

## Texas PRIMA Sponsor and Exhibitor FAQ's

Q. Where can I find the Texas PRIMA W9?

A. Please [click here](#) to access Texas PRIMA's W9

Q. Can you send me emails regarding the exhibit?

A. Emails will be sent solely to the primary contact listed on the contract. Primary contact is expected to forward all necessary communication to exhibit personnel, etc. Email is sent from [info@texasprima.org](mailto:info@texasprima.org) so be sure to check your spam folder or let your IT department know to whitelist the email address.

Q. When will booth assignments be made?

A. Booth assignments will begin mid-September. Booth assignments are made on a priority-point basis. Points are awarded based on exhibit/sponsorship history with Texas PRIMA. Sponsors will be allowed up to three choices of booth location, based on sponsorship level and history.

Q. My company is a 2025 sponsor, so why I don't see my logo on the website?

A. Sponsorship is conference-to-conference. This year's sponsors will be posted a few days prior to the conference.

Q. I want to plan an event during the conference; what do I need to do?

A. Any event planned during this conference by a sponsor or exhibitor must be approved *prior to conference time* by Texas PRIMA; for pre-approval, contact [conference@texasprima.org](mailto:conference@texasprima.org). Please do not plan events during conference events or sessions. See the schedule-at-a-glance for reference.

Q. What benefits do I receive as a sponsor? Don't I get a free membership? How many booth personnel can I bring?

A. Please visit our [sponsor grid](#) for full details.

Q. How do I assign my sponsor benefits? How do I register my employees for the conference or assign our complimentary membership?

A. Your benefits form and your benefits change request form were emailed to the person who filled out your contract. If you don't see it or you need it resent, contact [conference@texasprima.org](mailto:conference@texasprima.org). If you completed your benefits form but need to reassign booth personnel or purchase additional conference attendees, [click here](#) to complete the change request form. If you need to purchase extra tickets for the luncheons or dinner, you can purchase tickets on-site.

Q. When will I get the pre-registration list?

A. The pre-registration list will be sent to all confirmed sponsors on September 30, 2025. A second list will be sent on October 27, 2025.

Q. I'm not a sponsor, can I get a copy of the pre-registration list?

A. The best option for you is to upgrade to the silver level sponsorship. The cost for moving from exhibit level to silver is \$1,000 and silver level benefits include the pre and post registration lists.

Q. When will I get the exhibit services kit?

A. Beginning of October, after booth assignments are finalized.

Q. What do I do if I need to order electricity or Wi-Fi?

A. The forms for ordering electricity, Wi-Fi, and other a la carte booth items will be found in the exhibit services kit.

Q. Who is the Exhibit Services Company?

A. AEX Convention Services 609-272-1600 or [orders@aexservices.com](mailto:orders@aexservices.com)

Q. When are move in/out hours and show hours?

A. Those details can be found in the exhibit service kit but are listed here:

Move In/Out Schedule

Sunday, Nov. 9: 12 PM - 5 PM Move In

Monday, Nov. 10: 8 AM - 11 AM Move In

Tuesday, Nov. 11: 6 PM – 8 PM Move Out

Wednesday, Nov. 12: 8 AM – 11 AM Move Out

Exhibit Hall Hours

Monday, Nov. 10: 11:30 AM – 5:30 PM

Tuesday, Nov. 11: 9:45 AM – 6 PM