



MARCH 22-25, 2022 · WACO, TX

## Exhibitor & Sponsor FAQ – TAM 2022 Annual Meeting

### General

#### **What are the dates of the 2022 TAM Annual Meeting?**

Tuesday, March 22 – Friday, March 25, 2022

#### **Where is the 2022 TAM Annual Meeting?**

The 2022 TAM Annual Meeting is taking place in Waco, Texas. Sessions, keynote speakers and exhibitors will be hosted by the Mayborn Museum at Baylor University (Wednesday & Thursday) and the Dr Pepper Museum (Friday) while tours, evening events and other program activities will take place at host organizations throughout the city of Waco.

Mayborn Museum  
1300 S. University Parks Drive  
Waco, TX 76706

Dr Pepper Museum  
300 South 5<sup>th</sup> Street  
Waco, TX 76701

#### **What is the host hotel for the conference?**

[Courtyard by Marriott Waco](#)

101 Washington Ave  
Waco, TX 76701

We hope you will consider staying at the host hotel, as part of the TAM room block. This will help keep the TAM Annual Meeting affordable to all attendees. The TAM room block is available until **February 28, 2022**. Rates are \$149.99/night for single or double occupancy. Rooms are selling quickly, so be sure to book soon! All event shuttles will run between this hotel to event locations only.

VIP rooms are located at the Hilton Waco (located across the street from the Courtyard) for the rate of \$169/night. If your ticket includes a VIP room, please contact TAM staff for reservation information.

Hilton Waco  
113 S. University Parks Drive  
Waco, TX 76701

#### **How do I make hotel reservations?**

Reservations can be made by calling the Courtyard by Marriott Waco at 254-752-8686, using the group name "TAM," or via the following secure web link:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1632951673933&key=GRP&app=resvlink>

**What is the schedule for the Annual Meeting?**

Annual Meeting events will begin on the afternoon of Tuesday, March 22 with Pre-Conference Tours and the Opening Night Evening Event. The conference will end on Friday, March 25. The preliminary Schedule At A Glance is available [here](#). More details will be published on the [TAM website](#) as they become available.

**Will transportation and parking be provided, or will I have to provide my own?**

Exhibitors will have the opportunity to drive their own vehicles to the Mayborn Museum and Dr Pepper Museum on days when they are hosting/manning a booth.

On Wednesday, March 23, exhibitors should arrive at the Mayborn Museum between 6 and 7 am, driving their car up to the circle driveway in front of the museum to unload and then enter through the front doors. Once done unloading, cars should be moved from the circle driveway and parked in a nearby lot, before returning to set up booth. Parking is available first come, first served in the museum's visitor lot. If the parking lot is full, additional parking is available in lot 2 at the McLane football stadium (which is located behind the museum). It is a short 5-minute walk back to the Mayborn over a pedestrian bridge.

For sponsors hosting a booth at the Dr Pepper Museum on Friday, March 25, parking will also be available on-site at the museum. Access information will be provided as we get closer to the conference.

Bus shuttles will be available to TAM attendees from the host hotels to the Mayborn Museum and Dr Pepper Museums for daytime conference programming, as well as for evening events at area museums. However, due to the on-going pandemic, some attendees may choose to drive their own vehicles to daytime conference activities and programming. Parking is available in the lot directly in front of the Mayborn Museum on a first come, first serve basis. When that parking lot is full, overflow parking is available in Lot 2 at the McLane football stadium (behind the museum).

On Friday, March 25, parking at the Dr Pepper Museum will be very limited, and may not be available to conference attendees. While exhibitors will be allowed to park on-site at the Dr Pepper Museum, all others are encouraged to take the TAM shuttles to and from the museum OR walk from the host hotels to the museum. It is a 10 minute walk from the host hotels to the Dr Pepper Museum and back.

All attendees are encouraged to take the TAM bus shuttles to evening events and receptions, as parking will be extremely limited, and in some cases, not available, at evening event host venues.

