



**Texas Head Start Association 2017 Conference**  
**July 17 – 20, 2017**  
**Sugar Land Marriot Town Square**  
**16090 City Walk Sugar Land, Texas 77479**

## **EXHIBITOR'S POLICY**

**INTRODUCTION:** The conference is an annual event that helps promote strong programs throughout the state of Texas and exhibits are an important part of our conference.

**REGISTRATION:** The registration fee for commercial exhibitors is \$400 plus one door prize for each 8'x10' exhibit booth in the exhibit area. Additional booths may be purchased for \$300 per booth plus an additional door prize. Nonprofit agencies may purchase a booth for \$250 each. The floor plan will show location of available booths. The contract must be filled out completely by **June 2, 2017** to indicate your participation in this event. Registration includes:

- 8'x10' booth, 8' high back drape, 3' high side dividers, 7"x44" one-line identification sign, 1-6 foot draped table, 2 chairs and 1 wastebasket
- Grand Opening Ribbon Cutting and Exhibitors Showcase
- Exhibitors' Social to network with other vendors and THSA Board Members
- Directors' Social to mingle with Directors and THSA Board Members
- A special Head Start Reception on Wednesday evening, July 19, 2017.
- An exhibitor's service manual to assist you with pre-planning
- Hospitality room where the exhibitor can enjoy the refreshments and relax

**DOOR PRIZES/DRAWINGS:** Each exhibitor is asked to donate one door prize per booth purchased. The Exhibit Committee will organize drawings for door prizes during session breaks, lunch, and other key times during the exhibit hours. Winners will be sent to the exhibitor's booth to claim the door prize.

**EXHIBITOR SPACE:** Exhibit space is available on a first-come/first-served basis. Refer to the exhibit floor plan to make your selection. You may designate your first, second, and third choice of booth location on the exhibitor contract. Once the contract and payment are received, you will be notified by email of your confirmed booth assignment. Full payment must be received for your booth to be secured.

**EXHIBITS MANAGER:** A decorating service (Freeman Decorating) will be handling conference exhibits. A confirmation letter and service manual will be sent to you after receipt of the exhibitor contract and fee. The service manual will list additional services such as shipping, handling of materials, storage, electrical connections, extra tables / chairs, telephone service, audio-visual and decorations. *It is important that you order these additional items prior to the event since representatives of Freeman will only be available for a short time during the conference set-up.*

**CANCELLATION AND REFUND:** A written request to cancel must be made by June 16, 2017 in order to receive a 50% refund of the booth(s) cost. No refunds will be made if the space is not used or a written request is not received. After June 16<sup>th</sup>, no refunds of any space will be honored.

**HOTEL ACCOMMODATIONS:** Conference rates of \$159 are available to exhibitors if reserved prior to the cut-off date of June 25, 2017. Please contact the Sugar Land Marriot Town Square, 16090 City Walk, Sugar Land, Texas 77479, (281) 275-8400 and let them know you are with the Texas Head Start Association.

**EXHIBIT SCHEDULE:**

DATE	TIME	ACTIVITY
Monday, July 17, 2017	12:00 p.m.- 4:00 p.m.	Exhibitor Set-Up
Monday, July 17, 2017	6:00 p.m. – 7:00 p.m.	Exhibitors' Social
Tuesday, July 18, 2017	8:30 a.m. – 9:00 a.m.	Ribbon Cutting & Opening of Exhibits
Tuesday, July 18, 2017	6:00 p.m.- 7:00 p.m.	Directors' Social
Wednesday, July 19, 2017	8:30 a.m. – 4:30 p.m.	Exhibits Open
Wednesday, July 19, 2017	5:00 p.m.	Optional breakdown of exhibit space
Wednesday, July 19, 2017	7:00 p.m. – 11:00 p.m.	Head Start Dance/ Reception
Thursday, July 20, 2017	8:00 a.m. – 11:00 a.m.	Exhibitor Breakdown/Move-out
Thursday, July 20, 2017	11:00 a.m. – 3:00 p.m.	Freeman Breakdown

**EXHIBITOR HOSPITALITY ROOM:** Exhibitors are invited to visit the hospitality room and enjoy refreshment and network with conference attendees. A hospitality team member will also visit the exhibit booths throughout the day so you won't have to leave your booth unattended. Please be sure to wear your name badge during exhibit hours.

**DONATIONS AND SPONSORSHIPS:** Texas Head Start Association welcomes all cash donations and sponsorships. You may choose to take advantage of various sponsorship opportunities or buy advertisements in the program booklet (sponsors receive a complimentary ad in the booklet with sponsorship). You and your company will receive recognition and the exhibit committee will do whatever they can to enhance your visibility to potential clients. See our sponsorship form enclosed for more details.

**PROGRAM BOOK AD SPACE:** Ads in the conference program book are available for purchase as follows:

CATEGORY	RATE
Program Cover (outside back cover – color)	\$1,500 Fee
Program Cover (inside front cover- color)	\$1,000 Fee
Program Cover (inside back cover – color)	\$1,000 Fee
1 Full Page (color)	\$500 Fee
½ Page (color)	\$300 Fee
¼ Page (color)	\$150 Fee

Payment must be received prior to submission of advertisement. Ads must be submitted by **June 2, 2017**, and be camera ready. The conference program book is 8" wide and 11" long. Please submit payment with completed form to the **Texas Head Start Association**. If you need additional information, please contact Tywanna Thompson at 713-273-3132 or by email at [tthompson@bakerripley.org](mailto:tthompson@bakerripley.org)

**EXHIBIT AREA REQUIREMENTS:** Exhibitors may bring whatever equipment they like to market their products/services to potential customers. All walk areas must be clear for easy passage.

**EXHIBIT PROTOCOL:** Exhibits must be staffed at all times the exhibit area is open. Exhibitors are responsible for keeping the exhibit area clean and neat. Electrical or other mechanical devices must be muffled so noise does not interfere with other exhibitors. Interviews, distribution of literature, samples and detailing should take place inside booths to avoid interfering with the space of other exhibitors.

**LIABILITY AND INSURANCE:** Exhibitors assume the entire responsibility for losses, damages or injury arising from the exhibitor's displays, equipment or other property on the premises of the Sugar land Marriot Town Square hotel. The exhibitor shall indemnify and hold harmless the Texas Head Start Association and any of its authorized representatives, agents or employees from any and all losses or claims. The Texas Head Start Association does not guarantee against loss or damage of any kind. Exhibitors wishing to insure their exhibit materials, goods and/or wares on exhibit against theft, damage by fire, accident or loss of any kind must do so at their own expense.

**CLEANUP:** Upon move out, exhibitors must take all their materials and leave the area in the same condition as it was given.

**ADDITIONAL INFORMATION:** If you have any questions please contact Tywannia Thompson at [tthompson@bakerripley.org](mailto:tthompson@bakerripley.org) or (713) 273-3132.

**YOU MAKE A DIFFERENCE!**

Thank you for all you do to support families. Your commitment to the Conference helps the Texas Head Start Association continue to be a strong voice for children and families in Texas.

*\*Speak \*Represent\* Advocate\**