@webtekpro.com or visit the website for up-to-date information at www.GalvestonEsports.com.

Thank you for your participation.