Maps will be provided when you check in for the conference. No overnight parking will be permitted at the host museums.

**Payment Policy**

Full payment of exhibit space is due at the time of registration. Payment is accepted via credit card online or by check (due within 21 days of registration). Deadline to register as an exhibitor or advertiser is February 1, 2022. If paying by check please, mail payment to:

Texas Association of Museums  
1108 Lavaca Street - Suite 110 - #626  
Austin, Texas 78701

**Cancellation Policy**

All cancellations and requests for sponsorship or program ad space refunds must be submitted in writing to:

Texas Association of Museums

1108 Lavaca Street - Suite 110 - #626

Austin, Texas 78701

Cancellations received by or before January 1, 2022, will result in TAM retaining 50% of the payment. Cancellations received between January 2 and February 9, 2022 will result in TAM retaining 75% of the payment. No requests for refunds will be granted after February 10, 2022.

**I have a question about the TAM Business Level Memberships.**

Information about the TAM Business Level Memberships is available on page 2-3 of the [Sponsor Opportunities packet](#) or may be found on the [TAM website](#). For additional information, contact TAM staff at [admin@texasmuseums.org](mailto:admin@texasmuseums.org) or by phone at (817) 332-1177.

## **Registration**

### **Registration Policy**

TAM requires each person attending the Annual Meeting to register individually. This allows us to obtain an accurate count for efficient planning. Registration cannot be shared or transferred, without special arrangements through TAM.. Advance payment is required. Online registration is required via <https://www.texasmuseums.org/events/tam-2022-waco>. Payment can be made online or by mail; telephone registrations will not be accepted.

### **What is the last day I can register for a sponsorship, booth or advertisement?**

Sponsorships and booth spaces are limited, so please register early. The last day to register for a booth or a sponsorship that includes a booth is **February 1, 2022** (*although this date can / may be extended at TAM's discretion*). Please note – regular registration rates are through February 1. Late registration fees (increased prices) are from February 2 - 28. Booth registrations will not be accepted after February 1 (unless TAM extends the deadline). Advertisement artwork must be received by the TAM office by February 1, 2022. Ads purchased after February 1 cannot be guaranteed placement in the printed program, although all efforts will be made to accommodate.

### **I am bringing additional staff to man my booth, or I need additional tickets for sponsors or guests.**

Additional tickets to the conference are available on an a la carte basis. You may purchase these as an add-on to your exhibitor, sponsor or advertiser purchase, or in a separate transaction through the general [registration form](#) in the Attendees section. Additional booth personnel may be registered for \$299 each before February 1, 2022; after February 1, this rate will increase to \$399 each. Day tickets may also be purchased and will include lunch for the day of the ticket. The deadline to purchase additional registrations is February 28, 2022.

## **Exhibitor Details**

### **What can/should I bring for a Tabletop Booth?**

Tabletop booths at the 2022 conference will consist of one high-top cocktail table (with linen) and one chair. Exhibitors using this space should plan to bring a limited number of items and plan for a simple setup, and easy mobility (as you'll have to move to another temporary outdoor table for the exhibitor reception on the afternoon of Wednesday, March 23). Company literature, business cards, giveaway or promo items, or small display or demonstration models are encouraged. You may also bring a single pop-up banner (no larger than 3' x 6'). Storage space will be limited and moving assistance or equipment (such as dollies) cannot be guaranteed, so please do not bring more materials than you are able to transport by yourself. Electricity access may be requested, but cannot be guaranteed, although every effort to accommodate will be made. Wi-Fi should be available at the Mayborn Museum and Dr Pepper

Museum. Booth spaces will be assigned on a first-come first-served basis and all booths are subject to the restrictions of the host institution. TAM is unable to accept requests for specific placements.

Please note - for sponsors hosting a booth on Friday, March 25 at the Dr Pepper Museum, booths will consist of a 6 foot table (free upgrade based on the museum's table availability) rather than cocktail table.

