



## Institute 2026 • Chart Your Course • CC, TX

### Know Before You Go: Important Information for Exhibitors

We are excited to have you join us at the **2026 TRAPS Institute & Expo**, to be held at the Hilliard Convention Center in Corpus Christi, TX! As the event approaches, we want to ensure you are fully prepared for a successful experience.

**Please take a moment to review important details and instructions to ensure a smooth setup and participation.**

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#### Event Details

- **Exhibit Dates:** Wednesday, 2/11, and Thursday, 2/12
- **Venue Name and Address:**  
[Hilliard Convention Center](#)  
1901 N Shoreline Blvd,  
Corpus Christi, TX 78401  
[Get Directions](#)  
Parking is free for all exhibitors.
- **Full Event Schedule** <https://institute.traps.org/schedule/>
- **Exhibit Hall Details:**  
**Wednesday, February 11, 2025**

11:00 am - 4:00 pm	<b>Sponsor Only</b> Load-In
1:00 pm - 4:00 pm	All other <b>Exhibitors</b> Load-In
5:00 pm - 6:30 pm	Expo Hall Open/President's Preview (Appetizers & Cash Bar)
7:00 pm - 9:30 pm	Welcome Social (Offsite at <a href="#">Corpus Christi Museum of Science and History</a> ; Free to attend)

#### Thursday, February 12, 2025

9:00 am - 3:45 pm	Expo Hall Open
9:30 am - 10:15 am	Attendee Refreshment Break
12:30 pm - 1:30 pm	Attendee Lunch in Expo Hall (Exhibitor Lunch included)
2:30 pm - 1:45 pm	Ice Cream Social in Expo Hall
3:45 pm - 7:30 pm	Exhibitor Move-Out

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#### Before You Arrive

##### 1. Badges

- Each 10x10 booth receives (3) Exhibitor badges.
- **Everyone in the Expo Hall must wear a TRAPS official badge.**
- **An Exhibitor badge includes a:**
  - Ticket to the Welcome Social
  - Boxed lunch on Thursday
  - Ticket to Thursday's Awards Dinner
- An Exhibitor badge **does not** include refreshments during the Attendee's breaks or access to the Education Sessions.
- Hilliard will have their concession stand open on Wednesday and Thursday. Coffee, beverages, and snacks will be available for purchase. No cash accepted; Debit and credit cards only. On Wednesday, Chick-fil-A will also be available to purchase near the concession stand.
- **To register your representatives, please complete the attached spreadsheet template, then return to me. Additional badges are \$100 each.**
- **Please register your representatives as soon as possible to ensure they receive future event communication directly from the event mobile app.**

##### 2. Electricity, AV, and WIFI

- To order any AV needs for your booth, such as electricity, please use the link below to connect with the Hilliard Center service provider. WIFI is included with your booth purchase. Wired internet is an additional fee.  
<https://www.hilliardcenter.com/utility-order-form/>. Please contact them directly if you have any questions.

##### 3. Booth Set-Up, Shipping, and Special Orders

- **Superior Expo Services (SES)**, our Expo vendor, will contact you directly about your booth set-up and any additional items you would like to add to your booth. Please contact them at [service@superior-expo.com](mailto:service@superior-expo.com) if you have any



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questions. If you have any issues on-site, please locate the SES representative in the Expo Hall during Load-In hours on Wednesday, 2/11.

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#### On-site at the Event

##### 1. Exhibitor Load In

###### **SPONSOR Load-In and Check-In, Wednesday, 2/11, from 11:00 AM – 4:00 PM**

- If you are a 2026 Institute sponsor, you will have access to the Expo Hall earlier than other exhibitors.
- Each representative must check in at the Exhibitor Registration table inside the Expo Hall between 11:00 AM – 4:00 PM on Wednesday, 2/11.

###### **All Other Exhibitors Load-In and Check-In, Wednesday, 2/11, from 1:00 PM – 4:00 PM**

- Each representative must check in at the Exhibitor Registration table inside the Expo Hall between 1:00 PM – 4:00 PM on Wednesday, 2/11.

##### 2. Exhibit Setup

- Please ensure your booth is completed and ready by **4:30 PM on Wednesday. The President's Preview starts at 5:00 PM.**
- If you have any booth-related issues on-site, please locate the SES representative in the Expo Hall during load-in hours.
- For electricity, AV, and WIFI, please locate the Hilliard representative onsite in the Expo Hall during load-in hours.

##### 3. Welcome Social

- **The Welcome Social will be held at the [Corpus Christi Museum of Science and History](#) on Wednesday, 2/11, from 7-9:30 PM. This event is open to all Attendees, Sponsors, and Exhibitors.**
- Light Appetizers and non-alcoholic beverages included. Alcoholic drinks are not included, but there will be several cash bars.
- The Museum is within walking distance of the Convention Center.

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#### Mobile App & Lead Retrieval Feature

- **PLEASE REGISTER YOUR REPRESENTATIVES AS SOON AS POSSIBLE.** Information about the **TRAPS Event mobile app** will be emailed directly to your registered representatives, including download instructions and how to best use the app before, during, and after the week of the Institute & Expo.
- Each Exhibitor and Attendee will receive a QR code that you can scan to save each other's contact information. We will also provide you with details about our **lead retrieval feature**. The lead retrieval feature is free for all our Exhibitors.

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#### Important Notes:

- **Badges & Access:** Upon arrival at the registration desk, you will receive your exhibitor badge. Be sure to always wear your badge for easy access to the exhibit hall.
- **Event Reminders:** Push notifications in the TRAPS Event mobile app will keep you updated on schedule changes, session highlights, or event announcements. **Make sure you enable these notifications to stay informed.**
- **Policies & Terms/Code of Conduct Guidelines:** Please review our [Policies & Terms/Code of Conduct](#) guidelines for the event, which will be enforced throughout the expo. These policies were provided to you and were a part of the contract signed when your company agreed to be an exhibitor at the event.
- **Parking is free at the Hilliard Convention Center.**
- **The temperature inside the convention center can be chilly. Please dress in layers.**

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#### Need Assistance?

If you have any questions or need assistance during the event, our **Exhibitor Support Team** is here to help. Please locate us at the Exhibitor Registration/Check-In table in the Expo Hall.

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We look forward to seeing you in Allen and wish you a successful and rewarding experience. Thank you for being an important part of the event, and we can't wait to see you soon!