



Exhibitor & Vendor Information Packet

Hello,

Below are the listed steps to reserve your items Audio Visual items for your booth at the Galveston Island Convention Center. All Orders must be completed through the payment process 3 days before the Exhibitor Setup Date.

Stage 1: Exhibitor Form and Equipment Choice.

At Stage 1 You will receive an Exhibitor Form and Pricing Sheet. Please return the Exhibitor Form with your item of choice in the spot labeled "Item". Or complete the Online order form. I will then return a quote to you that includes your chosen item and labor for your review along with a Deposit Invoice. The Deposit Invoice will show the amount to be paid to reserve the items along with the due date.

Stage 2: Signed quote and submitted to accounting.

At Stage 2 If everything looks correct and you are ready to proceed with your order, please sign the quote and send it back to Kaylye.hall@ldry.com. Please make sure everything is correct no changes will be able to be made without starting another order. You will receive confirmation of the signed quote and it will be submitted to accounting to start the payment process. Our accounting department will send you an invoice and a dedicated phone line to submit payment. Please for security reasons do not email any forms of payment. All payments have to be made 3 days before.

Stage 3: Payment Processed and Order Confirmed.

Once you have completed the payment process you will be provided with a receipt. I will then reach out to Confirm your order and we will set up your item on the Exhibitor Setup Day.

If you have any questions or concerns along the way please do not hesitate to reach out at Kaylye.hall@ldry.com or 936-419-9946



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An online version of this form can be completed Here: [The Events Company Exhibitor Contact Collection Form](#) or This form can be Completed and Returned to Kaylye.Hall@ldry.com

Contact Info

First Name _____

Last Name _____

Business Name _____

Address _____

City/State/Zip _____

Phone _____ Alt Phone _____

Email _____

On-site Contact

First Name _____

Last Name _____

Cell Phone _____ Work Phone _____

Email _____

Order Information

Name of Event _____

Item _____

Duration Dates _____

Room or Booth Number _____

Payment Method Check Credit Card

This Information is used for direct billing purposes for all Exhibitors / Vendors at the San Luis Resort and Conference Center Properties. Please Contact Kaylye Hall with The Events Company Galveston kaylye.hall@ldry.com with any further questions.



Exhibitor & Vendor Information Packet

TV Packages

Labor not included

40" TV Package	\$325
<ul style="list-style-type: none"> • 40' 4K TV • Heavy Duty TV Stand • HDMI Cable 	
55" TV Package	\$340
<ul style="list-style-type: none"> • 55' 4K TV • Heavy Duty TV Stand • HDMI Cable 	
65" TV Package	\$450
<ul style="list-style-type: none"> • 65' 4K TV • Heavy Duty TV Stand • HDMI Cable 	
82" TV Package	\$650
<ul style="list-style-type: none"> • 82' 4K TV • Heavy Duty TV Stand • HDMI Cable 	

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