### **What can/should I bring for a Tabletop Booth Plus?**

Exhibitors who purchase a Tabletop Booth Plus space at the TAM 2022 conference will be provided with a single 6-foot table (with linen) and one chair (two upon request only). Exhibitors using this space will have room for additional collateral and promo items, and larger display or demonstration materials. Please note – all displays (excluding pop-up banner) should be confined to what fits on your table. Exhibit spaces will be located in museum public spaces, but floor space or clearance surrounding your table cannot be guaranteed. A single pop-up banner (no larger than 6' x 6') may be placed behind your table. Storage space will be limited and moving equipment (such as dollies, lifts, etc.) cannot be guaranteed, so please do not bring more materials than can be transported by the person(s) manning the booth. Electricity access may be requested, but cannot be guaranteed, although every effort to accommodate will be made. Wi-Fi should be available at the Mayborn Museum and Dr Pepper Museum. Booth spaces will be assigned on a first-come first-served basis and all booths are subject to the restrictions of the host institution. TAM is unable to accept requests for specific placements.

### **How many tickets do I receive with my booth, and what is included in the ticket?**

Each exhibitor booth purchase includes one complimentary registration ticket to the TAM Annual Meeting at the Option D Level. This ticket is a 3 Day Complete ticket and includes a seat in the secondary location for keynote addresses (keynote speakers will be live-streamed to these locations), session attendance, all breakfasts, lunches, refreshment breaks and evening events, as well as access to the Best of TAM 2022 On Demand recordings after the event. If your booth is provided as a sponsorship benefit, see the [Sponsor Opportunities packet](#) for details on which ticket option is included.

If you have more than one person helping man your booth, an additional ticket for the extra person must be purchased. Additional tickets to the conference are available on an a la carte basis. You may purchase these as an add-on to your exhibitor, sponsor or advertiser purchase, or in a separate transaction through the general [registration form](#) in the Attendees section. Additional booth personnel may be registered for \$299 each before February 1, 2022; after February 1, this rate will increase to \$399 each. Day tickets may also be purchased and will include lunch for the day of the ticket. The deadline to purchase additional registrations is February 28, 2022.

We highly encourage you to attend the evening events, as that is when much of the networking “magic” happens. This will greatly enhance your experience and allow you to connect with more attendees than manning a booth alone will do.

### **When will the exhibit spaces be open to attendees?**

Exhibitors should plan to man their booths at the Mayborn Museum (on the Baylor University campus) on Wednesday, March 23 from 7:30 am – 6:00 pm (which includes the Exhibitor Reception prior to the evening event) and Thursday, March 24 from 8:00 am – 3:00 pm. Exhibitors who arrive on Tuesday, March 22 are welcome to attend the opening night evening event.

Presenting, Platinum and Gold level sponsors who receive a booth with their sponsorship have the opportunity to exhibit at the Dr Pepper Museum on Friday, March 25 and should plan to man their tabletop booth from 8 am – 1:30 pm.

Exhibitors are welcome and encouraged to stay for the events and post-conference tours on Friday afternoon as well.

**Do I have to man my booth at all times?**

It is strongly encouraged that booths be manned at all times, particularly times when there are large numbers of attendees present, such as during breakfast, refreshment breaks, exhibitor reception, in between sessions, etc. We understand though that everyone needs a break at times, especially exhibitors who are the only ones responsible for their booth, so leaving your booth unattended for short periods of time is at your discretion. Of course, we ask all booth exhibitors, at a minimum, to please man their booth during the exhibitor reception on Wednesday, March 23 from 4:30 – 6 pm. Otherwise, it is up to the discretion of exhibitors as to when they opt to man their booth.

Please note that the museums will be open to visitors during the conference, which means: 1. You'll have the opportunity to also promote your business to museum visitors; and 2. you may not want to leave your booth unattended for too long if you have valuable materials at your booth. If and when a conference staff member is available, they can cover your booth for you should you need to step away for a brief amount of time.

**Can I ship my exhibit materials to Waco?**

Yes, you may ship materials to Waco via the Mayborn Museum. The museum will accept packages up to five (5) days before the conference, so please plan accordingly.

