



TexMEP 2nd Annual Conference & Expo

November 9-10, 2023

The Marriott Austin Downtown
304 E Cesar Chavez St, Austin, TX 78701

How to Make the Most
of Your Exhibit

Exhibitor Information Sheet

Everything you need to know to exhibit!

Register at www.texmep.org

Jump to: [Registration](#) | [Book Hotel Room](#) | [Invite Your Customers](#) | [Exhibit Times](#) | [Setup/Breakdown](#) | [Shipping Information](#) | [Become a Sponsor!](#)

REGISTRATION

TexMEP Associate Members receive discounts to exhibit at all TexMEP events. You must be a Silver, Gold, or Platinum level member to exhibit. *Bronze members may increase their membership level at a discounted rate to exhibit.*

Unsure of your membership level? You can use the public associate member directory here: www.texmep.org/associate-directory

Member Fees:

- **Silver Members - FEES WAIVED**
(Register as "Exhibitor: Silver Member")
 - Includes ONE 6' skirted table, TWO representatives
- **Gold Members - FEES WAIVED**
(Register as "Exhibitor: Gold Member")
 - Includes ONE 6' skirted table, THREE representatives
- **Platinum Members - FEES WAIVED**
(Register as "Exhibitor: Platinum Member")
 - Includes ONE 6' skirted table, FOUR representatives

**EXHIBITOR
REGISTRATION OPENS
AUGUST 2, 2023!**

Bronze Members: – Exhibit space is not available at this level. Please contact Lauryn Estrella at lauryn@texmep.org for options.



Texas Medical Equipment Providers Association
PO Box 371140, El Paso, TX 79937-1140
www.texmep.org | lauryn@texmep.org



How to Register Additional Attendees/Reps to your Registration

To add additional attendees from your company, click "**Add Attendee**" during registration under the "Guest registrations" section.

NOTE: Member Company Admins/Coordinators can add/remove attendees for an event by logging into their online profile, click "View Profile," select "My Event Registrations" and select the event you'd like to update.

Once you've hit the limit on representatives included according to your membership level, you may add additional representatives using the "Additional Exhibitor" registration for \$249 per person. Code: **Add23** (case sensitive)

BOOK YOUR OVERNIGHT ROOM

Austin Marriott Downtown
304 E Cesar Chavez St, Austin, TX 78701

TexMEP has reserved an overnight room block at a discounted rate.

Reserve online: [Click Here to Book Online](#)

INVITE YOUR CUSTOMERS

As a TexMEP Associate Member, you can invite your customers, whether they are TexMEP member or not, to attend our Annual Conference & Expo at the **TexMEP Member Rate of \$299** - saving them \$200 per person!

We encourage our associate members to share TexMEP with your customers by either forwarding them the link to the Provider Member Benefits page here: <https://texmep.org/provider-membership/> or downloading and sharing the Provider Member Brochure found on that page.

If your customers are interested, they can register under "Guest Invitation" with Registration Code: **guest23** (PLEASE DO NOT SHARE THIS CODE PUBLICLY!)

Email template for your customers available upon request!

EXHIBIT TIMES

Thursday, November 9, 2023:

- **Exhibit Time:** 10:30 AM – 12:30 PM
Lunch is served from 12:30 – 1:30 PM in the main session room.
- **Reception:** 4:45 – 6:00 PM

Exhibitors are welcome to join us in any and all meals, breaks, and sessions.



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SETUP & BREAKDOWN TIMES

- **Table Setup:** Thursday, November 9 between 8:00 – 10:00 AM
- **Breakdown:** Thursday, November 9 after 6:00 PM

SHIPPING INFORMATION

- Ship to arrive no sooner than **3 days prior to event**
- **Come prepared with shipping label to return your products, packing tape and scissors**

[Click Here to Download FedEx Shipping Instructions](#)

If you have any questions, please contact Lauryn Estrella at lauryn@texmep.org

If you need immediate assistance during the conference, we will have limited access to email. Cell phone number for Lauryn Estrella will be available to attendees and vendors.

THANK YOU TO OUR CONFERENCE SPONSORS



Become a sponsor for the TexMEP 2023 Annual Conference & Expo!

Through your generous sponsorship, we can enhance the event by providing added benefits as well as reducing registration costs, making it more accessible for everyone. Your support as a sponsor allows us to offer incentives that will not only entice existing members but also attract new participants to join us at this event!

Help us make this annual conference one to remember by contributing as a sponsor today!



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