

# EXHIBITOR SERVICE MANUAL

**TXAEYC 2025**  
**Annual Conference**

**KALAHARI CONVENTION CENTER**  
**NOVEMBER 6 - 8**





# CONFERENCE OVERVIEW

## 2025 FORECAST

- **1/3** First-Time Attendees
- **30-35%** Group Registration
- **+25%** Early Bird Registration
- **+120** Breakout Sessions
- **+100** Presenters
- **+80** Exhibitors
- **+10%** Trainers
- **+5%** Govt. Agency
- **+80%** Female
- **+5%** Students

## PAST ATTENDEE DATA

- **22%** Identified as Administrators
- **45%** Identified as primarily working with infants, toddlers, and preschoolers
- **+70%** Non-Members
- **+23%** Members

# EXHIBITOR SCHEDULE

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## EXHIBITOR MOVE-IN

**Wednesday**  
November 5

Starting at: 8pm\* Nov 5  
and/or 8am Nov 6

**Kilimanjaro 6**

\* estimate at this time

## HALL HOURS

**Thursday**  
November 6, TBD to 6pm

**Friday**  
November 7, 10am to 6pm

**Saturday**  
November 8, 8am to 11:30am

## EXHIBITOR HAPPY HOUR

**Thursday**  
November 6, 4pm

**Kilimanjaro 6**

## LOAD OUT

**Saturday**  
November 8, 11:30am

# EXHIBITOR BOOTH BASICS

## BOOTH PACKAGE

- 8' tall back drape
- Low rail side drape
- One (1) 6' x 30" H draped table
- Two (2) side chairs
- One (1) wastebasket
- One (1) 7" x 44" ID Sign
- Wifi

## BOOTH COSTS

Booths are available for \$975 for commercial/for-profit vendors and \$450 for non-profit vendors. Non-profit vendors may also include state agencies and colleges/universities.

## BOOTH REGISTRATION

Exhibitors can register online here: [TXAEYC Conference](#)



# SHIPPING INFORMATION

## Advance Shipments

Texas AEYC 2025 - Annual Conference

Exhibiting Company Name / Booth Number

c/o AEX Services / Texas XPO

4610 S Sam Houston Pkwy W

Suite 520

Houston, TX 77053

### Additional Advance Shipment Information

Shipments should arrive between Monday, October 6, 2025 and Wednesday, October 29, 2025

Please print the advance shipment labels by clicking on Material Handling & Shipping in the submenu bar.

**Advance Warehouse receiving hours are Mon. - Fri.: 9:00AM to 3:00PM.**

**Freight received at the Advance Warehouse after the published deadline will be charged an additional 50% per cwt surcharge.**

## Direct Shipments

Kalahari Resorts - Round Rock

Texas AEYC 2025 - Annual Conference

Exhibiting Company Name / Booth Number

c/o AEX Services / Texas XPO

3001 Kalahari Blvd

Round Rock, TX 78665

### Additional Direct Shipment Information

Direct shipments will be accepted on Wednesday, November 5, 2025

Receiving only during exhibitor move-in hours

# GENERAL INFORMATION

## CANCELLATION POLICY

In the event that you need to cancel your registration, TXAEYC will not offer payment refunds.

## TXAEYC CONTACT

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