



# Exhibitors and Sponsorship Opportunities

TEXAS HEAD START



## **TEXAS HEAD START ASSOCIATION**

### ***About Texas Head Start Association***

The Texas Head Start Association (TXHSA) is a private, not-for-profit membership organization founded in 1985. The Association is dedicated to improving the quality of early care and education for Head Start (HS) and Early Head Start (EHS) children and their families. TXHSA serves as a clearinghouse for its grantees and affiliate groups by providing resources, technical assistance, and training that promote the delivery of quality services. With nearly 200-plus member programs, TXHSA represents more than 80,000 children. The Association's vision is to create an influential Head Start Association driven by volunteers and provide a voice that impacts appropriate policies for young children and their families. TXHSA speaks, represents, and advocates for the Texas 0-5 early childhood community.

### ***About our Annual Training Series***

Every year, hundreds of professionals, parents, and community partners of the Texas Head Start programs gather in Texas for our annual training events. This event is the most significant professional development opportunity for the Texas Head Start community. Our institutes, conferences, and trainings provide an excellent platform for participants to connect with colleagues, gain valuable insights from expert speakers, and attend presentations on best practices, quality initiatives, and emerging child and family development trends. Participants can also explore our exhibits, which are filled with the latest products, resources, and services in this field.

### ***Exhibitors and Advertisers***

TXHSA promotes a platform where individuals can express diverse opinions during our institutes, conferences, and trainings. Therefore, the views and ideas presented at our events may not necessarily align with TXHSA's official stance on a particular matter. TXHSA holds no accountability for any statements of fact or opinion shared at our institutes, conferences, and trainings. Furthermore, including advertisements or exhibitors does not imply TXHSA's endorsement of their products or services.

### ***Exhibitors & Advertisers Prospectus***

You are invited to exhibit at the TXHSA annual 2024 event. Our exhibit is perfect for HS/EHS professionals, parents, and partners. Our target audience is based in Texas, and we expect 200-300 attendees at our institutes, conferences, and training participants, including administrators, managers, educators, parents, and community partners. Please refer to the chart below for more information.

## Event Profile

### Location:

#### [Hilton Anatole](#)

2201 North Stemmons Freeway  
Dallas, TX 75207  
+1 214.748.1200

[CLICK HERE](#) to book your hotel room.  
(opens in new window)

Room Rates - Standard Room Rate  
\$214 per night single/double  
occupancy

\* All Sponsorship requests must be received before **October 30, 2024**, for sign recognition and publication in the program. Sponsorships are limited. Booth locations will also be assigned on a first-come, first-served basis, with priority given to corporate sponsors.

### Event Date:

**November 12-14, 2024**

### Exhibiting Hours

7:45 a.m. to 5:00 p.m.

### Exhibitor Set-up

7:00 a.m. to 7:45 a.m.

## EXHIBITOR SPONSORSHIPS

### TXHSA Exhibitor (Basic Booth) **\$1,500**

Includes 6' exhibit tables, chairs, drapes, two exhibitor. Registrations and an attendee list after the meeting.

### Booth / Refreshment Sponsor **\$2,500**

Primary exhibitor booth + 1/4-page ad in the program, special sign recognition as a refreshment sponsor.

## CORPORATE SPONSORSHIPS

### Corporate Sponsorships **\$2,500-\$15,000**

All corporate sponsorships include an exhibit table, an advertisement in the meeting program, special sign recognition, and online recognition. Additional company representatives may attend. Please refer to the attached Sponsorship-At-A-Glance grid for details of the deliverables based on support levels. Corporate Sponsorships are limited and run for 12 months (November 1, 2024, through October 31, 2025).

## RECEPTION SPONSOR (*no booth*)

### Exclusive Sponsor of Event **\$5,000**

Includes sign recognition at the event, recognition in the program, and attendance for two during the reception (non-sales).