If you are shipping via USPS (smaller parcels only), ship to:

Mayborn Museum c/o TAM 2022  
One Bear Place #97154  
Waco, TX 76798

If you are shipping via UPS or FedEx, ship to:

Mayborn Museum c/o TAM 2022  
1300 S. University Parks Drive  
Waco, TX 76706

**Can I leave my booth set up overnight?**

Displays may be left overnight at The Mayborn Museum at exhibitor's discretion, however, neither TAM nor The Mayborn Museum make any assurances or accept any liability for items left in sponsor booths overnight. For those sponsors who are provided a booth on Friday, March 25 at the Dr Pepper Museum, you must break down your booth on Thursday afternoon at 3 pm and then set up at the Dr Pepper Museum on Friday morning. Set up on Friday will be from 7:00 – 8 am and break down will be from 1:30 - 2 pm.

**My sponsorship includes a booth, what do I need to know?**

If you have purchased a higher-level sponsorship that includes an exhibitor booth, you will be provided with a Tabletop Booth at the Mayborn Museum on Wednesday, March 23 and Thursday, March 24 (Presenting, Platinum, Gold or Silver sponsors) and at the Dr Pepper Museum on Friday, March 25 (Presenting, Platinum and Gold sponsors only.) All other details will be the same. Please refer to the Sponsorship Packet and/or questions above for specific questions.

**Where do I check in when I arrive in Waco?**

If you arrive on Tuesday, March 22 before, you may check in at the TAM registration booth at the Courtyard Waco hotel to pick up your exhibitor registration packet, which includes your badge and

tickets. If you arrive Tuesday night or Wednesday morning, please check in at the TAM registration booth at the Mayborn Museum.

**When and how can I set up my booth at the Mayborn Museum?**

Vendors are able to set up their tables at the Mayborn Museum between 6 and 7 am on March 23. You may pull a car up to the circle driveway in front of the museum to unload and then enter through the front doors. Once you are done unloading, please move your car from the circle driveway and park in a nearby lot, before you return to set up your booth. Parking is available first come, first served in the museum's visitor lot. This should not be an issue at 6 am. If the parking lot is full, additional parking is available in lot 2 at the McLane football stadium (which is located behind the museum). It is a short 5-minute walk back to the Mayborn over a pedestrian bridge. Please do not affix anything to the walls or the floor. Glitter, balloons, and confetti are not permitted. We ask that your booth is set up by 7 am, as visitors will begin arriving at 7:30 am on Wednesday, March 23.

**When and how can I set up my booth at the Dr Pepper Museum?**

Vendors can begin setting up between 7 and 8 am. You can pull up near the museum on Jackson Street and enter through the back door to unload. If the spaces on Jackson are full, the Museum is able to accommodate one vendor at a time pulling into the Courtyard (accessible via S 5th Street) to unload, and then find nearby street parking nearby. Please be ready by 7:45 am, as visitors will arrive around 8 am on Friday, March 25.

When you set up your booth, please note that tampering with floors or walls is not permitted (no tape, push pins, staples, etc.). Additionally, items such as glitter, balloons and confetti may not be used.

**Do I need insurance?**

No.

**Are animals allowed?**

Animals and pets are not permitted in the building except when allowed by the host museum via prior written consent. However, service dogs are permitted.

**Do all exhibitors get access to the TAM attendee mailing list?**

No. Only TAM Business Level members (at the \$500 level) have the opportunity to use the TAM Annual Meeting attendee mailing list. It is a one-time use, either by email or traditional mail, issued by the TAM office approximately two (2) to six (6) weeks after the conference. To take advantage of this offer, you must send a message to TAM at [admin@texasmuseums.org](mailto:admin@texasmuseums.org) by May 1 to take advantage of this benefit. Exhibitors must design, print and deliver/send their traditional mail piece to the TAM office for distribution. Exhibitors are responsible for all associated postage fees.

