

2022 ANNUAL SESSION AND PRIMARY CARE SUMMIT

EXHIBITOR INFORMATION PACKET

Thank you for exhibiting at TAFP's 2022 Annual Session and Primary Care Summit. If you have any questions or problems, please contact Eva Keidel at ekeidel@tafp.org.

Exhibit dates: October 28-29, 2022

Exhibitor move-in: Thursday, October 27, from 1 to 5 p.m.

Exhibit hours:

- Friday, October 28, from 9 a.m. to 6 p.m.
- Saturday, October 29, from 9 a.m. to 12:15 p.m.

Exhibitor move-out: Saturday, October 29, from 12:15 to 5 p.m.

Location: Tate Ballroom, Gaylord Texan Resort and Convention Center in Grapevine, Texas

[BOOK YOUR STAY](#)

COMMERCIAL EXHIBIT BOOTH DETAILS

- Each 10' x 10' booth will be set with 8' high back drape, 3' high side dividers, one 6' x 30" blue skirted table, two side chairs, and one wastebasket.
- All aisles and booths will be carpeted with existing facility carpet. Exhibitors will be permitted to install additional carpet.

ENHANCE YOUR BOOTH WITH FREEMAN

If you would like to order additional chairs, counters, or other items in your booth, Freeman Services is ready to help!

- Order early to take advantage of discount rates. Place your order by September 29, 2022, to save.
- Please use FreemanOnline to order additional items for your booth:
<https://www.freemanco.com/store/show/landing?showID=511114>

Note: you will be required to enter your unique username and password with Freeman.
If this is your first time to use FreemanOnline, click on the "Create an Account" link.

EXHIBITOR TECHNOLOGY

All utilities and information technology services (i.e., electricity, internet services) are available from the Gaylord Texan using the following link: <http://gaylordtexan.boomerecommerce.com>

[Download the Gaylord Technology Exhibitor Kit](#)

SHIPPING DETAILS

There are multiple ways to get your materials to your booth. The Gaylord Texan is a large hotel and it may be difficult to get a bell cart or assistance to unload items from a personal vehicle. We recommend shipping everything using one of the methods below.

Discount Shipping via Freeman

Freeman will accept crated, boxed, or skidded material beginning September 27, 2022, at the following address. To avoid additional charges, materials should be received by October 20, 2022.

Freeman Warehouse shipping address:

Exhibiting Company Name / Booth #

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C/O Freeman; 5130 Cash Rd Dallas, TX 75247

Material arriving after October 20, 2022 will be received at the warehouse with an additional after deadline charge.

Onsite shipping

Freeman will receive shipments at the Gaylord Texan beginning Thursday, October 27, 2022. Shipments arriving before this date may be refused by the facility or incur additional receiving fees. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Show site shipping address:

Exhibiting Company Name / Booth #

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C/O Freeman

1501 Gaylord Trl, Grapevine, TX 76051-1945

NOTE: All shipping labels and handling costs can be found on FreemanOnline

FedEx shipping through hotel

Shipping through FedEx at the hotel is also an option, but we recommend other methods to ensure your materials are received in time for the show and at the lowest cost to your company.

Contact the FedEx Business Center at the Gaylord Texan for more information about shipping through the hotel at (817) 722-2182 or email: usa5518@fedex.com.