

Texas Association for Pupil Transportation

Exhibitor Information

43rd Annual Conference & Trade Show

Ford Park Center, Beaumont, Texas

Sunday, June 26, 2016 – 10:00 am to 4:00 pm

Conference Theme: “*Let the Good Times Roll!*”

Thank you for being a part of our 43rd Annual Conference and Trade Show. The following information is provided to make this event welcoming and successful for you and your company. Enclosed you will find information, rules, and regulations addressing booth sizes, fees, equipment, exhibit hours, exhibit hall floor plan, set up and dismantling hours.

This year you will have the opportunity to register and pay on line for your booth space. Registration and payment must be complete before June 3, 2016.

During the registration process, you will be required to “Accept” the *Non-Liability* and *Use of Space* policies. You can read both forms below.

- Booths will be assigned according to the date of completed registration and payment.
- You may charge your booth space fees by credit card or mail payment by check.
- When you register, you will be asked to enter the name of the representative who will be the Business Associate Member for your company. Additional Business Associate memberships may be applied for online at www.tapt.com.
- Once your registration is approved and confirmed, you will receive an email with your assigned booth space number(s) and a link to enter the names of your attending representatives. (*Please note the allowable number of badges per booth/bus space rental.*) You will be given the opportunity to purchase additional badges.
- All exhibitors should check in at the Vendor Registration Booth.
- Upon check in to the Exhibit Hall, you will receive a packet with badges, lunch tickets and banquet tickets.
- Vendors will have the opportunity to pick up lunch 15 minutes before posted lunch time for attendees.
- Please do not begin dismantling of your booth display until the end of the trade show.
- Door prizes will be awarded throughout the day to encourage participation. You will sign up at check in for a door prize announcement time. You may select from business cards or use the ticket provided by TAPT.
- \$50.00 of your registration fee will be used to purchase 3-4 larger door prizes to be awarded during the Preview Show Time. These door prizes will be announced to encourage longer participation during this time.
- You will have the ability to submit a Trade Show evaluation on line after the conference. Upon completion of the evaluation you will receive a link to access the final attendee list.
- For a “Schedule-At-A-Glance”, or to register for Bowling, Golf or the Sporting Clay Tournaments, please go to <http://www.conf2016.tapt.com/programoverview.html>.
- For questions regarding sponsorship opportunities, please contact any board member or marisa@tapt.com.

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LOCATION, EXHIBITOR SCHEDULE, CHECK-IN, INSTALLATION AND DISMANTLE INFORMATION

LOCATION:

The TAPT Trade Show will take place from 10:00 am to 4:00 pm, Sunday, June 26, 2016 in the Exhibit Hall of Ford Park Convention Center located at:

Ford Park Conference Center
5115 Interstate 10 South
Beaumont, Texas 77705
409.951.5400
www.fordparktx.com

Free Parking

SCHEDULE:

Saturday, June 25: Installation.

- 9:00 – 10:00 Bus and large equipment move in. A specific time for each company will be assigned by the Vendor Show Chairperson. You will be instructed as to where to park while awaiting your install time. Please note that the Fire Marshall may be present to inspect vehicles per Ford Park requirements.
- 10:00 – 5:00 All other vendor move in and set up. Coffee, tea and lemonade will be provided throughout the day.
- 6:00 – 10:00 Awards Banquet (Ticket required)

Sunday, June 26:

- 7:00 – 9:30 Final move-in and set up. All set up activity must be completed no later than 9:30.
- 7:00 – 7:45 Non-Denominational Worship Service
- 10:00 – 12:00 Preview Show for school district decision makers and TAPT Executive Committee Board Members.
- 12:00 – 2:00 Show continues with lunch offered to all registered attendees and registered vendor representatives (Additional tickets may be purchased.)
- 2:00 – 4:00 Show continues after lunch.
- 4:00 – 6:00 Dismantle. All dismantle must be complete by 9:00 am Monday morning so as not to disturb the opening session in the adjacent arena.

Sunday night is an open night for Customer Appreciation. TAPT appreciates cooperation from the vendor companies to utilize this night for planning events and not on nights of TAPT events.

Please Note: Any deviation from this schedule must be authorized by the Decorator, Vendor Show Chairperson, TAPT President or TAPT Ex-Officio. *Thank you.*

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Schedule of other events you might be interested in participating in:

Friday, June 24:

8:00 am **Golf Tournament** at Bayou Din Golf Club, 8537 Labelle Road | Beaumont, Texas 77705
<http://www.aquilagolf.com/> \$50.00 fee. Includes lunch. David McMillian - Chairperson

6:30 pm **Bowling Tournament** and Meet 'n Greet, Crossroads Bowling Center, 4370 Dowlen Road, Beaumont, Texas 77706. <http://www.crossroadsbowlingcenter.com/> \$30.00 fee/includes shoes and meal.
Angie Sherman - Chairperson
Non-bowlers may purchase a meal ticket at the bowling event.