**What if I need Electricity and/or Wi-Fi?**

Electricity access may be requested, but cannot be guaranteed, although every effort to accommodate will be made. Wi-Fi should be available at both the Mayborn Museum and the Dr Pepper Museum, with specifics on how to access at each location to be available on-site / at check in. .

**Can I pick where my booth is located?**

Booth spaces will be assigned on a first-come first-served basis and all booths are subject to the restrictions of the host institution. TAM is unable to accept requests for specific placements.

## **Sponsor Details**

Please see the [Sponsorship Opportunities packet](#) or the [Sponsor Benefit Chart](#) for details of what is included in each sponsorship level.

### **Does my sponsorship include an exhibitor booth?**

Higher-level sponsorships (Presenting, Platinum, Gold) provide a Tabletop Booth at the Mayborn Museum on Wednesday, March 23 and Thursday, March 24, and at the Dr Pepper Museum on Friday, March 25. Silver level sponsorships include a Tabletop Booth at the Mayborn Museum on Wednesday, March 23 and Thursday, March 24 only. All other sponsor levels are able to purchase a booth on an a la carte basis in addition to the sponsorship at <https://www.texasmuseums.org/events/register?id=23404>. Booths purchased a la carte, outside of a sponsorship, only exhibit on Wednesday and Thursday, March 23 and 24.

### **My sponsorship includes the opportunity to provide a promotional item for the attendee tote bag. How many or what kind of item should I provide?**

If you opt to take advantage of this sponsorship benefit, or have purchased this a swag bag insert sponsorship only, your item (Quantity: 350) must be received by the TAM Meeting Planner no later than March 1, 2022 (this deadline has been extended from the original date of Feb 1). You may choose to provide a printed marketing piece or a small promotional item. All shipping costs are the responsibility of the sponsor. Any leftover items will be retained by TAM unless their return is requested. Before shipping, please contact [monica@manifest-creative.com](mailto:monica@manifest-creative.com) to confirm the quantity and notify of package ETA. Shipping address is as follows:

Monica Rhodes  
TAM Meeting Planner  
1322 Mayberry Circle  
Sugar Land, TX 77479.

### **My sponsorship includes the opportunity to sponsor a session. How does that work?**

Sponsors who choose to take advantage of the opportunity to sponsor a session at the TAM Annual Meeting will be contacted by TAM staff to coordinate session options (although final assignment is at the discretion of TAM). Each session may have only one sponsor, and choices are first-come first-serve. You will also be asked whether you prefer to have a live speaking opportunity or to have a brief (30 second or 1 minute) video played prior to the beginning of the session. If you choose to provide a video, the video file must be provided to the TAM Meeting Planner no later than March 1, 2022. Please send your file via the free file upload and transfer service WeTransfer.com. For questions or technical specifications, contact [monica@manifest-creative.com](mailto:monica@manifest-creative.com).

### **My sponsorship includes the opportunity to display my pop-up banner during evening events. How does that work?**

This sponsorship benefit is available to the Presenting Sponsor and Platinum Sponsors. TAM staff will be in touch with sponsors to coordinate the logistics of securing and displaying banners at one of the evening event venues each night of the conference, and then returning them at the conclusion of the events. To coordinate, reach out to the TAM meeting planner, Monica Rhodes, at [monica@manifest-creative.com](mailto:monica@manifest-creative.com).

### **One of my sponsorship benefits includes the opportunity for recognition from the podium during a plenary event with a brief speech or video and on-site signage with sponsor logo at the event. How do I realize this benefit?**

TAM staff will be in touch to coordinate logistics for this. Your logo and video (if opting for video rather than live remarks) to [monica@manifest-creative.com](mailto:monica@manifest-creative.com) via WeTransfer.com (free file sharing website service) by March 1, 2022.

**How do I post the blog on TAM's website?**

This is a fantastic benefit that will be fulfilled after the 2022 Conference. Once the conference is over, the TAM Administrator will contact you on requirements, dates, etc. If you'd like to get started on drafting your blog post, however, feel free to do so! That way it is ready to submit as soon as TAM reaches out about it.

