



Exhibitor Information

- What is the location of Texas Chapter of NAEMSP Texas Medical Director Conference?
 - All functions will be held at the Texas A&M Hotel & Conference Center. 177 Joe Routh Boulevard, College Station, Texas 77840.
- Where is the exhibit space?
 - Exhibits will be set up at the Century Prefunction Space outside of Century Ballrooms I, II and III.
- When are the exhibit hours?
 - Exhibit hours run Wednesday, March 23, 2022, from 2:00 pm – 7:00 pm. Thursday, March 24, 2022, from 10:00 am – 3:00 pm.
- What will my exhibit space include?
 - This will be an 8ft tabletop exhibit. Included is a draped table with two chairs. A sign with your company name will be provided.
- When will onsite registration begin?
 - Registration will open at 11 am Wednesday, March 23rd.
- When can I start setting up my exhibit space?
 - Setup for your exhibit will begin at 11 am.
- Will there be electricity and internet available?
 - Anyone needing electrical or internet will need to complete the [Vendor Form](#) and email it to Kendra Clough at kclough@texasamhotelcc.com.
 - If you have any additional questions on audio visual/electrical, please contact Kendra Clough at 979-260-2303 or kclough@texasamhotelcc.com.
- How soon can boxes be delivered to the Hotel?

- The hotel will accept boxes up to 3 days prior to the start of the event. All shipping and return shipping must be arranged by the party shipping the boxes.

Shipping/receiving will need the [Shipping & Delivery Form](#) completed if vendors will have any boxes/packages delivered and picked up from the 3rd floor exhibit area per the contracted rates. Please email completed form to Eddie Saculla at esaculla@texasamhotelcc.com or call 979.260.2249.

- What is the shipping address for the Texas A&M Hotel & Conference Center?
 - Please see the Shipping & Delivery Order Form for shipping addresses for specific carriers.
- Where can an exhibitor drop off boxes to be shipped after the conference?
 - Tape box and apply completed label and alert our Banquet Manager after conference. The Texas A&M Hotel & Conference Center shipping/receiving department will pick up from room and will ship out.