

Exhibitor Information

Updated 7/16/2026

Conference:
October 5, 2026 7am-5pm

Moody Center
Main Concourse
2001 Robert Dedman Drive
Austin, TX 78712

Questions? Email us
exhibitors@txconferenceforwomen.org

General Information

Move in:

Sunday, October 4th 1:00pm – 5:00pm

- All booths should be show ready on the 4th. Minimal handheld items can be brought in with you on show day.
- Check in at EXHIBITOR CHECK IN DESK by 3:00pm. Desks will be located near the docks.
- Children under 16 are not allowed in the center during set up or tear down.

***See following pages for important move in instructions.**

Show times:

Monday, October 5th 7:00am – 5:00pm CT

Staffing hours:

- Exhibitors can access the floor starting at 6:00am on 10/5.
- Booth **MUST** be staffed from 6:45am – 5pm. Reminder that you will go through security on show day, so arrive to the convention center early.
- Exhibits will be slow during general sessions, but the concourse will remain open. See full agenda here:

<https://www.conferencesforwomen.org/tx/#agenda>

Move out:

October 5th, 5:00pm – 7:00pm

General Information (con't)

Exhibit Hall Passes:

- Each booth comes with up to (5) exhibit hall only passes. These are for your workers to staff your booth and do **NOT** give access to sessions.
- Names are **NOT** needed in advance; you will simply pick up the passes when you check in on 10/4.
- During check-in you can also decide to leave badge(s) for your workers to pick up on show day. Simply tell your staff to go to the BOX OFFICE on Robert Dedman to pick up.

Security:

Overnight security will be provided in the concourses, but all items left overnight are at the discretion of the exhibitor. Items of value can be left in boxes under tables or brought in on show day. However, the docks will not be available on show day (until move out), so plan accordingly.

Exhibit Booth Information

Unless otherwise noted on your confirmation, each exhibit booth measures **12' wide x 8' deep**.

Each booth includes:

- Two (2) 6' tables draped in black spandex
- Four (4) chairs
- One 8' high backdrop, your choice of:
 - Grass wall, or
 - Black drape

Please let us know your preference by September 1.

- 3' black side drape between exhibitors
- ID sign displaying your company name
- (1) 500-watt electrical outlet
- Up to five (5) **Exhibit Hall Only** badges for booth staff. You do **not** need to submit names in advance—simply pick up the number of badges you need during exhibitor setup.
- All exhibit booths are located on the **main concourse**.

Booth Space Guidelines

Corridor space is very limited. **Everything associated with your exhibit—including displays, equipment, and attendees visiting your booth—must remain within your assigned booth space.** To help maintain clear walkways, we recommend placing your tables as far back in your booth as possible.

You may bring additional tables or furniture, provided it fits entirely within your booth space. We must keep the aisles clear to ensure attendees can safely and easily access all exhibits.

Booth Backdrop Selection

Please let us know **by September 1** which backdrop option you would like for your booth:

- 8' tall grass wall
- 8' tall black drape
- No backdrop (if you are bringing your own step-and-repeat or other signage)

Important: If you plan to bring your own step-and-repeat or large backdrop, we recommend selecting **no backdrop**. Having both the provided backdrop and your own display will reduce your usable booth space.



Not Included with Your Booth

Your booth space does **not** include:

- Flooring (none is required)
- Additional furniture
- Food service

Utilities & Booth Services

Electrical

Each booth includes **one (1) electrical outlet**.

Internet

Free, unsupported Wi-Fi will be available during exhibitor setup and on show days. It is suitable for basic internet use, including email and credit card transactions.

Additional Tables & Furniture

Each 12' booth includes **two (2) 6' tables**.

If you need additional tables, they can be rented through AEX (see the Exhibitor Kit for pricing). You are also welcome to bring your own table(s), provided everything fits within your assigned booth space.

If you require additional furniture or union labor for unloading or booth setup, these services can be ordered through the AEX Exhibitor Kit [HERE](#).

Shipping Information

Please note: Items **cannot** be shipped directly to the convention center. All shipments must be sent to the **AEX advance warehouse**.

Shipped materials are subject to **material handling fees**, which can be significant. Whenever possible, we recommend bringing your booth materials with you and unloading your own vehicle to avoid these charges.

If shipping is necessary:

- Review the estimated material handling charges in the AEX Exhibitor Kit before shipping.
- Set up your AEX account and provide payment information in advance to ensure your materials are delivered to your booth on Sunday.
- Email us your tracking information as soon as items are sent.