## Sponsorship At-A-Glance

# CORPORATE SPONSORSHIP PROGRAM

2024 TXHSA SPONSORSHIP LEVELS		PLATINUM	GOLD	SILVER	BRONZE
<b>INCLUDED DELIVERABLES:</b>		\$15,000	\$7,500	\$5,000	\$2,500
<b>MEETING RECOGNITION</b>	Recognition of Premier Sponsor by TXHSA President at Annual Meeting	•			
	Recognition of Corporate Sponsor by TXHSA President at the sessions	•	•	•	•
	Recognition of Corporate Sponsor in TXHSA materials*	•	•	•	•
	Recognition of Corporate Sponsor in TXHSA newsletter	•	•	•	•
	Exhibit Table at TXHSA Annual Meeting	•	•	•	•
	Virtual Exhibit at TXHSA Annual Meeting	•	•		
	Meetings with TXHSA President or other Board Member	3	2	1	
	Invitation to speak at TXHSA Annual Meeting**	•			
	Advertisement in Annual Meeting Program	Full	Half	Half	Quarter
	Limit of Sponsorships per category	2	3		
	Additional Company Representatives may attend the Annual Meeting	3	2	1	1
	<b>TXHSA CORPORATE SPONSOR PAGE</b>				
Company Name	•	•	•	•	
Company Logo and Hyperlink	•	•			
Recognition of Premier Sponsor	•				
<b>TXHSAHOMEPAGE</b>					
Company Logo and Hyperlink	•	•			
Company Logo – Prominent	•				
Company Logo – Standard		•			
<b>COMMUNICATIONS</b>					
Receive TXHSA Newsletter for one year.	•	•	•	•	
<b>SPECIAL PROMOTIONS</b>					
Sponsor Spotlight***	•	•	•		

\* Meeting materials include special sign recognition

\*\* Company representative allotted 5 minutes, no product promotion

\*\*\* Sponsor Spotlight: a special communication sent to all members showcasing your company

### Company Information

Company Name		Mailing Address	
City	State	Zip	
Contact Person	Phone Number	Email Address	
Type of Product or Service Exhibition	Will Contact Attend Meeting? <input type="radio"/> Yes or No <input type="radio"/>		

### Company Representatives (Please print the name and email address of the representative(s) who will be staffing the exhibit)

Representative Name	Representative Email Address
Representative Name	Representative Email Address

### Complimentary Options

Would you like to donate a door prize to be drawn by the TXHSA? <input type="radio"/> Yes or No <input type="radio"/>	If yes, indicate the prize donation to be listed on the raffle ticket.
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### Sponsorships

Choose an Exhibitor Sponsorship:	
<input type="radio"/> TXHSA Basic Booth	\$1,500
<input type="radio"/> Booth / Refreshment Break	\$2,500
<input type="radio"/> Reception Sponsor	\$5,000
<input type="radio"/> Bronze Corporate Sponsor	\$2,500
<input type="radio"/> Silver Corporate Sponsor	\$5,000
<input type="radio"/> Gold Corporate Sponsor	\$7,500
<input type="radio"/> Platinum Corporate Sponsor	\$15,000
<b>Total Due</b>	
<b>\$</b>	

### Payment Options

<input type="radio"/> Check Enclosed- Make payable to TXHSA.	<input type="radio"/> Credit Card-Complete Form Below.	<b>If payment is not received by October 30, 2024, your registration will be canceled, and your location will be released.</b>
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### Credit Card Payment (Please Print)

Name on Card		Billing Address	
City	State	Zip	Phone Number
Credit Card Type: <input type="radio"/> Visa <input type="radio"/> Mastercard <input type="radio"/> Amex		Total to Charge: \$	
Card Number	3-Digit Security Code	Expiration Date	
Signature			

### Important Information

<ul style="list-style-type: none"><li>• Payment must be received by October 30, 2024</li><li>• A completed W-9 form is included for your information.</li><li>• For recognition in the official program, please make sure your payment is received by October 30, 2024</li><li>• First come, first served, with display space priority to corporate sponsors.</li></ul>	<b>Return Completed Contract &amp; Application to</b> <b>Texas Head Start Association</b> <b>ATTN: HG Jones &amp; Associates</b> <b>211 West Wacker Drive,</b> <b>Suite 1230</b> <b>Chicago, IL 60606</b>
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## **EXHIBITOR CONTRACT**

Please read the following contract carefully initial where indicated to verify that you have read and understood each item. Please sign at the bottom to accept the agreement and terms. To confirm your booth, you must return the completed application, signed exhibitor contract (4 pages total), and exhibitor registration fee.

## **RULES AND REGULATIONS**

### **EXHIBIT HOURS**

The Exhibit Hall will open at 7:45 a.m. on November 12-14, 2024. Refreshment breaks are scheduled at regular intervals. The exhibits will close at 5:00 p.m. on each day. Please make plans to keep your exhibit booth in place until then.

### **DISMANTLING TIME**

Please note that all booths must be dismantled on November 14, 2024, right after the exhibit closes. Do not dismantle your booth before this time. All exhibits must be removed from the exhibition hall by 5:00 p.m.

### **EXHIBITOR REGISTRATION**

Exhibitor registration will begin at 7:00 a.m. on November 12, 2024, at the TXHSA Registration Desk. Each representative of the exhibition firm will receive an identifying badge. Exhibits must be in place by 7:45 a.m. on November 12, 2024,

### **CLEANING SERVICES**

The hotel will clean all aisles of the Exhibit Hall each evening. Cleaning and maintenance workers are instructed not to enter individual booths.

