TEXAS ASSOCIATION FOR PUPIL TRANSPORTATION
42nd Annual Conference and Trade Show
June 25-30, 2015

“Making Tomorrow A Better Day”
Hilton Anatole Hotel ~ Dallas, Texas

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- Bowling Registration online at www.tapt.com
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(For this and other information please visit www.tapt.com)
Dear Vendor:

Thank you for your interest in being a participant in the Texas Association for Pupil Transportation (TAPT) Annual Conference and Trade Show. Enclosed you will find information, rules, and regulations addressing booth sizes, equipment, rental fees, exhibit hours, proposed floor plan, set up and dismantling hours, and a booth and/or bus space reservation form.

Please list in order of preference, the booth space(s) which would be the choices for your company, then complete the registration forms and return them with your fees to the TAPT office. Please list the names of the individuals representing your company exactly as you would like them to appear on the name badge. **Registration and payment should be received in the TAPT Office by June 5, 2015.**

- Booths will be assigned according to the date your completed Exhibitor Registration Form, Booth Request Form and fees are received.
- Upon check in, you will receive your vendor packet, which will include a Vendor Committee Representative Ballot.
- Conference Evaluations will be available on-line after conference.
- The Executive Committee will be announcing Vendor Door Prizes every 15 minutes beginning at 4:30. Vendors may select a time slot for the time you would like your door prize to be announced when you pick up your registration packet. All announcements will take place at the center stage area of the trade show.

We look forward to seeing you there!

Marisa Weisinger
Executive Secretary
Marisa@tapt.com
281.549.6573; Toll-Free 866.561.2121; Cell 281.804.9645
PO Box 488, Kemah, TX 77565
All Exhibitors must register upon arrival at the Exhibitor Registration Desk to secure clearance and badges. Please provide the names of all vendor representatives on the attached form. Badges must be worn and visible while in the convention center and at any TAPT function. The Exhibitor Registration Desk will be located just inside the loading doors to the exhibit area.

The following rules and regulations constitute a bona fide part of the agreement for exhibit space

**EXHIBIT HOURS, INSTALLATION AND DISMANTLING**

**EXHIBIT HOURS:**
- **Pre-Show Preview** – Saturday June 27, 12:00 p.m. to 2:00 p.m.
  This time is designed for designated district purchasing/decision-making representatives, members of the Texas Association for School Bus Technicians (TASBT), and Executive Committee Members to visit and welcome, one on one, with vendors.
- **Trade Show** for all registered conference attendees - 2:00 p.m. to 6:00 p.m.

**INSTALLATION:**
- Vehicle installation: Friday, June 26, 2015 10:00 a.m. to 12:00 p.m. as scheduled.
  You will be contacted with an assigned specific time.
- Fire Marshall: May be present to inspect vehicles per hotel requirements
- Wait Time: You will be instructed as to where to park buses while awaiting your install time.
- Booth set up: Friday 12:30 p.m. to 5:00 p.m., and Saturday 8:00 a.m. to 11:00 a.m.
- All set up activity must be completed and will be stopped at 11:00 a.m. on Saturday June 27.
- Concession Stands: Will be open during the Trade Show for all vendors and attendees.

**DISMANTLING:**
- Vendors may begin dismantling and moving out at the end of the show on Saturday evening from 6:00 p.m. to 9:00 p.m. and from 8:00 a.m. to 12:00 p.m. on Sunday, June 28.
- All materials and equipment must be removed from the exhibit hall by 12:00 p.m. on Sunday.

**PRESIDENT'S AWARDS BANQUET:**
  Saturday, June 27, 6:30 to 10:30 p.m. All registered exhibitors are encouraged to join other conference attendees for an evening of food, fun and recognition.

