**Information for Exhibitors** • **I.M. Texas 2019**

Instructional Materials Coordinators’ Association of Texas Annual Conference

Embassy Suites • Frisco, Texas

 **Thanks for being a part of I.M. Texas 2019!**

This year’s conference is an important step forward for IMCAT and for instructional materials professionals in Texas. We hope that I.M. Texas will become the gathering point for all facets of instructional materials, involving professionals such as coordinators, curriculum directors, technology staff, business office staff and publishers, both hard-copy and electronic.

Here are a few details about this year’s show:

Due to the generous support of our sponsors, we would like to invite your booth personnel to attend the conference luncheons on Monday and Tuesday.

**MOVE-IN/SECURITY/MOVE-OUT:** Move-in will start at 1:30 pm Sunday, Dec. 8 in Frisco 6 of the Embassy Suites Convention Center. Please be set up by 8 am Monday, Dec. 9 as we will have breakfast available in the exhibit hall and an Exhibit Hall Grand Opening at 10:30 am. Security will be provided between 5 pm Sunday and 7 am Monday and 5 pm Monday and 7 am Tuesday, although we recommend that you take valuables with you when you leave the booth for the day. Move-out is after the final session at 5 pm Tuesday, Dec. 10.

**BOOTH ASSIGNMENTS:** Check in to collect your Exhibitor Materials at the IMCAT Registration Counter. All booths are located in Frisco 6. Please look for the sign indicating your booth site. You will receive a table and two chairs. If you need anything additional for your booth, please refer to your SES Exhibitor Packet or contact Superior Expo Service at 972-271-7444. If you need assistance at the conference, contact Sarah William at 469-745-9325.

**EXHIBITOR BINGO:** To generate traffic to your booth, each registrant is issued an Exhibitor Bingo card, listing this year’s exhibitors. As part of your Exhibitor Materials, you’ll receive stickers with your organization’s name. You may make these available on your booth table or hold them until an attendee asks for a sticker. Attendees are encouraged to stop by your booth, collect a sticker from you, and affix the sticker on the card. Attendees who collect stickers from 30 booths are eligible for a drawing Tuesday.

**SPECIAL OFFER**: Be one of the first digital advertisers on our new website! We would like to extend a special offer to exhibitors – advertise online for only $500 for the first year. To find out more, visit the IMCAT Registration Counter.

**NEXT YEAR:** Next year’s conference is December 6-9, 2020, at the Embassy Suites Hotel and Convention Center in Frisco. Save the date!

Once again, thanks for your support of the Instructional Materials community in Texas. Please do not hesitate to contact any IMCAT representative if we can help make your show a success.