



On behalf of the Committee on Annual Meeting it is our pleasure to invite your ministry/organization to exhibit at the Texas Baptists Annual Meeting to be held at the Waco Convention Center located at 100 Washington Ave, Waco, Texas, 76701. The meeting dates are Sunday – Tuesday, November 10-12, 2024. We have a goal of 2,500 church leaders, messengers and visitors for this meeting.

- **EXHIBIT SPACE:** Each 10 X 10 space includes a 8' height back drape. 3' height side drape, 6' table [covered & skirted], 2 standard chairs, wastebasket and ID sign.
- **TABLETOP Hallway Exhibitors** - Companies/organizations that provide ministry-related services. Exhibit space that is separate from the main exhibit area. Each tabletop space includes a 6' table [covered & skirted], 2 standard chairs and a wastebasket. Large stand up floor displays **NOT** permitted. No electricity or hard-wired internet available in this area.
- Carpeting is not provided in exhibit areas.
- Spaces are offered on a first come, first reserved basis. Limited to one (1) space.
- Requests for additional spaces will be determined after July 15.
- **Application Deadline is August 1st.**
- **PRODUCT SALES ARE PROHIBITED** except in the MarketPlace area.
- Display vehicles are not allowed.
- Mylar balloons are prohibited per fire code.
- Helium balloons are **NOT** allowed.
- Open flames are not allowed per fire code.
- **REGISTER:** Only complete applications including full payment who meet application requirements will be considered. Complete and submit the exhibitor registration form online by **August 1, 2024**, at [txb.org/am](https://txb.org/am)

**Please note exhibit categories. ([Click here](#)) for category explanations.**

**INTERNAL Exhibitors** – BGCT Institutions/Organizations/Universities, WMU of Texas, TBM, Denison Forum and Historical Museum

**NON- PROFIT Exhibitors** - Organizations that provide ministry-related services not governed by and/or under the operating authority of the BGCT.

**Must be able to provide a copy of your 501(c)3.**

**MARKET PLACE Exhibitors** - All other organizations including all for profit companies. Additionally, any Internal and/or Non-Profits who engage in a sales function in their exhibit space will be assigned to this category.

- **NEW APPLICANT CONFIRMATIONS:** Will be sent out via email no later than mid-September to main email contact on application. If your application is declined, application fee will be voided and returned promptly.
- **SHIPPING/COST:** Shipping of exhibit and display materials is the responsibility of the exhibitor. Shipping may be scheduled with Superior Expo Services to be received during event load-in days. Refer to the form included in your decorator kit for shipping instructions. The Waco Convention Center does not accept, store, or ship **freight or packages** for exhibitors, delegates, or decorators. Freight must be shipped to and handled by the official show service decorator.
- **MATERIAL PREPARATION:** Anticipating 2,500 messengers and visitors, we recommend that you not print more than 60% or 1,200-1,500 pieces as giveaways for your exhibit.

- **DECORATOR KIT:** Around the middle of September, you will receive a Decorator Kit issued electronically directly from SES containing details to order booth carpet, additional tables, chairs, electrical, etc. Promptly turn in decorator kit requests, including electrical request. Electrical requests received less than 3-days prior to event and on-site, may not be filled. Direct **ALL** questions regarding these services to [service@superior-expo.com](mailto:service@superior-expo.com) or 972-271-7444.



**Booth numbers will be issued at exhibitor check-in.  
Booth #'s is not needed to complete requests for additional services in decorator kit.**

- **FOOD/DRINK ITEMS:**
  - Adherence to the bite-sized food, ½ -1oz pre-packaged candy, confections and food items and 4oz or less beverage policy must be followed.
- **DECORATIONS:** Per Convention Center policy.
  - No hay, confetti, glitter, sand, simulated snow types of material, and like items are permitted.
  - Mylar balloons are prohibited per fire code.
  - Helium balloons are NOT allowed.
  - Open flames are not allowed per fire code.
  - Additionally, adhesive-backed decals may not be given away or utilized.
  - **HANGING BANNERS** are not allowed.
- **EXHIBITOR LOAD-IN/SET-UP:** Saturday, November 9th, 1:00 - 5:00pm and Sunday, November 10<sup>th</sup>, 8:00am-2:00pm. This will be a come and go set up time; access to the loading dock is first come, first served. BSM student volunteers will be available to assist with unloading and transferring resources to your booth space.
- **EXHIBIT HOURS:** Sunday, November 10<sup>th</sup> from 4:00 - 6:30pm. Monday, November 11<sup>th</sup> from 8:00am to 5:30pm. Tuesday, November 12<sup>th</sup>, from 8:00 - 10:00am.
- **EXHIBITOR TEAR-DOWN:** Tuesday, November 12<sup>th</sup> at 10:30am. Access to Chisholm Hall dock will not be available until after 1:00 pm. Arrangements to access Brazos Hall/Hilton hotel dock will be available at 11:00 am. Please do not transport large/heavy, loud noise items through main hallways as the General Business Session is being conducted.
- **PARKING:** The WCC has free parking in and around the entire convention center. There are over 900 parking spots located in nearby parking lots and on the street. *Conventioneers are asked to park in Heritage Square, a city block of surface parking located at 3rd and Austin and bounded by 4th St. and Washington Ave. Trailers and buses should be parked on this lot as well. Trailers, buses, and vehicles taking more than one parking spot are not allowed in the parking lot facing Franklin Avenue. A google map for parking options for viewing by clicking here [Waco Convention Center](#).*
- **FREE WIRELESS INTERNET:** A password will be set prior to event start and displayed throughout the convention center. Reliability is not guaranteed.
- **ADDITIONAL INFORMATION:** Log onto the Annual Meeting website at [txb.org/am](http://txb.org/am) for updated event information, schedule, speakers, negotiated hotels, special events and digital resources.

We are here to serve you. Feel free to contact us if you have any questions. Thank you!  
We look forward to your participation this year!

If you have questions/comments, please e-mail: [annualmeeting@texasbaptists.org](mailto:annualmeeting@texasbaptists.org).