



## Mesquite (Dallas) TX

### Mesquite Convention Center and Exhibit Hall

Exhibit Hall A

1750 Rodeo Drive

Mesquite, TX 75149

<https://www.visitmesquitetx.com/business/mesquite-convention-center/>

**Expo Dates: September 4 -5, 2024**

### Wi-Fi and Electricity Order Information

To order electricity and/or Wi-Fi, please complete [this document](#) and email it to [Katie.butler@atriumhospitality.com](mailto:Katie.butler@atriumhospitality.com) and [Ashley.phillips@atriumhospitality.com](mailto:Ashley.phillips@atriumhospitality.com).

Please also be sure to cc [expolive@ptotoday.com](mailto:expolive@ptotoday.com)

### Food Sampling:

Samples must be 2oz or under. Please email the [Hold Harmless Waiver](#) to [Katie.butler@atriumhospitality.com](mailto:Katie.butler@atriumhospitality.com) with a copy of your COI. The COI requirements are below. Katie will confirm if you are approved for sampling.

*COI Requirements:*

**Additional Insured:**

Atrium TRS III, LP d/b/a Hampton Suites & Convention Center Mesquite  
1700 Rodeo Dr. Mesquite, Texas 75149

**Insurance requirements:**

INSURANCE AND INDEMNIFICATION: Hotel and Group each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising out of its activities or relating to its respective obligations under this Agreement, with liability coverage of not less than \$1,000,000 per occurrence. Group's insurance policy shall name the Atrium TRS III, LP, d/b/a Hampton Suites & Convention Center Mesquite and Atrium Hospitality LP (collectively, the "Hotel Parties") as additional insureds. With respect to any claims or other liability for which Group is responsible, Group's insurance will be primary and not contributory to any insurance maintained by the Hotel Parties. Damage caused by the Group or its attendees or contractors will be the Group's responsibility. The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in meeting rooms. Group will carry workers compensation coverage as required by law. Group will provide Hotel with a copy of their Certificate of Insurance no later than thirty (30) days prior to arrival.

### Link and Instructions for Exhibitor Online Services

Visit the online exhibitor kit at: <https://schoolfamilymedia.com/wp-content/uploads/2024/07/PTOT-09.04.24-PTO-Today-Manual-FINAL.pdf>

### Freight Shipping Information

*\*\*Please be sure to visit the exhibitor kit for freight and drayage requirements and to verify all shipping windows and addresses.*