**How do I provide content for my dedicated e-blast?**

This awesome benefit will be fulfilled after the 2022 Conference. Once the conference is over, the TAM Administrator will contact you on requirements, dates, etc.

**When will I receive the list of attendee email addresses?**

If your sponsorship includes this benefit (please see [Sponsor Benefit Chart](#)) AND you are a Business Level Member of TAM, the TAM administrator will provide this list after the conference is over.

**How do I fulfill my sponsorship benefit of a mention on a TAM social media posts?**

Once the conference is over, the TAM Administrator will contact you on requirements, dates, etc.

**My sponsorship provides my company with a feature (brief description and logo) in a TAM Museline e-newsletter. How do I make this happen?**

This great benefit will be fulfilled after the 2022 Conference. Once the conference is complete, the TAM Administrator will contact you on specifications, dates, etc.

## **Program Advertisements**

**Where will my ad appear?**



Program advertisements for the 2022 TAM Annual Meeting will appear in the print and digital versions of the final conference program. This program will be provided to on-site attendees (hard copy in their attendee tote bag, received upon check in) and available through the TAM website and the conference app Whova.

### What are the specs for my ad?

All ads must be sent to [monica@manifest-creative.com](mailto:monica@manifest-creative.com) by February 1, 2022 to guarantee inclusion in the conference program. Refer to the graphic below for design specifications.

## SPECS & AD REQUIREMENTS

Ad Size	Dimensions	Trim	Bleed
FULL PAGE	7.5" x 10.25"	8.5" x 11"	9" x 11.5"
QUARTER PAGE	3.625" x 5"		
HALF PAGE	7.5" x 5"		
BUSINESS CARD SIZE	3.5" x 2"		

**Finished Program:** 8.5" x 11"

**Press Ready Artwork:**

- All ads must be 300DPI
- Color ads must be CMYK
- Files Accepted: PDF, JPG
- Digital Files Only

**Full Page Ads:**

- All full page ads bleed
- Live Area: 7.5" x 10.25"
- Trim: 8.5" x 11"
- Bleed: 9" x 11.5"

**Half Page Ads:**

- No Bleed
- 7.5" x 5"
- Horizontal Only

**Quarter Page Ads:**

- No Bleed
- 3.625" x 5"

**Business Card Size Ads:**

- No Bleed
- 3.5" x 2"
- Horizontal Only

### Where should I send my completed ad?

All ads must be sent to [monica@manifest-creative.com](mailto:monica@manifest-creative.com) by February 1, 2022 (although this date may be extended at TAM's discretion).

## Conference Programming

### When and Where is the Exhibitor Reception?

The Exhibitor Reception will take place on Wednesday, March 23 from 4:30 - 6 p.m. The reception will be held outdoors in the Historic Village at the Mayborn Museum. All exhibitors will relocate their booths from inside the museum to assigned outdoor spaces in the Historic Village between 3:30 and 4:30 pm. (Another reason why it is important to "travel light!") At the conclusion of the reception, you may opt to move your booth materials back inside the museum (if planning to leave them overnight, which is certainly permitted and encouraged) or pack them up and return them to your hotel room for storage. After the exhibitor reception, we encourage you to return to the host hotels and take the bus provided by TAM to the evening event.

### Where are the Evening Events?

The evening event on Tuesday, March 22 will be held at the [Cameron Park Zoo](#) and the [Waco Mammoth National Monument](#) from 6 - 8:30 pm. Shuttles will run between the host hotels and both evening event venues. .

The evening event on Wednesday, March 23 will be held at the [Texas Ranger Hall of Fame and Museum](#) and the [Texas Sports Hall of Fame](#) from 7 - 9 pm. Buses will transport attendees from the host hotels to the Texas Sports Hall of Fame. Then, attendees will be able to make their way on foot from the Texas Sports Hall of Fame to the Texas Ranger Hall of Fame & Museum. Buses will be available for those with limited mobility between the Texas Sports Hall of Fame and the Texas Rangers Hall of Fame & Museum. At the end of the night, buses will run from the Texas Sports Hall of Fame back to the host hotels.

