



SPONSOR SERVICE MANUAL

Campus Safety
CONFERENCE 2025

JULY 21 - 23, 2025
AUSTIN, TX

Campus Safety

CONFERENCE 2025

General Information

Welcome to the Campus Safety Conference 2025 Sponsor Service Manual! The information in the pages below is designed to help guide Sponsors through the planning process of exhibiting/sponsoring at CSC 2025. Schedules and deadlines as well as links to addition information, online ordering sites, and order forms are included for your convenience.

Dates & Times

Monday, July 21

8:00 am - 6:00 pm | Registration Open

8:00 AM - 1:00 PM & 3:00 PM - 4:30 PM | Sponsor Showcase Setup | Austin Grand Ballroom

5:00 pm - 6:30 pm | Networking Reception in Sponsor Showcase | Austin Grand Ballroom

Tuesday, July 22

7:00 am - 6:00 pm | Registration Open

7:30 am - 3:45 pm | Sponsor Showcase Open | Austin Grand Ballroom

7:30 am - 8:00 am | Breakfast in Sponsor Showcase

9:30 am - 10:15 am | Coffee Break in Sponsor Showcase

11:15 am - 12:45 pm | Sponsor Demos & Lunch in Sponsor Showcase

3:15 pm - 3:45 pm | Coffee Break in Sponsor Showcase

3:45 pm - 5:00 pm | Sponsor Showcase Teardown | Austin Grand Ballroom

5:00 pm - 6:30 pm | Reception & Raffle Drawing | Austin Taco Project

Wednesday, July 23

8:00 am - 4:00 pm | Sponsor Showcase Teardown

Exhibit Location

Austin Grand Ballroom F&G | 6th Floor

Venue Information

The Hilton Austin is located at 500 E 4th St, Austin, TX 78701.

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Hotel Accommodations: CSC has negotiated special rates for a block of rooms at the Hilton Austin. You can book your hotel accommodations using our [booking link](#). We encourage you to book your room early to ensure availability in the discounted room block. The reservation cut off date is **July 7, 2025**.

Parking: If you are driving to the venue, you can park in the parking structure at the Hilton. The hotel is extending a 30% discount on published self-parking pricing for all attendees.

Registration: All employees who will be working the tabletop must register prior to arrival. All staff passes includes access to the full conference including sessions, sponsor showcase, meals/refreshments, and receptions. Additional staff passes past the allotted two sponsor passes can be purchased for \$225 per person. Kelly Jacobus will be able to provide the marketing code for your allotted two sponsor passes as well as the code for additional passes. You can register your staff [here](#).

Badge Pickup: You will be able to pickup your badge onsite at the CSC registration desk located in the Pre-Function Lobby of the 6th floor.

Invited Buyer Presentation Sponsor: Each Invited Buyer Presentation Sponsor will receive one (1) 20 minute presentation, boardroom style, with 20 Scholars *AV will be provided*.

Tabletop Assignments: Tabletops are assigned by show management for the conference. Tabletops will be positioned in the order of contract signing. If you have any questions, please contact Kelly Jacobus. Kelly will be sending tabletop number assignments to each sponsor.

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Tabletop Information: Each tabletop is provided the following:

(1) 6' draped table

(2) chairs

Carpet

Daily cleaning

Shared WiFi Access

A 6'x8' footprint

Policies and Restrictions: You have the option to bring your own linen or use the hotel-provided one. No additional equipment may be in the surrounding area EXCEPT floor banners. All should be kept within the 6'x8' footprint. **If there is a special circumstance you'd like to discuss, please contact Kelly.Jacobus@Emeraldx.com.** All materials must be displayed on the surface of the table/or within the assigned space. If items such as backdrops, pull-up banners, or other materials interfere with your neighbor's space, you will be asked to take them down.

Audio Visual and Electricity: If you would like to order any additional equipment or electricity through the hotel, please use the portal below provided by our in-house AV provider Encore Global.

Encore Portal - [Order here.](#)

Internet: All Sponsors will have access to our shared conference WiFi. Details will be provided onsite how to log in to the WiFi. If you would like to order a direct internet line for your space, please use the Encore portal above.

Shipping: All packages can be shipped to the hotel, as storage space is limited, the hotel cannot accept deliveries more than **four days prior** to the conference *storage fees may apply*. Charges apply to any materials received more than 4 calendar days before the date of guest arrival, as well as 4 days after guest departure.

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Shipping Continued: Packages should be received during regular business hours and will be available for pickup at the UPS Store inside the Hilton (handling fee will apply).

UPS Hours:

Monday - Friday: 8:00 am - 6:00 pm

Saturday: 10:00 am - 5:00 pm

Sunday: 10:00 am - 4:00 pm

All shipments should be labeled as followed:

To: Your Company Name/Sponsor Representative Name

Campus Safety Conference

c/o: UPS Store Hilton Austin

500 East 4th St

Austin, TX 78701

Box _ of _

For more information about inbound/outbound shipping, delivery fees, packages with special requirements, please see the shipping document at the end of this packet.

If you need to contact UPS directly, please contact
store6086@theupsstore.com | (512)-682-2828

Marketing: We encourage our speakers to help promote and market the event! Reaching your networks helps us grow and create a more well-rounded educational and networking experience. Some suggestions for marketing include...

- Promoting via our social media graphics, Gleanin Links to be sent by Kelly Jacobus.
- Reposting Campus Safety Conference messages on your social media with personalized call-outs.
- Inviting your network to attend the event.

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Lead Retrieval: Lead retrieval will be provided complimentary through the Campus Safety Mobile App. Exhibitors will have access to the app two weeks prior to the conference, allowing ample time to create a profile, connect with attendees, schedule meetings, and explore additional engagement features. Detailed instructions on how to download and navigate the app will be shared by Kelly Jacobus as the event date approaches.