**Note:** Any deviation from this schedule must be authorized by the Decorator, Exhibitor Chairperson Kathy Barny, and the Texas Association for Pupil Transportation Executive Committee President Joe Hart or Ex-Officio Keith Kaup.
Vendor Events:

*TAPT appreciates the compliance by our vendors in not taking conference attendees
to dinner on evenings when a TAPT event is planned. Your compliance supports our
ability to efficiently project counts for our catered functions. Sunday, June 28th is an
open evening you may wish to utilize for inviting attendees to an evening function.*

NON-LIABILITY

The Texas Association for Pupil Transportation (TAPT) will not be responsible for damage from fire,
theft, accidents or other causes. All reasonable care to prevent loss including security protection and
fire protection will be observed. It is recommended that each exhibitor carry insurance against
damage or theft of the property exhibited. At all times such goods and property remain in the sole
possession and custody of each exhibitor.

On signing the agreement, the exhibitor releases and agrees to indemnify the TAPT, its managers,
officers, members, sponsors or employees and agents. Exhibitors render parties just listed as
harmless from any suit or claim from property damage or personal injury by whosoever sustained.
Additionally, exhibitors, their agents and their employees, on or about the exhibitor’s display area or
arising out of the exhibitor’s participation in the exhibition, including such damage or injury resulting in
part from the negligence of one or more of the previously mentioned indemnities, shall render TAPT
harmless.

The TAPT reserves the right to make such additional conditions, rules and regulations as it deems
necessary to enhance the success of the exhibitor’s show. All local ordinances and union
requirements are automatically incorporated as conditions of the agreement.

*                 *                 *                  *                *

Exhibitor agrees to release, defend and hold harmless the Hilton Anatole Hotel and their agents and
employees from and against any and all losses, costs, damages, liability or expense (including
attorney’s fees) arising out of or resulting from any accident, bodily injury, property loss or damage or
other occurrences to any person or persons including the exhibitor, its agents, employees and
invitees, arising out of or resulting from exhibitor’s use and occupancy of the exhibit area at the Hilton
Anatole Hotel or any part therefore.

*                 *                 *                  *                *
2015 TAPT CONFERENCE AND TRADE SHOW
EXHIBITOR INFORMATION

USE OF SPACE

All sales and advertising activities must be confined to the exhibit booth or immediate areas. Exhibitors may show, discuss explain and demonstrate items or services, but shall not make sales, which result in the exchange of merchandise and or money in the exhibit hall. An exhibitor may conduct cash sales in the booth if the item is strictly transportation memorabilia. Show management will not permit non-exhibitors to canvass, solicit, hold conferences or distribute literature or other promotional devices during the trade show. No exhibitor shall assign, sublet or share space. Wall mounted exhibits shall not extend more than three feet forward from the back wall of the booth or extend more than eight feet above the floor with the exception of such items as school buses. No interference with the light or view of other exhibitors will be permitted.

In the case of the above allowed cash sales, the company/person/organization renting the space must conduct the sales and cannot allow another person that is not connected with the exhibitor to sell from the booth. The exhibitor desiring to make the sale noted above must be responsible for complying with all local, state and federal regulations relative to taxes, permits, etc.

An exhibitor desiring to make limited cash sales in the booth must provide in advance a description of the items to be sold and the cost per item. TAPT, through its Exhibitor Committee, reserves the right to refuse to allow an item to be sold that does not meet the criteria of school transportation memorabilia. The TAPT board also reserves the right to deny the privilege of cash sales at any time. Use of “TAPT” or our logo must be pre-approved.

No cash sales will be allowed on the floor away from the booth or by a non-exhibitor. The TAPT trade show is a closed show except for the registered delegates, companions, special guests or exhibitors. The cash sale of school transportation related memorabilia is for the purpose of providing a service to its members.

Sound equipment may be used for demonstration only. Be mindful of surrounding exhibitors. The volume of the sound or music for demonstration only will be at the discretion of the Exhibitor Chairperson and/or the Executive Board of TAPT.

Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/4 tank. The gas cap must be locked AND sealed by tape; batteries must be disconnected. Vehicles may not be started, run or moved during event hours. The keys must be taken out of ignition. No refueling of vehicles is permitted within fifty (50) feet of the Center. Compressed flammable gasses, flammable/combustible liquids and hazardous chemicals are prohibited.

Glitter, sand, confetti and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the Hilton Anatole Hotel and Exhibit Hall.

