

# SUBMITTING MATERIALS

## **ALL MATERIALS MUST BE RECEIVED BY APRIL 1**

Items that arrive after April 1, 2022 may not be included in the conference bag or on the take-one table.

### **Conference Bag Inserts:**

Please send 2,800 copies of each article type you would like to include as a conference bag insert.

An article type is a flyer, brochure, pen, button or other promotional item. Each article type is considered a bag insert. If you are submitting more than one article type, please register for multiple bag inserts in your registration. Each article type is a separate order.

Please clearly label your box(es) as "Conference Bag Inserts" and number the box(es), for example: Box 1 of 3, 2 of 3, etc...

### **Take-One Table Material:**

Please send 1,000 copies of each article type you would like to include as a Take One table item.

An article type is a flyer, brochure, pen, button or other promotional item. Each article type is considered as one order. If you are submitting more than one article type, please register for multiple Take One table items in your registration. Each article type is a separate order.

Please clearly label your box(es) as "Take One Table" and number the box(es), for example: Box 1 of 3, 2 of 3, etc...

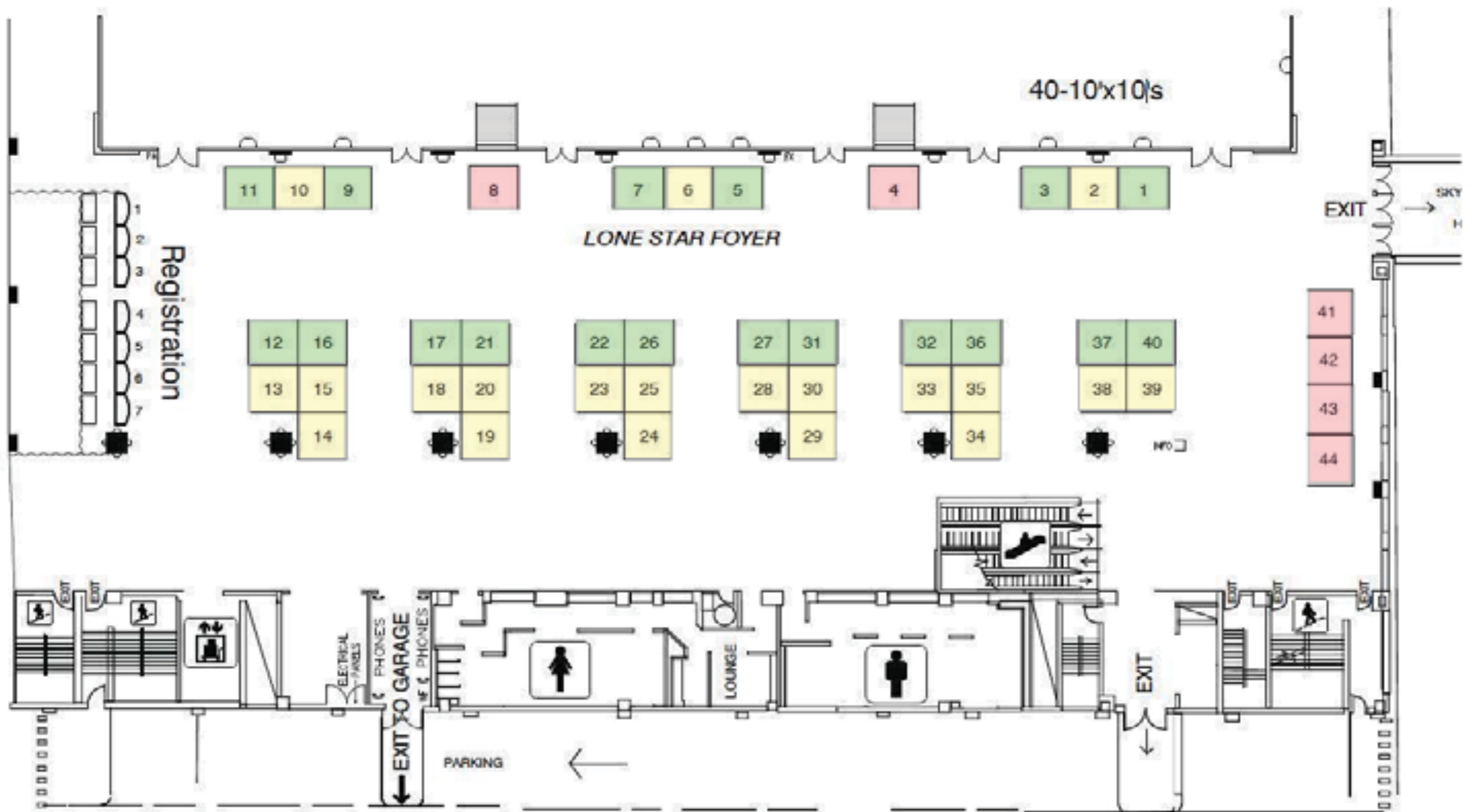
### **Please send all Conference Bag Inserts and Take-One Table Materials to:**

Conference on Crimes Against Women  
4411 Lemmon Avenue, Ste 201  
Dallas, TX 75219  
ATTN: Joseph Lasseigne  
214.389.7773 (if shipping via FedEx or UPS)

*If you ship these items directly to the hotel, we cannot guarantee receipt of your materials.*



# EXHIBIT HALL MAP & HOURS



Sheraton Dallas Hotel - Lone Star Foyer - Dallas, Texas

**Ultimate Level Booths: Pink**

**Deluxe Level Booths: Green**

**Standard Level Booths: Yellow**

Please note: Setup hours on **Sunday, May 22** are tentative. We will update all exhibitors once setup hours have been finalized.

## Exhibit Hours:

Sunday, May 22: Setup only beginning at 3:00 PM

Monday, May 23: 7:00 AM- 4:45 PM (Exhibitors are also invited to the Monday evening networking event which is from 5PM-7PM)

Tuesday, May 24: 7:00 AM- 4:45 PM

Wednesday, May 25: 7:00 AM- 5:30 PM

Thursday, May 26: 7:00 AM- 4:45 PM

(Teardown will begin at 5:00 PM on Thursday, May 26)

# EXHIBITOR DETAILS

## **Internet Access:**

Wireless Internet will be available for no additional cost to all attendees and exhibitors. Ethernet access is also available for an additional fee. Exhibitors needing Ethernet access should contact the Sheraton Hotel at 214-922-8000.

## **Care of Exhibit Space:**

All exhibitors must neatly maintain and keep in good order the exhibit space they have been assigned. The Conference on Crimes Against Women will provide 6' skirted tables in line with the size of the exhibit space.

## **Electrical:**

Electrical must be secured through PSAV. Please see the order form [HERE](#) for more details.

## **Insurance:**

Exhibitors who desire to carry insurance on their exhibits must secure insurance at their own expense.

## **Liability:**

It is expressly understood that the exhibitor agrees to indemnify and hold harmless the Conference on Crimes Against Women (CCAW), Genesis Women's Shelter & Support, the Dallas Police Department, and Sheraton Hotel Dallas from and against any and all liability and property damage or loss arising from or out of the use by exhibitor of the exhibit space.