



VENDOR INFORMATION, LOAD-IN & EVENT GUIDE

Welcome Vendors!

Thank you for joining us for TrutherCon 2026! Below you will find essential information regarding setup, schedule, booth provisions, venue rules, and load-out procedures to ensure a seamless weekend.

1. GENERAL EVENT & VENUE DETAILS

- **Event Dates:** Saturday, November 7 – Sunday, November 8, 2026
- **Venue: The Renaissance Dallas Addison Hotel**
15201 Dallas Pkwy, Addison, TX 75001
- **Event Organizers:** Lynsi Skiba & Jeremiah Skiba
Onsite Coordinators: Lynsi Skiba & Shannon Graham
- **Theme / Scripture:** *"As iron sharpens iron, so one person sharpens another."* – Proverbs 27:17

2. BOOTH PROVISIONS & SETUP SPECIFICATIONS

Each vendor registration includes:

- **Table & Seating:** One (1) 6-foot rectangular banquet table and two (2) chairs.
- **Table Covering:** One (1) black fitted/draped tablecloth.
- **Occupancy:** Each Standard comes with 1 General Admission ticket for entry. Every Premium booth comes with 2 General Admission tickets. Any additional tickets can be purchased at the door or online ahead of time. Sign up for the newsletter to get discounts on tickets.
- **Space Constraints:** Displays, pop-up banners, and merchandise racks must stay strictly within your designated footprint and must not block fire exits, adjacent walkways, or neighboring vendor spaces.
- **Electricity & Wi-Fi:** Standard venue Wi-Fi is available. If your booth requires dedicated drop cords, high-speed wired internet, or high-draw electricity, please notify organizers in advance to coordinate with hotel banquet staff. Please note there is additional cost if required.

3. LOAD-IN & SETUP PROCEDURES

3.1 SETUP WINDOW

- **General Load-In:** Saturday, November 7 | 6:00 AM – 8:30 AM
- *Note: All booths must be fully set up, prepped, and staffed by 8:45 AM prior to morning doors opening on both days.*
- **Arrival:** Upon arrival, please report to the registration/organizer desk and ask for the vendor coordinator. They will be there to help you get acquainted with your booth location and answer any onsite questions.

3.2 LOADING DOCK & ARRIVAL LOGISTICS

1. **Unloading Area:** Pull up to the designated Renaissance Dallas Addison Hotel loading / event service entrance.
2. **Unload First, Park Second:** In order to prevent traffic bottlenecks, quickly unload your boxes/crates to your assigned table, move your vehicle to the general hotel self-parking area, and then return to complete your display setup.
3. **Carts & Dollies:** Vendors are responsible for providing their own hand trucks, rolling carts, or dollies. Hotel carts are not guaranteed for vendor use.

4. OPERATIONAL HOURS & VENDOR EXPECTATIONS

- **Saturday, November 7:** 9:00 AM – 6:00 PM
- **Sunday, November 8:** 9:00 AM – 4:00 PM
- **Staffing:** Please ensure your booth is attended by at least one representative during open hall hours. Truthrcon or Renaissance Addison Dallas is not responsible for lost, damaged or stolen property.
- **Trash & Recyclables:** Flatten all empty cardboard boxes and deposit them in designated hotel recycling receptacles before the hall opens to attendees. Keep your booth footprint tidy throughout the day.
- **Overnight:** Any products or equipment must be stored and collected at the end of day. The venue will lock facilities, but there is no guaranteed security for your belongings. We encourage you to pack up valuables and set up again the following morning. Truthrcon or Renaissance Addison Dallas is not responsible for lost, damaged or stolen property.
- **Sales & Transactions:** Vendors are solely responsible for managing their point-of-sale hardware, sales tax collection (State of Texas), and receipt processing.

5. TEAR-DOWN & LOAD-OUT INSTRUCTIONS

- **Breakdown Time:** Sunday, November 8, starting immediately after closing at 5:00 PM.
- **Early Breakdown Policy:** Early teardown before the closing session is strictly prohibited out of courtesy to attendees and fellow vendors.
- **Hall Clearance:** All vendor inventory, signage, and personal equipment must be packed, loaded, and cleared from the ballroom floor by **6:00 PM on Sunday**.
- **Table Return:** Please leave the table and chairs provided in place as well as the black tablecloth. If any other items were borrowed, please return them to the registration/organizer desk upon departure.

6. SUMMARY CHECKLIST FOR VENDORS

- ☐ Signed **TrutherCon 2026 Vendor Agreement** on file
- ☐ Booth payment submitted in full
- ☐ Proof of Liability Insurance submitted (or signed waiver on file)
- ☐ Hand carts/dollies packed for load-in
- ☐ Extension cords & surge protectors (rated for commercial indoor use)
- ☐ Mobile point-of-sale device and backup battery/chargers packed
- ☐ Promotional flyers, business cards, and inventory accounted for