



General Conference Information

Conference Dates – Arrival & Departure

- In 2023, the conference will kick off with the Founders Cup Golf Tournament at the TPC San Antonio course at 1:00 p.m. on Monday, September 18. The official start of the conference will begin with the General Session & Luncheon at 11:00 a.m. on Tuesday, September 19 (seating for the General Session begins at 10:30 a.m.) The first set of scheduled table-top sessions will begin at 2:00 p.m. Tuesday, September 19. Please note the Member meeting is scheduled for 8:00 a.m. – 9:00 a.m. Wednesday morning, September 20. There is an optional Preferred Supplier meeting scheduled for Wednesday morning from 8:45 a.m. – 9:45 a.m.

Conference Workshops

- Two workshops are scheduled for Tuesday, September 19, 7:30 a.m. – 10:45 a.m. The workshop will run two sessions each with a short break between. This will allow you to attend both workshops. Cost of these workshops are included in your registration fee.

Hotel Accommodations

- The conference will be held at the JW Marriott San Antonio Hill Country.
- To reserve your room, simply call the hotel at 210-276-2500.
- Please be sure to mention that you are with The Evergreen Supply Network and attending the 2023 Partnership Conference. Our group room rate is \$240 per night + tax single or double occupancy. You may also register online from the link located at the Evergreen website www.evergreensupplynetwork.com/PartnershipConference.
- This room rate and room block ends on August 4! So, reserve your room TODAY to confirm both the rate and availability. If you prefer a suite or concierge floor room, please call the hotel directly. Special ESN rates are available for these room types also. Please note If you need to cancel a room, the hotel has a five (5) day individual room cancellation policy.
- We encourage all attendees to register through the group with the JW Marriott. This allows us to meet our room block commitment and keep conference costs lower.

Table-Top/Showcase

- We are combining the Showcase and Table-Top meetings, and every Preferred Supplier will be able to display products in their space. Each Preferred Supplier must purchase at least one (1) 10x10 showcase booth at \$2,000 per booth. Preferred Suppliers may purchase additional booth spaces to create a larger area to display products and conduct one-on-one meetings. Preferred Suppliers may purchase up to a total of eight (8) booth spaces unless we sell out. If we are not sold out by the 7/21/2023 deadline, Preferred Suppliers may purchase additional space. If you wish to get in line for more than eight booths, please email bill@evergreen-marketing.com
- We will still pre-schedule one-on-one meetings as we have in the past. The table-top meeting area in each booth will consist of one 30-inch x 6-foot table with three chairs on either side. This will be provided as part of your booth. This year meetings will be 25 minutes to allow time for business discussions and product demos. In addition, there will be several breaks and open times for Members to visit booths. There will be a total of nearly 14 hours of Showcase/Table-Top meetings.
- SourceOne will be our exhibit vendor in San Antonio. They will reach out to you with additional information and costs regarding outfitting your booth area. Preferred Suppliers will be able to set up their showcase booths on Monday, September 18 beginning at 8:00 a.m.

Meeting Requests

- Click the Table-Top Requests tab in the registration portal to make your appointment requests. We will post confirmed appointments about three to four weeks prior to the conference. For priority appointment scheduling, please submit your requests online by July 21, 2023. Date/time of receipt of your requests will influence your meeting schedule. The early bird gets the worm.
- *NOTE:* All requests turned in after the 7/21/2023 deadline will be processed on a first-in, first-out basis. You are strongly encouraged to complete the online appointment request form as soon as possible -- don't wait until the deadline! There are no back-to-back meetings this year.

Conference Registration

- Conference registration is available in the registration portal. The conference fee is \$595 per person.
- It is a requirement that policy-making staff attend and participate in the Partnership Conference and the table-top meetings. Do your part to show the "spirit of Evergreen." Stay the duration of the conference and clearly demonstrate the value you place in Evergreen and partnering with our Members and Preferred Suppliers.

Summary of Key Deadlines

Hotel Reservations

- August 4, 2023 (room block ends) – Reserve early as block may fill before deadline.

Conference Registration

- Registration of attendees should be completed by August 1, 2023.

Cancellation Policy

- Conference Registrations cancelled after September 1, 2023 are non-refundable.
- Conference Registrations cancelled after August 18, 2023 will not be refunded until after the conference.

If you have any questions, please contact the Evergreen office at 972-242-1600.