

South Texas/South Central Texas Districts LUV Conference

2019 EXHIBITS GENERAL INFORMATION
Embassy Suites – San Marcos, Texas
Thursday, March 7th & Friday, March 8th

ALL lady exhibitors MUST be registered for the FULL Conference. You will not be able to complete your vendor application process without being registered first.

Exception—males assisting with booth set-up and/or sales.

Want to become a 2019 LUV Vendor? Here are the exact steps.

1. **Read over all information** ([2019 Exhibit General Information pdf - page 2](#))
2. **Request an application** ([email amberortegon@gmail.com](mailto:amberortegon@gmail.com))
3. **Return completed application** ([email to amberortegon@gmail.com](mailto:amberortegon@gmail.com))
4. **Register for LUV Conference.** ([click here to register](#))
5. **Request the vendor payment link** (amberortegon@gmail.com)
6. **Complete payment for booths**
7. **Once payment is completed, you will get a confirmation stating you are a vendor with a detailed schedule.**

Hours:

Wednesday, March 6, 2019

7:00 PM – 9:30 PM Set Up Exhibits (*ABSOLUTELY No set-up allowed after 9:30PM*)
9:00 PM – 9:30 PM LUV Committee “early-bird” shopping

Thursday, March 7, 2019

9:00 AM – 11:00 AM Set Up Exhibits
11:00 AM – 12:30 PM Exhibits Open
3:00 PM – 6:30 PM Exhibits Open
10:00 PM – until.... Exhibits Open

Friday, March 8, 2019

8:00 AM – 10:00 AM Exhibits Open
1:00 PM – 6:30 PM Exhibits Open
10:00 PM – 11:00 PM Exhibits Open
11:00PM – 12:00 AM Tear Down (*every vendor MUST be out of the exhibit hall by 12AM MIDNIGHT*)

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8:00 AM – 10:00 AM

1:00 PM – 6:30 PM

10:00 PM – 11:00 PM

11:00PM – 12:00 AM

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Tear Down (every vendor MUST be out of the exhibit hall by 12AM MIDNIGHT)

Booths: Booths are assigned on a first come, first serve basis. *Booths are non-transferable.* Display tables will be covered with tablecloths and skirts (color is determined by hotel).

Internet Access: Wi-Fi is NOT provided to vendors. All Internet access will need to be obtained either by hotspot or purchased directly through the hotel.

Photographs: Please send with your application a photograph of ALL products you plan to sell. We reserve the right to limit the number of booths exhibiting the same product so our exhibits are more rewarding for everyone.

Signs and Mannequins: All signage and mannequins must be able to fit in your 10 X 10 booth(s). NOTHING is permitted in the hallways or on any hotel walls for advertisement.

Deadlines: The deadline for receipt of all applications and fees is **February 28th**. Any registration after that date will incur a \$25.00 late fee. All cancellations must be in writing and received by **February 28th (email is preferred – amberortegon@gmail.com)**. **There are NO REFUNDS on booth space(s) rentals.**

South Texas/South Central Texas Districts Mothers Memorial Donation: ALL exhibitors are strongly encouraged to give a donation to STX/SCTX Mothers Memorial. This is an opportunity for you to bless the work of God – around the world!

Vendor Requirements: This is a STX/SCTX districts-sponsored event, and we request that all artwork be in good taste. Product or brand exclusivity is not guaranteed. Vendors must make sure that their items are **authentic** before listing them as "authentic," "100% authentic" or "real." Vendors may not disclaim knowledge of, or responsibility for, the authenticity or legality of the items they offer. If a seller cannot verify the authenticity of an item, it cannot be sold at the LUV Conference. This is a matter of honesty and integrity. Exhibitors will assume all liability for complying with tax and licensing laws. Booths/tables and merchandise will be left overnight at the exhibitor's own risk. The Exhibits Room will be locked, but the STX/SCTX Districts assume no liability in case of theft, fire, or water. The STX/SCTX Districts are hereby released of liability of injury to any person resulting from accidents and all other causes in relation to exhibits or exhibitors.

LUV Registration: ALL lady exhibitors **MUST** be registered for the **FULL Conference**. **You will not be able to complete your vendor application process without being registered first.** *Exception—males assisting with booth set-up and/or sales.*

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2019 Exhibitors Check IN/OUT Information
Thursday, March 7th & Friday, March 8th

1. Please unload quickly and move your vehicle. A dolly will **not** be available. However, bellmen and carts will be available. **Please** be prepared to tip the bellman **generously!**
2. Masking tape or painter's tape is allowable for hanging items on the walls. **NO** nails or pins.
3. All signage and mannequins must be able to fit in your 10'X10' booth(s). **NOTHING** is permitted in the hallways or on any hotel walls for advertisement.
4. When arriving, check into the Exhibit Hall with Exhibits Coordinator, Amber Ortegon. Your table location will be marked. Please set up only at your designated table.
5. Wi-Fi is NOT provided to vendors. All Internet access will need to be obtained either by hotspot or purchased directly through the hotel.
6. Early tear down is **not allowed** before Friday night service. This will forfeit future participation. **Tear down must be completed by Friday, March 8th, MIDNIGHT.**
7. ALL lady exhibitors **MUST** be registered for the **FULL Conference**. Exception—males assisting with booth set-up and/or sales.
8. If you have any questions or needs during the Conference, please contact the Exhibits Coordinator, Amber Ortegon (361-244-9696), or her assistant, Vicki Collins (281-960-2395).

Exhibit Schedule			
Wednesday, March 6 th			
Set-up 7:00PM to 9:30PM (ABSOLUTELY no set-up after this time) (9:00PM – 9:30PM LUV Committee "early-bird" shopping)			
Thursday, March 7 th		Friday, March 8 th	
9:00 AM - 11:00 AM	Set-Up & Move In	8:00AM – 10:00AM	*Exhibits Open
11:00 AM - 12:30 PM	Exhibits Open	1:00PM - 6:30PM	*Exhibits Open
12:30 PM	Sales area closed for service	6:30PM	Sales area closed for service
3:00 PM - 6:30 PM	*Exhibits Open	10:00PM – 11:00PM	*Exhibits Open
6:30 PM	Doors Close – Service Time	Friday MIDNIGHT DEADLINE	Tear Down
10:00 PM - until	*Exhibits Open		

Exhibits could open earlier or later depending on the close of service