

# Sponsor / Exhibit Information

Texas Lung Cancer Conference | April 18 – April 20, 2024

ACL Live at The Moody Center | Austin, Texas



## IMPORTANT DATES

- **February 20** – Booth Activity Form Due
- **February 20** – Outside Vendor Agreement & ACL Venue Policies Form Due
- **March 4** – Booth Assignments Confirmed
- **March 18** – Sponsor Registrations Due
- **March 28** – Hotel Reservation Deadline
- **April 15** – Shipments Eligible to Arrive at W Hotel
- **April 18** – Exhibitor Move In
- **April 20** – Exhibitor Move Out

## HOTEL RESERVATIONS

Sponsors are encouraged to secure hotel accommodations at the TLC headquarter hotel, the W Austin Hotel. The hotel is conveniently located adjacent to ACL Live at The Moody Center. A special group rate has been established for all TLC sponsors, faculty, and attendees. The group rate will be honored until the contracted block of rooms has been sold out or the cut-off date has expired, whichever occurs first.

Reservations: [W Hotel - TLC Conference](#)

Hotel: The W Austin Hotel

Phone: +1 (866) 961-3327 or +1 (512) 542-3600

Hotel Cut-Off: March 28, 2024

## TABLETOP DISPLAYS

Each sponsor will receive (1) 6'x30" table with two chairs to serve as their exhibit booth. Exhibits will be located in the Music Porch at ACL Live. Please note that the Music Porch is an outside, covered area. Unless otherwise approved by IDEOlogy Health, all sponsor materials and advertising may not be displayed or distributed beyond the table provided.

## SHOW SCHEDULE

### **Exhibitor Move-In**

Thursday, April 18, 2:00 p.m. – 5:00 p.m.

### **Exhibit Hours**

Friday, April 19

7:30 – 8:30 a.m., Arrivals and Morning Coffee

10:00 – 10:30 a.m., Networking Break

12:00 – 1:40 p.m., Lunch (at W Hotel) \*Industry attendance exclusive to sponsoring company only\*

3:20 – 3:50 p.m., Networking Break

Saturday, April 20

7:30 – 8:30 a.m., Arrivals and Morning Coffee

10:00 – 10:30 a.m., Networking Break

12:00 – 1:30 p.m., Lunch (at W Hotel) \*Industry attendance exclusive to sponsoring company only\*

2:50 – 3:00 p.m., Networking Break

### **Exhibitor Move-Out**

Saturday, April 20, 3:00 p.m. – 4:00 p.m.

## **DISMANTLE AND MOVE-OUT**

All sponsor materials must be removed from the exhibit floor by Saturday, April 20 at 4:00 p.m. Each exhibitor will be responsible for all material handling and coordinating their outbound shipping.

## **EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash left in the booth at the end of the published exhibitor move-out will be considered abandoned and deemed trash. Excessive trash consists of display materials, boxes and/or supplies. The sponsor will be charged for the removal and disposal of these items.

## **SHIPPING INFORMATION**

ACL Live at The Moody Theater will not accept any exhibitor shipments. All exhibit materials must be sent to the W Austin Hotel. Exhibitors will be responsible for the retrieval of their materials and take them to ACL Live during setup. To ensure proper delivery please label all boxes accordingly:

Guest Name / Exhibiting Company Name  
Attn: Events Dept, Lindsey Paterson, TLC Conference  
C/O W Austin Hotel  
200 Lavaca Street  
Austin, TX 78701

Box \_\_\_\_ of \_\_\_\_

The W Austin Hotel has limited storage space. Materials cannot arrive before Monday, April 15. Material arriving before April 15 will be refused. The W Austin Hotel and IDEology Health are not responsible for damaged, lost or stolen items. Exhibitor assumes all responsibility for any material handling and/or shipping charges.

## **BOOTH ACTIVITY FORM**

All exhibitors must submit a Booth Activity Form for review and approval no later than February 20. Booth assignments and approvals will be confirmed by March 4. Distributing fliers and talking with attendees within an exhibit booth are not considered booth activities and do not need to be included in the exhibitor's approval request. Exhibitors who do not submit a Booth Activity Form by the February 20 deadline run the risk of forfeiting a reserved booth space.

## **OUTSIDE VENDOR AGREEMENT & ACL VENUE POLICIES**

ACL Live at The Moody Theater requires all exhibitors to submit an Outside Vendor Agreement & ACL Venue Policies Form. Review and submit to IDEology Health no later than February 20. IDEology Health will forward a copy to ACL on your behalf.

## **WIFI ACCESS**

Complimentary WIFI will be accessible to all attendees and exhibitors.

## **REGISTRATION / NAME BADGES**

Based on your Sponsorship Package, you are eligible for the following number of Full Registrations:

Diamond – 12 Full Registrations  
Platinum – 10 Full Registrations  
Gold – 8 Full Registrations  
Silver – 4 Full Registrations  
Bronze – 2 Full Registrations

In addition, each sponsor is entitled to (2) Exhibit Booth-Only name badges. Complimentary Exhibit Booth-Only badges permit personnel entry into the Exhibit Hall and **DO NOT** allow access to the general sessions.