

The 31st Annual Robert C. Sneed  
**TEXAS LAND TITLE  
INSTITUTE**

DEC. 9-10, 2021 • HYATT REGENCY HILL COUNTRY RESORT & SPA • SAN ANTONIO

# THANK YOU FOR BEING A SPONSOR OF THE 2021 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. 8 — after 11 a.m.

### ► Exhibit Times

- Wednesday, Dec. 8 — Noon-6:30 p.m.  
*Please note, Wednesday's exhibit time is the same time as the Pre-Institute Program(s).*
- Thursday, Dec. 9 — from 8 a.m.-6:30 p.m.
- Friday, Dec. 10 — from 8 a.m.- Noon

### ► Exhibit Tear-Down

- Friday, Dec. 10 — after lunch

### ► Exhibit Floor Plan

- [Floor Plan as of Nov. 15, 2021](#)

### ► Exhibit Space Details

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

*NOTE: 3'x6' table spaces are intended for table-top displays of the same size. 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. If you need anything other than a standard 1,000 watt, 120 volt outlet, please contact [linda@tlta.com](mailto:linda@tlta.com) to discuss specific items, i.e. power strip, extension cord, hard-wired internet, etc.

## REGISTRANTS AND BOOTH PERSONNEL

All sponsor levels come with EITHER a complimentary registration OR meal pass for one booth worker.

If you have additional booth workers, you must either purchase a meal pass (\$300) OR register them for Institute (\$675 early/\$755 late). The meal pass provides the opportunity for your staff to network with attendees at events throughout Institute and is being provided at TLTA's cost.

Here is a breakdown of the sponsorship levels and applicable comps:

**Platinum** – One complimentary full registration AND one complimentary meal pass

**Gold** – One complimentary full registration

**Silver** – One complimentary meal pass

**Bronze** – One complimentary meal pass

To register additional full registrants AND/OR additional booth personnel with an exhibitor meal pass, please [register online](#).

## 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:

**ATTN: [Guest Name]**  
**[Company Name] at TLTA Institute – Dec. 9-10, 2021**  
**9800 Hyatt Resort Drive**  
**San Antonio, TX 78251**  
**Box \_\_\_ of \_\_\_ (if applicable)**

Please make sure that the onsite contact's name and company 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 at 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 above 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.**

## PRIZE DRAWING

Please conduct your drawing (if applicable) at the time that best serves your needs. You will be responsible for coordinating/shipping your prize to your winner.

## SECURITY

Security will be provided overnight on Thursday, Dec. 9 only; however, please be sure to store your valuables and/or prizes in your guest room.

## ATTENDEE LIST

As a sponsor you may request 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 Robin Daves at [robin@tlt.com](mailto:robin@tlt.com). You can also access **attendee lists online** anytime.

We hope this addresses any questions you might have regarding the TLTA Institute. Please don't hesitate to email Robin 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!