

# SCHRUG ALLIANCE 2017 CONFERENCE

## EXHIBITOR FACT SHEET

SOUTH CENTRAL HIGHER EDUCATION REGIONAL USER GROUP

July 24-25, 2017

Houston, Texas

### LOCATION

Student Center South at University of Houston  
4800 Calhoun Rd.  
Houston, TX, 77004

### SCHEDULE/EXHIBITOR HOURS

\*\*Please note Exhibitor hours are both days for SCHRUG\*\*

#### Monday, July 24

12:30 PM – 2:00 PM Attendee/Exhibit check-in and table top set up  
2:00 PM – 4:40 PM Exhibitor hours  
6:00 PM – 8:00 PM Networking Social

#### Tuesday, July 25

7:30 AM – 8:30 AM Continental Breakfast  
9:30 AM – 1:20 PM Exhibitor hours (tear down cannot take place prior to 1:20 PM)  
Conference agenda: <https://www.heug.org/p/cm/ld/fid=1993>

### EXHIBITOR AREA

Included with your Exhibitor package is a draped 6' table, 2 chairs, electrical service, wireless internet access, and two (2) full registrations. Tables are not assigned and available on a first come, first served basis (unless you are a Premier National Partner). You may also provide giveaways and/or door prizes (value must be less than \$50 in accordance with conference rules). The projected number of attendees is 350, not including vendors.

### REGISTRATION

Please make sure to use your vendor code to register for the conference prior to arriving onsite. If you need additional registrations, they are available for \$180 each. Please register when **registration opens May 22**: <https://www.heug.org/p/cm/ld/fid=1995>. If you need your vendor code, please contact the person at your company who registered to become an exhibitor at the conference.

### SHIPPING

#### Inbound shipping

Please ship items with **SCHRUG Alliance 2017** and your **company's name** on the label/box no earlier than July 17<sup>th</sup> to the address below:

Attn: Amy Ramirez  
Energy Research Park Building 2  
Office of the University Registrar  
5000 Gulf Freeway, Building 2, Room 224  
Houston TX 77204-2027

Outbound shipping: It is the Exhibitor's responsibility to schedule pick-up of all materials 24 hours in advance via your preferred carrier (UPS, FedEx, USPS). Once pick-up is scheduled with the carrier and after Exhibitor hours on the second day, please take items to registration.

**VENUE/PARKING/TRAVEL ACCOMODATIONS**

Please click on this link for more info: <https://www.heug.org/p/cm/ld/fid=1567>.

**HEUG VENDOR QUESTIONS**

Please contact Tom Chambers, [exhibitors@heug.org](mailto:exhibitors@heug.org) or 602-845-5972.

**ONSITE CONFERENCE HEUG CONTACT:**

If you need assistance while onsite, please contact Lizda Samayoa, [lsamayoa@heug.org](mailto:lsamayoa@heug.org) , 602-792-9181.