



INDATEL

20TH BUSINESS SYMPOSIUM

Supplier Affiliate Exhibitor Information

Showcase & Networking Reception Hosted by LB Networks

Setup: Tuesday, June 23: 8 a.m.–11 a.m.

Teardown: Wednesday, June 24: 3 p.m.- 5 p.m.

Showcase Dates and Time:

Tuesday, June 23: 11 a.m. – 12:30 p.m., 2:30 p.m. – 2:50 p.m., 5 p.m.–7 p.m.

Wednesday, June 24: 7:30 a.m.– 8:30 a.m., 10 a.m.–10:25 a.m., 11:25 a.m.–12:50 p.m., 2:30 – 3p.m.

A complimentary 6' table is provided for the showcase. Select the "Supplier Affiliate Table Registration" bundle option during registration. If you do not need a table, please notify Joel Pieper at jpieper@hideoutadventures.com.

Display/information is limited to tabletop only, no freestanding floor pop-up banners unless they fit easily in the footprint behind your table. If you require power, please email your request to Joel Pieper at jpieper@hideoutadventures.com no later than **Friday, June 12**. Tables are available on a first come basis on **June 23 at 8 a.m.** unless your sponsorship includes priority table assignment.

Shipping Information

To ensure proper delivery of packages for your event, the following information should be included on all packages sent to the hotel:

Attention: (Name of person receiving package)

Event Name: INDATEL Business Symposium, Dates: June 22-24

AT&T Executive Education & Conference Center

1900 University Avenue

Austin, Texas 78705

(512) 404-1900

Box ____ of ____

Prior to shipping, please email above information to conference.concierge@attconf.utexas.edu



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OUTGOING SHIPMENTS:

Have all outgoing packages pre-labeled and ready for pick-up on Wednesday, June 24 by 5 p.m.

To ship packages out of the Conference Center you will need to:

- Bring your OWN pre-paid shipping labels from the courier of your choice.
The AT&T Conference Center will not cover any courier cost.
If you need labels, you may use the Business Center on Level M2 to create one online and print.
- Call your courier to schedule a pickup under your account and have all boxes 100% ready for shipping upon departure (make sure you put a shipping label on each returning package).
- Notify the Meeting and Event Concierge when you have scheduled your pickup and are ready for them to be taken to the Loading Dock.

Shipping Terms & Conditions: Hotel handling charges apply for over-sized items and/or items over 50 lbs.

QUESTIONS:

For further questions, contact the Symposium Project Manager, Joel Pieper at (513) 324-1620 or jpieper@hideoutadventures.com.

OR

Meeting and Events Concierge

Email: conference.concierge@attconf.utexas.edu

Office: 512.404.3624 Main: 512.404.1900

