



## 2026 EXHIBITOR PROSPECTUS

The Texas Payroll Conference (TPC) is the largest statewide conference for payroll professionals. This conference has an excellent reputation for providing the industry with subject matter experts and cost-effective RCHs.

### STATISTICS

- Number of Attendees: Average 400-450
- 44.72% of attendees are decision-makers or influence decisions
- 79% of the attendees have more than ten (10) years of payroll experience
- 57% of delegates have managerial or supervisory roles
- 95% of the attendees are from the State of Texas
- 39% of attendees process global payroll
- Attendees represent employees of all sizes:
  - 10,000+ employees ..... 28%
  - 5,001 - 10,000 employees .....13%
  - 1,500 – 5,000 employees ..... 27%
  - 500 – 1,500 employees ..... 13%
  - 0 – 500 employees ..... 19%

### EXHIBITOR BENEFITS

- Fully furnished exhibit booth
- Recognition of sponsorship in conference brochure
- Logo, description and contact information in conference program
- Pre- and post-conference attendee lists
- Complimentary lunch for up to two registered exhibitors

### EXHIBITOR HALL

In order to provide our attendees with an opportunity to view and receive information on the latest products and services that will enhance their ability to improve their department's performance, TPC hosts an Exhibit Hall as part of our conference. You will have an opportunity to meet face-to-face with many of our payroll professionals across the state of Texas and across the country.

### CONFERENCE SPONSORSHIPS

TPC understands that budgets are tight, and companies need to justify each expenditure and quantify the expected return on its investment. The Texas Payroll Conference maximizes the return on investment of time, money and energy. Exhibitors that also sponsor create a mutually beneficial relationship with attendees by increasing brand recognition as well as by showing support for their regional conference.

## EXHIBITOR REGISTRATION

Each 10' x 10' booth rental fee includes two (2) complimentary company representatives' entry into the **Exhibit Hall**. Additional company representatives after two (2) must pay discounted fees to attend the conference or Friday Night Event and may be purchased separately.

### Pricing

- Early-Bird Registration until March 30 \$1,350 per booth
- Regular Registration until June 30 \$1,550 per booth
- Late Registration until Conference \$1,750 per booth

## BOOTH PAYMENT

Full payment of exhibit space is due at the time of registration if paying by credit card. Payment by check is due within twenty-one (21) days of registration. Checks should be mailed to:

Texas Payroll Conference  
1732 Milestone Ridge  
Lewisville, TX 75067

## HOURS OF OPERATION

The Exhibit Hall will be open only during the hours listed; however, TPC encourages all exhibitors to make appointments with prospective clients during the conference. A pre-conference listing of all attendees is sent to all exhibiting companies. Networking is the key to success!

### Hall Hours

- Exhibitor Reception Wednesday 5:45 PM to 7:15 PM
- Wednesday, September 16<sup>th</sup> 5:45 PM to 7:15 PM
- Thursday, September 17<sup>th</sup> 10:00 AM to 5:00 PM
- Friday, September 18<sup>th</sup> 10:00 AM to 2:00 PM

The Conference will be held on September 16 - 19, 2025 at The Woodlands Waterway Marriott Hotel & Convention Center, located at 1601 Lake Robbins Drive, The Woodlands, TX 77380.

## EXHIBITOR HALL THEME

Each year, TPC tries to encourage our exhibitors to get involved in the theme of the conference and the exhibit hall. This year, our conference theme is: *Back to Payroll Basics*. There are many ways to include the theme in your booth design for the conference. We hope you will take advantage of using the theme throughout your time at TPC.

## HOTEL INFORMATION

TPC has contracted with a hotel to provide a discounted rate for the sleeping rooms for our attendees and exhibitors. The hotel is The Woodlands Waterway Marriott Hotel & Convention Center, located at 1601 Lake Robbins Drive, The Woodlands, TX 77380.; Phone: 281-367-9797. Room rate is \$269, and we have limited hotel rooms so book early!

**Check-In/Check-Out Times for all hotels:** Check-in time is 4:00 PM. Check-out time is 11:00 AM.

## GENERAL INFORMATION

### SERVICES & EQUIPMENT PROVIDED

Exhibit booth space is 10' x 10'. Exhibit booths include an 8' back drape and 3' side drapes, two chairs, a 6' skirted draped table, a wastebasket, and a standard header 7" x 44" with name of the Exhibitor.

## LIGHTING & ELECTRICAL

General illumination of the Exhibit Hall is provided. For special electrical needs, internet and telephone lines, Freeman Decorating will provide an Exhibitor Packet approximately 45 days prior to the event. Forms to order these services will be included.

## OPERATING THE EXHIBITS

It is expected that all Exhibitors will conduct their business in a professional manner and will adhere to the rules of the Exhibit Hall as stipulated in this document. **Soliciting or demonstrating by an exhibitor must be confined to the exhibit booth. Printed advertisements must be distributed within the rented space.** Exhibitors may take orders, provided that all transactions are conducted in a manner consistent with the professional nature of the Texas Payroll Conference.