The evening event on Thursday, March 24 will be held at the [Art Center Waco](#) and [Dr Pepper Museum and Free Enterprise Institute](#) from 6:30 - 9 pm. Buses will run from the host hotels to Art Center Waco (first evening event stop) and then to the Dr Pepper Museum. At the end of the night, buses will transport attendees from the Dr Pepper Museum to the host hotels. .

All attendees are encouraged to use the conference shuttles to travel to/from the evening events, as on-site parking at each host organization will be extremely limited and cannot be guaranteed.

### **Are there any pre-or-post conference tours?**

Yes! There definitely will be! Stay tuned for more information coming soon! Additionally, there's a time block in the conference schedule on Thursday, March 24 from 3 - 5 pm where tours will be offered as well. Info coming soon to the TAM website. If you are interested in signing up, we'd love for you to join! Transportation will not be provided to any of the tours or workshops. However, there will be sign up sheets for carpooling at the registration desk.

## **Whova**

For full details on the conference app for the 2022 TAM Annual Meeting, refer to the Whova guide.

## **Pandemic Considerations**

### **What safety steps are being taken due to Covid-19?**

We are actively monitoring local and state health and safety guidelines as we plan this event and, along with our Waco venue hosts, are working hard to ensure every precaution is taken to keep our event attendees safe. In-person day sessions will be held in multiple locations throughout the host organizations, while evening events, tours and workshops will be held at other venues throughout the area -- with all venues working collaboratively towards the goal of spreading out activities in a way that mitigates risk and ensures the safety and health of our attendees.

Most conference activities will have a max of 50 – 75 attendees per space. Exhibitor booths will be spaced out throughout the host venues.

TAM strongly encourages the use of facial coverings/masks when social distancing is not able to be accommodated. Our host museum venues have increased cleaning measures throughout the meeting spaces, high-touch areas, and public spaces. Sanitization will take place between sessions in meeting rooms.

Hand sanitizer and masks are available for our attendees at the conference registration desk. We have taken a spacious approach to TAM 2022 and will position meeting room set ups to allow for additional spacing. We have planned check-in to be as swift as possible to avoid attendees congregating in long lines. We have increased the font sizes on our badges so attendees can recognize each other from farther away.

Should you feel sick or under the weather during the conference, please refrain from attending the sessions and contact TAM staff.

CDC Recommendations: If you have been vaccinated, the CDC recommends that you wear a mask while indoors at any other facility that has not implemented a mask requirement (published on July 27, 2021).

If you have not been vaccinated, for your safety and the safety of others, the CDC strongly recommends that you always wear a mask for the duration of the event, especially whenever you cannot maintain adequate distance from other attendees.

**Will TAM require a COVID-19 Waiver from all attendees?**

Yes. The waiver will be circulated to all attendees, including sponsors and exhibitors, in advance of the conference via the conference app, Whova. Attendees will be required to complete the waiver and bring it with them to Waco to submit at check in. For those who don't bring it with them, extra copies will be available at registration. The waiver is under development now. Once it is ready, TAM will also provide a link to it on the website and let participants know about the waiver via email.

**If you have a question about sponsorships, exhibitor booths or advertisements that is not in addressed in this FAQ, please contact the TAM meeting planner, Monica Rhodes at Manifest Creative: 281-846-6967 (office), 979-285-8512 (cell) or email [monica@manifest-creative.com](mailto:monica@manifest-creative.com).**

**For questions about Annual Meeting registration or TAM membership, contact TAM staff at [admin@texasmuseums.org](mailto:admin@texasmuseums.org) or by phone at (817) 332-1177.**

**Thank you for supporting the Texas Association of Museums and the 2022 Annual Meeting. We look forward to seeing you in Waco!**