### **SHIPPING YOUR EXHIBIT**

If you plan to ship your exhibit, contact Exposition Services at the Hilton Anatole Hotel. They will store your exhibition materials and deliver them to the hotel. You can also ship materials directly to the hotel.

### **DECORATING SERVICES**

Each booth has a standard 6' exhibit table, drape, and chair. The exhibit hall is carpeted. Exposition Services can arrange any additional decorating services.

### **IT and ELECTRICAL SERVICES**

All requests for electricity, internet connections, and phone lines must go directly through the hotel.

### **LOSS OR DAMAGES**

The hotel and the TXHSA cannot guarantee against loss or damage, will assume no liability for damages, and will not guarantee the exhibitor against loss of any kind. The exhibitor understands and agrees to be responsible for damage that may occur due to the exhibitor's use of the facility.

### **DOOR PRIZES**

The TXHSA will draw for door prizes using the raffle tickets. We will announce the winners in our business meeting. Please keep the door prize in your booth for pick-up. On the exhibitor application, only list the door prize(s) you would like the TXHSA to draw for. Advertisers must have exhibitors sign the ticket in their program to be eligible for the drawings.

### **SPACE ASSIGNMENT**

The TXHSA reserves the right to assign booth spaces. Space is allocated on a first-come, first-served basis and processed in the order they are received, prioritizing corporate sponsors. You must complete the online or paper application and agree to the terms. Please note that incomplete applications will not be processed until completed.

## **EXHIBITOR CONTRACT**

**PAYMENT- Payment is due once an exhibitor contractual agreement has been submitted and accepted.**

Your exhibitor registration fee must be received by October 30, 2024, to guarantee your booth. If your payment has not been received by October 30, 2024, we reserve the right to cancel your contract and offer the available exhibit space to companies on the waiting list.

**Checks should be made payable to:**

**Texas Head Start Association  
ATTN: H.G. Jones & Associates  
211 West Wacker Drive  
Suite 1230  
Chicago, IL 60606**

**We also accept credit card payments.**

## **CANCELLATION**

If you need to cancel your contract, please notify TXHSA. We will send you written confirmation upon receipt of your cancellation notice. However, please note that according to the terms of this contract, you will be responsible for the exhibitor registration fee if we cannot reassign the canceled space. If the fee has already been paid, it will not be refunded. However, you will receive a full refund if we can reassign the booth.

## **STANDARDS FOR EXHIBITING**

- \_\_\_\_\_ 1. Exhibitors' displays must not obstruct the view of neighboring exhibitors. If your exhibit blocks the view of your neighbor's booth, you will be asked to remove the display obstructing neighboring exhibitors' view.
- \_\_\_\_\_ 2. Sound devices above the conversation level will not be permitted in any booth.
- \_\_\_\_\_ 3. Representatives staffing the booth must remain inside the booth area. Solicitation cannot be made in the aisles or from any area outside of the booth space. Please ensure staff are available to work at the booth during ALL exhibition hours.
- \_\_\_\_\_ 4. Firms not participating in the exhibit are prohibited from distributing literature, samples, etc., in the Exhibit Hall. Evidence of violation of this rule should be reported immediately to a member of the TXHSA staff.
- \_\_\_\_\_ 5. Unethical conduct or infraction of rules on the part of the exhibitor, his representative, or both will subject the exhibitor or his representative to dismissal from the Exhibit Hall. In that event, it is understood that the TXHSA will not issue a refund.
- \_\_\_\_\_ 6. Arrangements for exhibits may neither influence planning nor interfere with the presentation of the educational activity.

## **EXHIBITOR CONTRACT**

By purchasing and using space in the Exhibit Hall, exhibitors agree to follow all rules and regulations. In turn, TXHSA accepts the application for space and agrees to provide the necessary facilities and services as specified in the contract. If any matters are not addressed in the agreement, the TXHSA will resolve them. The TXHSA reserves the right to modify any rule, regulation, or specification when necessary and in the best interest of the TXHSA.

## **SIGNATURE & ACCEPTANCE OF CONTRACT**

I have carefully read and comprehended all the exhibitor contracts and application information. I now confirm that I will adhere to all the rules, regulations, and standards outlined in the contract. I understand that if I violate any of the aforementioned rules, regulations, or standards, I may be asked to leave the meeting without being entitled to a refund. Also, if I cancel my application after it has been accepted, I am accountable for the registration fee, and I will only receive a refund if the space can be reassigned.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_