Saturday, June 25:

9:00 – Noon **Sporting Clay Tournament** One in One Hundred Gun Club, 1228 FM 421, Lumberton, TX 77657.
<http://1in100gunclub.com/> \$65.00 per person. (Must provide your own gun, shells and lunch provided.)
Brian Weisinger – Chairperson.

See Conference Registration for more information and to register for these events. www.tapt.com

CHECK-IN

Upon arrival, please check in at the Vendor Registration Booth located within the Ford Park Exhibit Hall in the loading dock area.

You will receive a packet with your badges, tickets and conference program. Exhibitors should wear their badges at all times and will be asked to present a ticket for lunch and for entry into the Saturday evening Awards Banquet.

AIRPORT and HOTEL INFORMATION

AIRPORT:

Beaumont is approximately 80 miles from Houston, Texas. If you are flying into Beaumont, you will fly into Jack Brooks Regional Airport. (BPT) located at N. Hwy 69 Nederland, Beaumont, Texas, 77705. Or you can fly into either Hobby or IAH airports in Houston and rent a car. See www.fordparktx.com for map and directions.

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HOTELS:

TAPT has secured the nightly rate of \$89.00 per room for the TAPT block for each hotel. The MCM Elegante Hotel is the host hotel: 2355 Interstate 10 South, Beaumont, Texas 77705 409.842.3600. Free parking. *Three night minimum.*

Holiday Inn and Convention Center is the overflow hotel: 3950 I-10 South, Beaumont, TX 77705. 409.842.7803

These hotels and several others are located within 3 miles of Ford Park Event Center where the Trade Show will be located.

MEMBERSHIP INFORMATION

Each vendor company Trade Show registration entitles the company to one or more Business Associate Memberships. The Business Associate(s) listed during registration will be included in the American Income Life Membership Benefits now afforded all TAPT Members in good standing.

Each listed Business Associate Member will receive information as to how to designate his/her beneficiary. American Income Life will also be present during the trade show to answer any questions. Additional Business Associate Memberships may be added on line at www.tapt.com. Business Associate Membership fees are \$50.00 per year and are effective June 1 to May 31. Please visit our website for information regarding membership. See Booth Fee info for number of memberships allowed.

CONTACT INFORMATION

Please contact Marisa Weisinger, TAPT Executive Secretary for any questions regarding registration, payment or sponsorship. marisa@tapt.com 281.549.6573 or toll free 866.561.2121.

Please contact Kathy Barny – Vendor Show Chair, for questions regarding check in, set up or dismantle. Members of the Vendor Show Committee will be present to assist you with booth location and other assistance. Kathy Barny: KathyTo@springisd.org.

Freeman Decorators and Exhibitor Services will be your contact for carpet and additional booth needs: 214. 634.1463.

Cindy Walter is your contact at Ford Park for internet, electricity or other needs. 409.951.5405

TAPT will conduct business at its headquarters at Ford Park located on the first floor. See Registration for assistance.

Texas Association for Pupil Transportation

PO Box 488

Kemah, Texas 77565

866.561.2121

www.tapt.com

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Note: During the online registration process you will be required to “Accept” the following guidelines regarding Non-Liability and Use of Space during the registration process.

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.

With acceptance to this 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 Ford Park Center 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 Ford Park Event Center or any part therefore.

USE OF SPACE

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.

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.

Use of Space Continued:

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

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 Ford Park Center's review and control. Handwritten signage not allowed.

A "no tipping" policy may exist. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the Ford Park Center without prior authorization.

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.

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 Vendor Committee, reserves the right to refuse.

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.

BOOTH SPACE AND FEE INFORMATION

BOOTH SPACE:

- Single booth spaces are approximately 10 feet x 10 feet.
- Sides and back of each booth will be draped
- Each booth will have one identification sign which will be hung at the top of the rear wall of the booth. No handwritten signs will be allowed. Please register just as you would have your sign read.
- Each booth will be equipped with a 6 foot skirted table, 2 chairs and a waste receptacle.
- Electrical connections, additional or different furniture/decor and carpeting requests must be made to the decorator. (Freeman Exhibitor Services – 214.634.1463 or Ford Park – 409.951.5405) The decorating company will contact you after your booth rental is confirmed.
- Carpet will be provided in the aisles. The color will be "Tuxedo".
- Tables and seating will be provided in and around the exhibit hall.
- See "Use of Space" above for more booth usage information.