All banners and signage must be hung by the show’s General Service Contractors. Exhibitors may not hang banners or signage without approval from show management. The use, distribution and location of all signs, cards and posters are subject to Center's review and control. Handwritten signage not allowed.

Helium-filled balloons are not allowed in the Exhibit Hall. Contact your Event Coordinator for further information concerning a possible waiver to this requirement. There is a $250 fee for any balloons which escape the exhibitor’s display.
The Hilton Anatole has a “no tipping” policy. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the Center.
BOOTH INFORMATION

BOOTHS:

• A single booth is approximately ten feet wide by ten feet deep.
• The sides and the backs of the booths will be draped.
• Each booth will have one identification sign, hanging from the top rear of the booth.
• Each booth will be equipped with a 6’ skirted table, 2 chairs and a waste reciprocal.
• Electrical connections and carpeting requests must be made to the decorator. (Freeman Exhibitor Services, 214-634-1463)

The decorating company will provide additional information to you approximately one week after booth rental is confirmed.

EXHIBIT BOOTH AND BUS SPACE FEES:

• In-line booth space: $600 (Includes registration for two attendees and one TAPT Membership)
• Premium In-line booth space: $700 (Includes registration for two attendees and one TAPT Membership)
• Corner booth space: $650 (Includes registration for two attendees & 1 TAPT Membership)
• Premium Corner booth space: $750 (Includes registration for two attendees and one TAPT Membership)
• Bus space, 10 x 30: $800 (Includes registration for two attendees and one TAPT Membership)
• Bus space, 10 x 40: $1150 (Includes registration for four attendees and one TAPT Membership)
• Bus space, 10 x 50: $1500 (Includes registration for six attendees and two TAPT Memberships)

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NOTE: The TAPT Executive Committee has authorized a multi space discount for vendors exhibiting at the trade show this year. For the second and subsequent space(s), of equal or less value, there will be a 10% discount.

(See Floor Plan on Page 10. Use your zoom button to view in larger text)
2015 TAPT CONFERENCE AND TRADE SHOW
EXHIBITOR INFORMATION

BOOTH REQUEST

Please indicate booth choice:  
1st Choice ___________________  
2nd Choice ___________________  
3rd Choice ___________________

Please indicate bus space choice:  
1st Choice ___________________  
2nd Choice ___________________  
3rd Choice ___________________

Please TYPE or PRINT clearly the company name you wish to display on the sign for your booth:

__________________________________________

Contact Person: __________________________________________

Position with company: ________________________________________

Email address: ____________________________________________

Mailing Address: __________________________________________

City: ___________________ State: ______ Zip: ________________

Phone: (___) ___________ Cell: (___) _______________________

Name of alternate contact: ________________________________

Enclosed fees include:

$ ___________ In-line booth $600 each (Premium $700)
$ ___________ Corner booth $650 each (Premium $750)
$ ___________ 10’ x 30’ Bus space $800
$ ___________ 10’ x 40’ Bus space $1150
$ ___________ 10’ x 50’ Bus space $1500
$ - ___________ 10% discount for 2nd and subsequent spaces of equal or less value
$ ___________ Optional contribution to TAPT - Special recognition in the program.

Please see optional sponsorship opportunities attached below.

$ ___________ TOTAL ENCLOSED

Please send the Exhibitor Registration and Booth Request forms as soon as possible and no later than June 5, 2015 to:

TAPT
PO Box 488
Kemah, TX 77565
Email: Marisa@TAPT.COM
TEXAS ASSOCIATION FOR PUPIL TRANSPORTATION
42nd Annual Conference and Trade Show
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“Making Tomorrow A Better Day”

Hilton Anatole Hotel
2201 N. Stemmons Freeway
Dallas, TX 75207
www.hiltonanatolehotel.com
214-748-1200

EXHIBITOR REGISTRATION

Company Name: ________________________________________________________________

Type of Product/Service: __________________________________________________________

Please TYPE or PRINT clearly the specific name(s) desired for each exhibitor badge for individuals who will be representing your company in the contracted booth space.

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________
6. __________________________________________________________

(Please attach a separate sheet for additional names.)

