

The 27th Annual Robert C. Sneed
**TEXAS LAND TITLE
INSTITUTE**

DEC. 7-8, 2017 • HYATT REGENCY HILL COUNTRY RESORT & SPA • SAN ANTONIO

THANK YOU FOR BEING A SPONSOR OF THE 2017 TEXAS LAND TITLE INSTITUTE.

Below are important details to maximize your sponsorship:

EXHIBIT SPACE

► Exhibit Set-Up

(look for your company name on your table)

- Wednesday, Dec. 6 — after 8 a.m.

► Exhibit Times

- Wednesday, Dec. 6 — 10 a.m.-6:30 p.m.
- Thursday, Dec. 7 — from 8 a.m.-7 p.m.
- Friday, Dec. 8 — from 8 a.m.- Noon

► Exhibit Tear-Down

- Friday, Dec. 8 — after lunch

► Exhibit Floor Plan

- [Link](#)

► Exhibit Space Details

- One 6-foot draped table and one chair included.

NOTE: 3'x6' table spaces are intended for table-top displays. If you have a pop-up booth or banner stands that won't fit on the tabletop or behind the table, you will need to arrange for a 10' space. 10' exhibit spaces are limited and are given on a first-come, first-served basis.

- Sponsored wireless internet access available.
- Electrical outlet access is available, but we need to know in advance. Please contact kaylee@tlta.com. If you need anything other than a standard 1,000 watt, 120 volt outlet. Please contact kaylee@tlta.com to discuss specific items, i.e. power strip, extension cord, hard-wired internet, etc.
- No signage will be provided, so please bring your own.

SECURITY

Security will be provided overnight on Thursday, Dec. 7 only; however, please be sure to store your valuables and prizes in your guest room.

SHIPMENTS

All sponsor/exhibitor materials/products, etc. shipped to the Hyatt Regency Hill Country for the TLTA programs should be sent to the following address:

Hyatt Regency Hill Country Resort & Spa
9800 Hyatt Resort Drive
San Antonio, TX 78251

Your company name and onsite contact
TLTA Institute – Dec. 6-8, 2017
Hyatt Contact: Ann Spitzer: 210.520.4024

Please make sure that the onsite contact's name and company, the Hyatt contact and arrival dates are clearly visible.

PLEASE NOTE: YOU MUST FILL OUT THIS [FORM](#) OR YOUR PACKAGE WILL BE REFUSED!

All packages should be sent pre-paid and sent **no more than five days** prior to your arrival. Each package will be assessed a package storage/delivery fee and additional handling charges may apply. Please call the hotel 210.647.1234 with any questions.

Once onsite, you may pick up your shipped packages by checking with the onsite UPS office located near Charlie's Long Bar.

To expedite shipping your material home from the Hyatt, please fill out the [form](#) with both incoming and outgoing shipment information and bring pre-printed return shipping label(s) for your boxes. **The use of UPS shipping is strongly encouraged as the hotel has a UPS Store onsite.**

REGISTRANTS AND BOOTH PERSONNEL

Some sponsorship levels include one complimentary Institute and one complimentary Pre-Institute registration, see [brochure for details](#). If you have additional booth personnel who plan to attend, please let kaylee@tlta.com know so she may prepare a name badge for them.

Booth personnel must register and pay to attend any of the meal and reception events. If your booth personnel would like to attend the functions, please have them fill out this [form](#) and return it to kaylee@tlta.com.

If you need to register attendees, [you can register online](#) or [download the printed registration form](#), fill it out and send it in.

Again, if you have booth personnel who will only be working your booth and will NOT attend any TLTA events, please email their name, company name and email to kaylee@tlta.com so we can have a nametag for them onsite to ensure seamless check-in.

Here are the schedules for the [Pre-Institute Doc Prep](#) session, [Pre-Institute Cyber Crime Prevention Update - Scams, Schemes and Your Security](#) session and [full Institute](#).

PRIZE DRAWING

- Please conclude your drawing and submit your winner to TLTA staff on Friday morning.
- You will be responsible for coordinating/shipping your prize to your winner.

ATTENDEE MAILING LABELS

As a sponsor you may request either a set of mailing labels or a one-time use electronic file containing all Institute registrants either prior to or after the Institute. If you would like to receive the one-time use electronic file, [please complete this form](#) and email it to Kaylee Colón at Kaylee@tlta.com. If you would like the set of mailing labels, please email Kaylee and let her know if you would like them mailed prior to the conference or after. You can also access [attendee lists online](#) anytime.

I hope this addresses any questions you might have regarding the TLTA Institute. Please don't hesitate to email or call [Kaylee](#) or [Linda](#) if there is anything we can do to help. We look forward to seeing you in San Antonio and really appreciate your support!