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BOOTH AND BUS SPACE FEES:

Rental Space Size	Fee	Representatives/ Badges Per Space Includes lunch and Saturday night Awards Banquet.	Business Associate Memberships
10 x 10 Inline Booth	\$850	2	1
10 x 10 Premium Inline Booth	900	2	1
10 x 10 Corner Booth	1000	2	1
10 x 10 Premium Corner Booth	1050	2	1
10 x 30 Bus Space	1100	3	1
10 x 40 Bus Space	1600	4	1
10 x 50 Bus Space	2050	6	2
Bus "U" (1 10x30 and 2 10x50 spaces)	5200	14	2

Please Note: **\$50** of each bus or booth space fee will go toward substantial door prizes (3-4) to be advertised and awarded during the Preview Show 10:00 am 12:00 Noon to generate attendance and encourage longer participation.

Additional Badges: \$25.00 (includes lunch only)

Additional Badges - No lunch ticket - \$10.00 each

Badge Name Changes: \$5.00 each before June 3rd; \$10.00 each after June 3 or at check-in.

Additional lunch and banquet tickets may be purchased at Check-in or at the TAPT Registration Booth.

Active Business Associate Members who do not have a booth may purchase Vendor Show Passes which include lunch.

Vendors who are not current Business Associate Members must register for and purchase a Business Associate Membership in addition to the Vendor Show Pass. This may be done on line or at the Registration Booth.

Vendors who do not have a booth may not share a booth, sell or promote products or services. Please see guidelines above.

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2015-2016 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. All sponsorships will be recognized in the Conference Program, on signage around the conference center and during events when possible.

Please see possible sponsorship opportunities listed below. You may sponsor, co-sponsor or donate toward an undesignated event to be used where needed.

Note: All sponsorships must be received no later than June 1 to be recognized in the Conference Program.

EVENT	SOLE SPONSORSHIP	CO-SPONSORSHIP
Sponsored Breaks:		
Friday PM Class Break (7 classes)-Tea/Lemonade/Snack	\$ 1,500.00	
Roadeo Orientation and Judges Meetings-Tea, Lemonade	1,000.00	
Saturday AM Coffee/Juice & Break Refresh	1,000.00	
Saturday PM Break	1,800.00	
Sunday AM Coffee/Juice & Break Refresh	1,000.00	
Sunday PM Break	1,800.00	
Monday Opening Session PM Break - Tea, Sodas, Water	1,800.00	
Tuesday Educational Sessions AM Coffee	1,000.00	
Tuesday PM Break	1,800.00	
Meals:		
Saturday – Awards Banquet	Committed	
Monday Retiree and Past President Breakfast	1,100.00	
Monday Night Event	Open	
Tuesday AM Breakfast	7,000.00	2,000 increments
Tuesday – President’s Banquet	12,000.00	3,000 increments
Wednesday – Scholarship Breakfast & Keynote	7,000.00	3,500 increments
Presenter Fees/Expenses		
5 Keynote Presenters		1,000 increments
Bands:		
Saturday Awards Banquet – Zydeco	1,000.00	
Tuesday President’s Banquet – Texas Unlimited Band	4,000.00	2,000 increments
Roadeo Activities:		
Contestant and Judges Breakfast	3,500.00	
Lunch	4,000.00	2,000 increments
Special Needs Trophies	2,000.00	
Regular Ed Trophies	2,000.00	

Sponsorship Opportunities Continued:

Scholarships:

Diane Sherwood	1,000.00 Committed
Pat Raney – SN	1,000.00 Committed
Vo-Tech	1,000.00 Committed
Billingsley Scholarship – 4 year	1,000.00 Committed
Brandon Billingsley Memorial – Trainer	Full Conference Scholarship – Committed

Employee of the Year Awards:

Gift Cards

Operations Specialist	100.00 Committed
Operations Supervisor	100.00 Committed
Above and Beyond	200.00 Committed
SN Driver and Attendant	100.00 each Committed
Regular Ed Driver of the Year	100.00 Committed

TAPT Tournaments:

Bowling:

Trophies	1,500.00 Committed
Meal	3,000.00 Committed
Towels	1,400.00 Committed
T-Shirts	1,800.00 Committed
Banners	600.00 Committed

Golf:

Trophies	1,500.00
Lunch	500.00

Sporting Clay:

Trophies	Committed
Shells	Committed
Lunch	Committed

Speech Contest, Waco, Texas (April) Committed

Safety Poster Awards Ceremony, Austin, Texas (October) Committed

Texas Association for Pupil Transportation (TAPT) is a 501(c)(3) nonprofit organization with the sole purpose of charitable and educational pursuits. Your contribution is tax-deductible to the extent allowed by law. TAPT has complete control over the use of all donated funds. Occasionally more donations are received for a given project than can be wisely applied to that project. When that happens, we use these funds to meet administrative costs and similar pressing needs. Thank you for your consideration of supporting TAPT's mission and goals.

See you in Beaumont and **“Let the Good Times Roll!”**

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www.tapt.com