

VENDOR PACKET



- **Booth spaces are 10'x10' and include a table and 2 chairs**
- **Dinners on January 28-30 are included for participating vendors. Please make sure to let us know in registration if you will be staying so we can include you in our numbers for the caterer. The dinner allows you to eat with the educators. This will provide a great time for you to build relationships.**
- **All Convention Events and meals are built into the schedule. You are free to engage in all activities. Attend workshops, late night activities,**
- **Please contribute a basket (swag from your business, product from your booth or coupon for services) that can be part of our educator vendor event. Carla Schumann will accept the prize during your load-in.**
- **We will be utilizing tickets this year for you to give out to educators this year. You will be passing out to our educators to provide them opportunities to win your prize. They will choose which prize they want to try to win. You will draw the winner.**

DETAILS:

- **Load-in** will begin on Wednesday 1 PM - 5 PM or Thursday 8 AM-9:00 AM
- Hours for vendors: Vendors can be flexible in their hours to fit their needs. Thursday and Friday 8 AM - 5 PM, Saturday 8 AM-3:30 PM
- **Load out** will be Saturday 3:30 pm - 5:30 PM Saturday.
- Wifi will be provided at this event through the hotel.
- Power will be available-standard 110V plugs. Please plan to bring your own extension cords, etc.

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Need Help???
Carla.Schumann@texasthespians.org

Shipping Information:

Due to limitations in secured storage space, the Hotel will only accept packages as follows: Boxes/packages may be sent for arrival one day prior to group arrival and will be marked with the responsible party's name, Texas Thespians, plus "Hold for Arrival Date of Wednesday, January 28, 2026".

Shipping Address: 2055 Summer Lee Drive, Rockwall, Texas, 75032
Texas Thespians Educator Conference, C/O Carla Schumann & **Your Company's Name**
January 28-31, Hilton Rockwall Lakefront

Boxed packages and display materials will be accepted no earlier than one day prior to your scheduled event. Please advise your Hotel contact of any special arrangements or requirements concerning your materials. The following shipping and receiving fees will apply:

- \$10.00++ handling fee per box, 0- 49 pounds. (incoming and outgoing)
- \$50.00++ handling fee per box, 50+ pounds. (incoming and outgoing)
- \$125.00++ handling fee per pallet (incoming and outgoing)
- \$5.00++ storage fee, per box or pallet, per day
- \$5.00+ guest room delivery fee per item for generic amenity room drops
- \$7.00+ guest room delivery fee per item for personalized amenity room drops
- \$25.00++ per hour labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas.

The Hotel should be advised of any items over 100 pounds that will be displayed in any function room. All fees will be charged to the Master Account to be paid upon departure. All shipping/postage materials and account information will be the responsibility of the Client and must be arranged prior to the Clients arrival.

Arrangements must be made for prompt return or shipping of material upon conclusion of Event. A \$50.00+ per day storage fee will be assessed for any items remaining in the Hotel's possession 72 hours after the conclusion of the event. Fees for excess storage, 5 or more boxes, will be capped at \$150 per day.

Any shipping fees billed to Texas Thespians on your behalf will be added to your registration and you will receive an updated invoice for payment.

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Map of the Venue: Hilton Dallas Rockwall Lakefront
Load-in area for vendors shown in red below.



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General Schedule

	Jan 28 Wednesday	Jan 29 Thursday	Jan 30 Friday	Jan 31 Saturday
8 AM		Breakfast On Your Own		
9 AM				
10 AM		Workshop Session 1	Workshop Session 5	Workshop Session 9
11 AM		Workshop Session 2	Workshop Session 6	Workshop Session 10
12 PM		Lunches for Sale		
1 PM		All Convention Events		Workshop Session 11
2 PM				
3 PM		Workshop Session 3	Workshop Session 7	Closing Ceremonies
4 PM	Registration Check-In			
5 PM		Workshop Session 4	Workshop Session 8	
6 PM	Dinner Provided	Dinner Provided		
7 PM	Early Bird Workshop 1		Awards Dinner	
8 PM		Late Night Events	Late Night Events	
9 PM	Early Bird Workshop 2			
10 PM				
11 PM				