

VENDOR PACKET



- **Booth spaces are 10'x10' and include a table and 2 chairs**
- **Lunches on January 30 and 31 are included for participating vendors. You will eat with the educators. This will provide a great time for you to build relationships.**
- **All Convention Events are built into the schedule. Educators will be in the vendor space and this is a time for you to build relationships. Feel free to engage.**
- **Please contribute a basket (swag from your business, product from your booth or coupon for services) that can be part of our educator winnings throughout the event. Carla Schumann will accept during your load-in.**
- **We will be utilizing Thespian ducks with vendors this year. You will be passing out ducks to our educators to provide them opportunities to win prizes.**

DETAILS:

- **Parking:** There will be a charge of \$5.00 (savings of \$13.00 per car per night) for guests' overnight self-parking, Valet Parking \$28 per car per day.
- **Load-in** will begin on Wednesday 1 PM - 5 PM or Thursday 8 AM-9:00 AM
- **Hours for vendors:** Thursday 9 AM - 6 PM, Friday 8:30 AM-6 PM; Saturday 8:30 AM-12 PM
- **Load out** will be Saturday 1:30 pm - 3:30 PM Saturday. Please plan to stay until the conference has ended.
- **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 a maximum of 48 hours prior to group arrival and will be marked with the responsible party's name, Texas Thespians, plus "Hold for Arrival Date of Tuesday, January 28, 2025".

Shipping Address: 7600 John Q. Hammons Drive,
Frisco, TX 75034

Texas Thespians Educator Conference, C/O Carla Schumann & **Your Company's Name**
January 29-February 1 , Embassy Suites Frisco

Boxed packages and display materials will be accepted **no earlier than two days prior to the scheduled event**. Please advise us if there are any special arrangements or requirements concerning your materials.

The following shipping and receiving fees will apply:

There will be a handling charge as follows:

Boxes up to 36" x 24" x 24" \$5 per box

Larger boxes / display cases \$10 per box

Pallets \$250 per box

These charges will be added to your Thespian bill.