EXHIBITOR AGREEMENT

I, (PRINT) ____________________________________________ representing my company, understand the information in the packet and I agree to comply with the rules and regulations as set forth by the Hilton Anatole Hotel, and the Texas Association for Pupil Transportation.

Signed: ______________________________________

Title: ______________________________________ Date: __________________________

Please return this form with the booth information and fees to:
TAPT, PO Box 488, Kemah, TX 77565
Email: Marisa@TAPT.COM
**Sponsorship Opportunities**

*TAPT appreciates our Vendor Sponsors who support the organization’s endeavors to enhance the safety of Texas students. All donations are welcome and appreciated. You may make an undesignated donation of any amount.*

<table>
<thead>
<tr>
<th>Event</th>
<th>Sole sponsorship</th>
<th>Current vendor commitment</th>
<th>Sign at event, table sign for vendor, recognition in program and during events as possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breaks</strong></td>
<td></td>
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<tr>
<td>Thursday – Tea/lemon aid break</td>
<td>$1,000</td>
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<tr>
<td>Friday - am coffee break - cert classes</td>
<td>$2,500</td>
<td></td>
<td></td>
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<tr>
<td>Friday - pm tea/lemonade/snack break - cert classes</td>
<td>$5,000</td>
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<tr>
<td>Saturday - am break for general session</td>
<td>$3,000</td>
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<tr>
<td>Saturday - pm tea/lemonade/snack break - cert classes</td>
<td>$1,200</td>
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<tr>
<td>Sunday - am coffee break - cert classes</td>
<td>$2,500</td>
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<tr>
<td>Sunday - pm tea/lemonade/snack break - cert classes</td>
<td>$5,000</td>
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<tr>
<td>Monday - am coffee break - cert classes &amp; sessions</td>
<td>$3,000</td>
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<tr>
<td>Monday - pm tea/lemonade/snack break-cert &amp; sessions</td>
<td>$5,000</td>
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<tr>
<td><strong>“Roadeo” Activities</strong></td>
<td></td>
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<tr>
<td>Friday - regular roadeo meals, breakfast/lunch</td>
<td>$2,000</td>
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<tr>
<td>Friday - spec. ed. roadeo meals, breakfast/lunch</td>
<td>$2,000</td>
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<tr>
<td>Friday - regular roadeo trophies/expenses</td>
<td>$2,000</td>
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<td>Friday - spec. ed. roadeo trophies/expenses</td>
<td>$2,000</td>
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<tr>
<td><strong>Meals</strong></td>
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<tr>
<td>Saturday - Presidential / Awards Banquet</td>
<td>$30,000</td>
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<tr>
<td>Monday - Continental Breakfast/Breakout</td>
<td>$12,000</td>
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<td>Tuesday - Honoree Breakfast</td>
<td>$12,000</td>
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<tr>
<td><strong>Scholarships</strong></td>
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<tr>
<td>Sherwood</td>
<td>$1,000</td>
<td>$1,000</td>
<td>committed</td>
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<tr>
<td>Raney - hearing impaired student</td>
<td>$1,000</td>
<td>$1,000</td>
<td>committed</td>
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<tr>
<td>Vo-Tech - vocational or technical school student</td>
<td>$1,000</td>
<td>$1,000</td>
<td>committed</td>
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<tr>
<td>Billingsley - up to 4 years</td>
<td>$1,000</td>
<td>$1,000</td>
<td>committed</td>
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<tr>
<td>Davenport - medical profession student</td>
<td>$1,000</td>
<td>$1,000</td>
<td>committed</td>
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<tr>
<td>Woods - Diabetic student - up to 2 years</td>
<td>$1,000</td>
<td>$1,000</td>
<td>committed</td>
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<td><strong>Employee of the Year Awards</strong></td>
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<tr>
<td>Above &amp; Beyond</td>
<td>$200</td>
<td>gift card</td>
<td>committed</td>
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<tr>
<td>SN Driver of the Year</td>
<td>$100</td>
<td>gift card</td>
<td>committed</td>
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<tr>
<td>SN Attendant of the Year</td>
<td>$100</td>
<td>gift card</td>
<td>committed</td>
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<tr>
<td>Regular Driver of the Year</td>
<td>$100</td>
<td>$100</td>
<td>committed</td>
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<tr>
<td>Operations Specialist of the Year</td>
<td>$100</td>
<td>$100</td>
<td>committed</td>
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<tr>
<td>Operations Supervisor of the Year</td>
<td>$100</td>
<td>$100</td>
<td>committed</td>
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<tr>
<td><strong>TAPT - related events</strong></td>
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<tr>
<td>Golf Tournament Trophies/expenses</td>
<td>$1,500</td>
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<tr>
<td>Bowling Tournament Trophies/expenses</td>
<td>$1,500</td>
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42nd Annual Conference and Trade Show
June 25-30, 2015