Aisles in front of booths must be kept clear. Objectionable sound devices will not be operated. Engines or any other kind of equipment may be operated only with prior consent from TPC and The Woodlands Waterway Marriott Hotel & Convention Center, located at 1601 Lake Robbins Drive, The Woodlands, TX 77380.; Phone: 281-367-9797. All property destroyed or damaged by an Exhibitor must be replaced in the original condition by the Exhibitor and at the Exhibitor's expense, to the satisfaction of TPC and the party or parties whose property is involved.

**All Exhibitors are asked to comply fully with the following:** Copyright laws forbid the playing of music in any form in the Exhibit Hall without appropriate licensing, payment, and permission from the composer

## LIABILITY & INSURANCE

Upon contracting to exhibit, the Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save TPC, The Woodlands Waterway Marriott Hotel and their insurance agent and company, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installations, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of TPC, The Woodlands Waterway Marriott Hotel, as well as their employees and agents. In addition, Exhibitor acknowledges that TPC and The Woodlands Waterway Marriott Hotel, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses.

## LABOR

Texas is a "right to work" state. Exhibitors have the right to install their own displays.

## EXHIBIT HALL SECURITY

TPC and The Woodlands Waterway Marriott Hotel will do their best to ensure that the Exhibit Hall area is secure. Security of exhibitor equipment and display materials cannot be guaranteed. Exhibitors are strongly encouraged to keep a careful watch on valuables, especially laptop computers. Exhibitors should not leave booths unattended or leave valuables in their booths during non-Exhibit Hall hours.

## INSTALLATION HOURS

Exhibit installation hours will be **Wednesday, September 16, 2026, 1:00 to 5:00 PM** and **Thursday, September 17, 2026, 8:00 to 10:00 AM**. It is the responsibility of each Exhibitor to install his or her exhibit unless arrangements have been made through an outside entity. Crates and large packaging must be unpacked and removed from the Exhibit Hall no later than **10:00 AM on Thursday, September 17, 2026**. The Exhibit Hall will officially open to attendees on **Wednesday, September 16<sup>th</sup> at the Exhibitor Reception from 5:15 to 7:15 PM**. Unless otherwise arranged in advance with TPC, any exhibit space not occupied by **5:00 PM on September 16, 2026** may be canceled or reassigned by TPC without refund to the Exhibitor.

As we get closer to the event, sometimes it may vary, email notification will be sent to the person who is listed as the booth contact person.

## **FREIGHT & STORAGE**

Exhibitors wishing to ship items should contact Freeman Decorating Company or the carrier of their choice directly to arrange for a schedule of fees for handling and storage. Exhibitors handling their own materials should contact The Woodlands Waterway Marriott Hotel, 1601 Lake Robbins Drive, The Woodlands, TX 77380; Phone: 281-367-9797 for a schedule of fees for storage of crates. Freeman Decorating Company will publish a link for freight and storage in July 2025. This link will be forwarded to all exhibitors.

## **DISMANTLEMENT OF EXHIBITS**

It is the responsibility of each Exhibitor to dismantle his or her display. The exhibit space must be left free of trash and discarded exhibit materials. Exhibits may NOT be disturbed, dismantled, or removed before 2:00 PM, Friday, September 18, 2026. **Teardown begins at 2:00 PM Friday and must be completed by 4:00 PM.** All exhibit material must be dismantled and packed by 4:00 PM, Friday, September 18, 2026. If materials are to be shipped, shipping arrangements must be made by the Exhibitor in advance with the carrier of your choice.

## **CANCELLATIONS & REFUNDS**

All cancellations and requests for a refund must be submitted in writing to the TPC address provided. Cancellations received before June 20, 2026 Midnight, will result in the Texas Payroll Conference retaining 25% of the initial payment. Cancellations received between June 21, 2026, and July 21, 2026, will result in TPC retaining 50% of the initial payment. No requests for refunds will be granted after July 21, 2026.

TPC reserves the right to resell sponsorships not paid in full, without notice or refund, after July 16, 2026. TPC reserves the right to deny exhibit space to companies that have overdue account balances with TPC or any of its affiliates.

In the event of cancellation of the Exhibit Hall due to fire, strikes, government actions (including but not limited to actions related to domestic terrorism or war), or other causes beyond TPC's control, TPC shall not be held liable for failure to hold the Conference and Exhibit Hall, and will determine the amount of exhibit fees to be refunded.

## **CONTRACTOR**

The official, exclusive Exhibit Hall Service Contractor is Freeman Decorating. All inquiries about additional booth furniture rental (extra tables or a different table), additional drayage, shipping instructions, booth cleaning, etc. should be addressed to Freeman. Contact information for Freeman will be included in your exhibitor packet and a link to order additional materials will be provided in July 2026.

Items included in the booth space rental fee will be placed in all booths automatically. All other equipment and/or services must be ordered and paid for by the Exhibitor. Negotiations about these matters should be between the Exhibitor and Freeman.

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## **QUESTIONS & INFORMATION**

The Texas Payroll Conference invites you to visit our website at [www.txpayrollconference.org](http://www.txpayrollconference.org) to obtain the most up-to-date information and to see which sponsorships are still available. You may reach our Meeting Planner – Donna Hoye at 972-953-8822 or by e-mail [donna@planitplanners.com](mailto:donna@planitplanners.com) or [exhibitor@txpayrollconference.org](mailto:exhibitor@txpayrollconference.org).