

# Exhibitor Information Form

Texas Lung Cancer Conference | April 10 – 12, 2025

ACL Live at The Moody Center | Austin, Texas



## IMPORTANT DATES

- **February 24** – Booth Activity Form Due
- **February 24** – Outside Vendor Agreement & ACL Venue Policies Form Due
- **February 26** – Booth Assignments Confirmed
- **March 20** – Hotel Reservation Deadline
- **April 4** – Sponsor Registrations Due
- **April 7** – Shipments Eligible to Arrive at W Austin Hotel
- **April 10** – Exhibitor Move In
- **April 12** – 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 Austin Hotel - TLC Conference](#)

Hotel: The W Austin Hotel

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

Hotel Cut-Off: March 20, 2025

## 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 and PNC Hall at ACL Live. All Diamond, Platinum, Gold, and Silver sponsors will have an exhibit booth in the Music Porch. Bronze sponsors and Advocacy Groups will have an exhibit booth located in the PNC Hall. 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 10, 2:00– 5:00 p.m.

### **Exhibit Hours**

Friday, April 11

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

10:30 – 11:00 a.m., Networking Break

11:45 a.m. – 1:15 p.m., Lunch (at W Austin Hotel) \* **Industry attendance exclusive to sponsoring company only** \*

3:00 – 3:30 p.m., Networking Break

Saturday, April 12

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

10:25 – 10:55 a.m., Networking Break

11:45 a.m. – 1:15 p.m., Lunch (at W Austin Hotel) \* **Industry attendance exclusive to sponsoring company only** \*

2:00 – 2:30 p.m., Networking Break

### **Exhibitor Move-Out**

Saturday, April 12, 2:30 – 4:00 p.m.

## **DISMANTLE AND MOVE-OUT**

All sponsor materials must be removed from the exhibit floor by Saturday, April 12 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 7. Material arriving before April 7 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 24. Booth assignments and approvals will be confirmed by February 26. 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 24 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 24. 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 – 16 Full Registrations  
Platinum – 12 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.