AEX EXHIBITOR KIT:

https://aex_services.boomerecommerce.com/Home/1871/EventHome

Move-In & Booth Setup:

Move-In Hours

Sunday, October 4th

1:00pm – 5:00pm

Important: Please arrive **before 3:00 PM** on setup day. Exhibitors who arrive after 5:00 PM may be considered a no-show.

Upon Arrival

If you are unloading your own vehicle, you may use the loading dock **only if your booth materials are unloaded by full-time employees of your company.**

Please bring your own dolly, wagon, cart, or rolling luggage if needed. **Carts will not be available to rent or borrow onsite.** (See the next page for loading dock directions.)

After passing through security at the docks, proceed to the **Exhibitor Check-In Table**, where you will receive:

- Final booth instructions
- Your Exhibit Hall Only badges
- Your booth location
- Once you have checked in, you may begin setting up your booth.

AEX Cart Service

Smaller exhibitors arriving in a **private vehicle** may take advantage of AEX's cart service. AEX staff will unload your vehicle and transport your materials to your booth using a cart.

To use this service:

- You must arrive in a private vehicle.
- All of your materials must fit on a single cart.
- Please refer to the AEX [Exhibitor Kit](#) for additional details.

Directions for the dock loading and unloading



Directions to Loading Dock

From the North

- Take Exit 235A to Univ of Texas/MLK & 15th St
- Turn RIGHT onto E 15th St
- Turn RIGHT onto Red River St
- Turn RIGHT into access road to Loading Dock

From the South

- Take Exit 235A to Univ of Texas/MLK & 15th St
- Turn LEFT onto 15th St
- Turn RIGHT onto Red River St
- Turn RIGHT into access road to Loading Dock

For Building Access

- Check in at the Guard Shack located at the top of the loading dock (Green Star)

Event Day Information

This event takes place in an **arena**, with attendee seating on the **main arena level only**.

Attendees have been encouraged to attend only the breakout sessions that interest them and spend the rest of their day exploring the interactive displays, activities, and the **Concourse Collection (Exhibit Hall)**. This means you can expect attendee traffic in the exhibit area throughout the day.

Helpful Information:

- View the full event [agenda](#) on our website.
- Attendees will begin arriving at **7:00 AM** and will enter from both the **Main Concourse** and **Upper Concourse**. Ride-share drop-off is located on the **Upper Concourse**.
- Opening sessions in the main arena begin at **8:30 AM**.
- **Lunch distribution** will take place from **12:20 PM–1:05 PM** throughout both the Upper and Lower Concourses. Attendees may leave the arena at any time during this window to pick up lunch at their designated location. **Please expect very heavy foot traffic in the concourses during this time.**
- Limited attendee seating for lunch will be available on the **Brown Terrace** (Upper Concourse) and throughout the indoor concourse areas.
- The **Bookstore and Author Signing** area will be located on the **Upper Concourse**

PARKING - IMPORTANT

Parking is **NOT** included with your booth.

Set-Up Day

- Use the loading dock area to unload your booth materials.
- Once you have finished unloading, you must move your vehicle promptly so the next exhibitor can access the dock.
- Parking instructions for set-up day will be provided closer to the event.

Show Day

- Parking is **not included** and will be limited around the Moody Center, so please plan ahead.
- Discounted parking is available at the adjacent **Manor Garage** for **\$15 per vehicle**.
- This parking link is for **exhibit staff and volunteers only**. Please do **not** share it.
- Parking is available on a **first-come, first-served** basis, so we encourage you to purchase your parking pass(es) as soon as possible.

Parking Pass – Purchase in advance

<https://app.parkmobile.io/venues/moody-center/events/301235>

Be sure to select "Manor Garage" for the closest parking option.

Move-Out

- Loading dock access will be available after **5:00 PM** for booth breakdown and move-out.
- Please **do not** move your vehicle to the loading dock until your booth is completely packed. Dock access is limited, and vehicles will need to move through efficiently.
- If you have only a few items, you are welcome to exit through the main entrance and transport them to your vehicle parked in the Manor Garage.

Show Day Exhibitor Entrances

EXHIBITORS CAN ENTER MOODY STARTING AT 6AM

Attendees will arrive starting at 7am

From the Manor Parking Lot, you can enter the facility starting at 6am from the Gottesman Gate entrance.

If you are dropped off with ride share, you can also enter from the Upper Level / VIP road entrance, but you cannot park there.

If your staff needs to pick up their credentials, have them stop off at the BOX OFFICE next to the Gottesman Gate entrance.