“Making Tomorrow A Better Day”

Schedule At A Glance:

(All activities will be at the Hilton Anatole Hotel)

**Thursday, June 25, 2015**
10:00 am - 5:00 pm............................................................. Certification Classes
4:00 - 6:00 pm................................................................. Early Conference Registration

**Friday, June 26, 2015**
7:00 - 10:00 am............................................................... Conference Registration
6:30 am......................................................... Shuttle Buses for ALL Roadeo Participants/Judges
7:30 am............................................................... Regular “Roadeo” Judges Meeting & Training
7:30 am ............................................................... Special Needs Judges Meeting & Training
7:00 am – 1:00 pm............Regular and SN Team “Roadeo”, Carrollton-Farmers Branch ISD Stadium
8:00 am - 4:00 pm............................................................TASBT Classes
8:30 am – 4:00 pm............................................................... Certification Classes
9:45 - 10:15 pm.............. (alternating classes will break for 15 minutes each) Beverage Break
11:30 am – 1:00 pm......................... (Shuttles Provided) Lunch on Your Own
8:00 am -1:00 pm............................................................ Golf Tournament
2:30 - 5:00 pm............................................................... Conference Registration
2:15 - 2:45 pm.........................(alternating classes will break for 15 minutes each) Beverage Break
5:00 pm............................................................... “Meet, Greet and Bowl”
6:00 – 10:00 pm............................................................... Bowling Tournament

**Saturday, June 27, 2015**
7:00 - 10:00 am............................................................. Registration
8:00 am - 12:00 pm..........................................................TASBT Classes
7:30 - 8:45 am ................. Past Presidents/Retired Members Breakfast – By invitation only
9:00 - 10:30 am............................................................. Opening Ceremonies
10:30 -10:45 am.............................................................. Beverage Break
10:45 -12:00 pm............................................................... 1st General Business Session
12:00 - 2:00 pm............................................................ Open Lunch - Shuttle to nearby restaurants
12:00 - 2:00 pm                  Preview Trade Show for Directors and TASBT Members (Ticket)
(Concession Stands Open for all Vendors and Attendees)
2:00 - 6:00 pm                      Trade Show for all registered attendees
2:30 - 5:00 pm                      Conference Registration
3:00 - 6:00 pm                      Certification Classes
4:15 - 4:45 pm                      (alternating classes will break for 15 minutes each) Beverage Break
6:30 - 10:30 pm                     (Ticket Required) President’s Awards Banquet

- Presentation of Roadeo Winners
- Above & Beyond Award
- Specialist of the Year Award
- Supervisor of the Year Award
- Regular Driver of the Year Award
- Special Needs Driver of the Year Award
- Attendant of the Year Award
- Vendor Honoree
- Presentation of President’s Ring

Sunday, June 28, 2015
7:00 - 10:00 am                      Conference Registration
7:00 - 7:45 am                      Non-Denominational Church Service
8:00 am - 4:00 pm                   TASBT Classes
8:30 am - 4:00 pm                   Certification Classes
9:45 - 10:15 am                     (alternating classes will break for 15 minutes each) Beverage Break
11:30 am - 1:00 pm                  Shuttle to nearby restaurants/Lunch on Your Own
2:15 - 2:45 pm                     (alternating classes will break for 15 minutes each) Beverage Break
2:30 - 5:00 pm                     Conference Registration

