



# TXTA SMC/FMC 2025 Fall Seminar

## Exhibitor Guidelines

Welcome to the Texas Trucking Association's **Safety Management Council (SMC)** and **Fleet Maintenance Council (FMC)** Fall Seminar. We are excited to have you join us as an exhibitor at the **Embassy Suites by Hilton Hotel & Conference Center in San Marcos, Texas**, October 1-3

This event brings together fleet safety and maintenance professionals from across the state for three days of education, networking, and industry collaboration. As an exhibitor, you play a vital role in providing attendees with valuable products, services, and solutions that support the trucking industry's safety, compliance, and operational goals. The following guidelines are designed to help you prepare for a smooth and successful exhibitor experience. Inside, you will find important details regarding:

- Exhibit space specifications and setup/breakdown times
- Shipping and delivery instructions
- Contact information for TXTA staff and hotel event services

We appreciate your participation and look forward to working together to make the **SMC/FMC 2025 Fall Seminar** a success for both attendees and exhibitors.

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### TABLETOP EXHIBITOR OVERVIEW

*Includes one basic conference registration*

### Print and Digital Recognition

Your participation as an exhibitor provides the following visibility:

- Recognition on the event web page
- Recognition in **The Steering Wheel** magazine
- Recognition on social channels, digital platforms, and print materials

## TABLETOP EXHIBITOR GUIDELINES

- Exhibitor tables are not pre-assigned. Instead, exhibitors will select their own tables upon arrival at the Conference Center on a first-come, first-serve basis.
  - Exhibits must **fit within the 6' X 4' table space** and cannot encroach into common areas.
  - **Manning Exhibitor tables is optional.** They may be left unattended and used strictly as a demo, display, or presentation space throughout the event.
  - **Included:**
    - 6-foot table
    - 2 chairs
    - Linens
  - **Electricity is not provided** Contact the hotel Convention Services Manager (listed below) for questions/requests. Extension cord and power strip recommended.
  - **Official Exhibitor Hours are as follows:**
    - **Thursday, October 2 | 7:00 am – 4:30 pm**
    - **Friday, October 3 | 8:00 am – 12:00 pm**
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## SET-UP & BREAKDOWN SCHEDULE

- **Set-Up:**
  - **Exhibitor set-up** begins on Wednesday, October 1: 1:00 pm - 5:00 pm.
  - Exhibits must be fully set up by Thursday, October 2 at 7:00 am
  - Any tables not set up by 7:00 am will be removed.
- **Breakdown:**
  - **Exhibitor move-out** begins on **Friday, October 3** at **9:45 am** following the completion of the first general session and must be completed by **2:00 pm on Friday, October 3.**
  - Exhibitors are responsible for coordinating post-event storage and shipping from venue with the hotel Convention Services Manager (contact information below).

## ADDITIONAL EXHIBITOR REQUESTS

Should you require additional information or need to request power/electricity, Wi-Fi, or additional equipment/supplies, please contact the hotel liaison listed below.

## Package Shipping, Load-In & Load Out Details:

The hotel will receive and store incoming packages (applicable charges may be assessed) if received within 48 hours prior to the beginning of the program. The hotel has limited storage space for packages. Any packages received prior to this time will be subject to a

per day charge. For all incoming and outgoing pallets, there will be additional fees for loading and unloading.

Charges are based on the weight of the package. Please contact our group Convention Services Manager (CSM), Camille Kenner at 512-805-5316 or [camille.kenner@atriumhospitality.com](mailto:camille.kenner@atriumhospitality.com) for more information on those fees.

The material should be sent using the following format:

**EMBASSY SUITES BY HILTON HOTEL & CONFERENCE CENTER SAN MARCOS**

**ATTN | Camille Kenner**

**1001 E. McCarty Lane**

**San Marcos, TX 78666**

**HOLD FOR | (NAME OF GUEST) | (EXHIBITOR COMPANY NAME)**

**GROUP | Texas Trucking Association October 1-3**

Outgoing shipping forms may be obtained from our Conference Services Manager. Embassy Suites San Marcos assumes no liability for damages to packages packed by the sender or its agent. Handling and shipping charges are the responsibility of the sender and will be charged to the group's master account or designated individual. Hotel does not assume responsibility for any packages not properly labeled or picked up from the resort.

### **Important Notice**

TXTA staff cannot assist with setup or breakdown of exhibitor booths and will not be responsible for dismantling, packing, or storing exhibitor materials. Exhibitors are solely responsible for the setup, management, and breakdown of their display spaces. Any items left behind at the close of the event will be considered abandoned and disposed of accordingly.

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We are looking forward to a successful event and thank you once again for contributing to the SMC/FMC Fall Seminar. If you have any questions, please don't hesitate to reach out to the following TXTA staff or Embassy Suites San Marcos representative below.

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Texas Trucking Association  
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**Conference Event Manager**  
Embassy Suites San Marcos  
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