Open Evening

Monday, June 29, 2015
7:00 - 8:30 am                      Conference Registration
7:30 - 8:15 am                      Continental Breakfast – Early Bird Breakout (ticket required)
8:30 am - 4:00 pm                   Breakout Sessions
8:30 am - 4:00 pm                   Certification Classes
9:45 - 10:15 am                     (classes will break for 15 minutes each) Beverage Break
11:30 am - 1:00 pm                  Shuttle to nearby restaurants/Lunch on Your Own
2:15 - 2:45 pm                     (classes will break for 15 minutes each) Beverage Break
6:00 - 9:00 pm                     (Possible Monday Evening Event)
Tuesday, June 30, 2014
8:00 - 9:45 am ................................................................. (Ticket Required) Honoree Breakfast
  ♦ Presentation of TAPT Honoree
  ♦ Billingsley Memorial Scholarship
  ♦ Ryan Woods Foundation Scholarship
  ♦ Chalk’s - TAPT Vo-Tech Scholarship
  ♦ Diane Sherwood Scholarship
  ♦ Pat Raney Memorial Scholarship
  ♦ Fred Oppermann Memorial Scholarship
  ♦ TAPT Student Scholarship and TAPT Adult Scholarship
  ♦ Speech Contest Winner
  ♦ School Bus Safety Poster Contest Winners

9:45 - 10:00 am........................................................... Break

10:00 - 11:00 am.......................................................... Second General Session

  • Treasurer’s Report
  • President’s Award
  • Introduction of 2015-16 TAPT Officers
  • Introduction of 2015-16 TASBT Officers
  • Chalk’s Scholarship/TV Drawing
  • TAPT Scholarship/Fund Raiser Drawings (2 TVs and 1 $1000 Gift Card)

Tickets for the TAPT TVs and the $1000 Gift Card Scholarship Fund Raiser are available through your local Area Directors, at the Chapter Meetings, or at the Conference.

11:00 am ..................................................................................... Adjourn

11:30 am - 1:30 pm.......................................................... TAPT Executive Committee Meeting
  (Incoming and outgoing Officers are asked to attend)
Hilton Anatole Hotel  
2201 N. Stemmons Freeway  
Dallas, TX 75207  
www.hiltonanatolehotel.com  
214-748-1200

Map and Directions

The Hilton Anatole Hotel is located at 2201 North Stemmons Freeway (I-35E) on 45 lush acres just north of the downtown Dallas, Texas business district only 20 minutes from Dallas-Ft. Worth International Airport and 10 minutes from convenient Dallas Love Field Airport. The hotel property may be accessed from its bordering streets; I-35E, Market Center Blvd. and Wycliff Avenue.

Take I-35E North to Market Center Blvd. Turn left onto Market Center Blvd. and you will see the hotel on the right.
Directions from Dallas/Fort Worth International Airport:
Take south airport exit (Hwy 183 East); merge with I35E South. Go about 4 miles, then exit Market Center Blvd. Hotel is on the right hand side. Between Market Center and Wycliff.
Distance from Hotel: 14 mi. Drive Time: 20 min.

Transportation to and from the airport: (Type and typical amount)
Limousine 110.00 USD
Super Shuttle 19.00 USD
Rental Car prices vary
Taxi 40.00 USD

Directions from Dallas Love Field Airport:
Exit airport and turn right onto Mockingbird; make a left to get onto 35E South; exit Market Center Blvd. Hotel is on the right hand side. Between Market Center and Wycliff.
Distance from Hotel: 6 mi. Drive Time: 10 min.

Transportation to and from the airport: (Type and typical amount)
Limousine 110.00 USD
Super Shuttle 17.00 USD
Taxi 20.00 USD

Parking: (Note: TAPT fee will be half of regular parking fees listed below)
Self-parking: $19.00 (Parking Lot), Valet parking: $29.00
Secured available; covered not available; In/Out privileges available
Over-night & Lost Ticket: Self-$19, Valet-$29

For additional information, please call the Hilton Anatole at 214-748-1200