

Texas Association for Pupil Transportation

Exhibitor Information

44th Annual Conference & Trade Show
Embassy Suites Hotel and Conference Center, Frisco, Texas
Monday, June 26, 2017 – 11:00 am to 4:00 pm
Conference Theme: *“Remembering Our Past - Preparing Our Future”*

Thank you for being a part of our 44th 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.

You now have the opportunity to register and pay on line for your booth space, sponsorships and additional badges. **Registration and payment must be complete before June 2, 2017.**

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 and paid registration.
- 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. Membership is effective July 1 to June 30. You will receive the Members Only credentials on July 1.
- 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 30 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 large 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 www.tapt.com/Conference Info/Registration.
- 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 11:00 am to 4:00 pm, Monday, June 26, 2017 in the Embassy Suites Ballroom.

Embassy Suites and Conference Center

7600 John Q. Hammons Drive

Frisco, Texas 75034

972.712.7200

EXHIBITOR SCHEDULE:

Sunday, June 25: Installation.

1:00 – 2:30 Bus and large equipment check in and move in.

A specific time for each company will be assigned by the Vendor Show Chairperson.

Staging for entry into the Exhibit Hall will be on Avenue of the Stars.

Please note that the Fire Marshall may be present to inspect vehicles per Embassy Suites requirements.

Visqueen will be installed to prevent damage to the existing ballroom carpet.

2:30 – 8:00 All other vendors check in, move in and set up.

Coffee, tea and lemonade will be provided throughout the day. The Embassy Suites has a complimentary reception each evening 5:30-7:30 pm. Complimentary Breakfast for registered hotel guests 6:00-9:00 Monday through Friday; 7:30-10:30 Saturday and Sunday. Coffee Shop – 6:00 am to 10:00 pm.

Lunch and dinner served in the Cyprus Grille. *Please check each overflow hotel for varying amenities.*

Monday, June 26:

7:00 – 10:00 Final move-in and set up. All set up activity must be completed no later than 10:00.

11:00 – 12:30 Preview Show for school district decision makers and TAPT Executive Committee Board Members.

12:30 – 2:00 Show continues with lunch offered to all registered attendees and registered vendor representatives.

(Vendor Representatives will be invited to partake of lunch at 12:00 Noon.)

4:00 Show closes.

4:00 – 6:00 Dismantle. All dismantle must be complete by 9:00 am Monday morning so as not to disturb the breakout educational sessions in the adjacent arena.

Monday 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 Chairpersons, TAPT President or TAPT Ex-Officio. *Thank you.*

Contact Information:

Marisa Weisinger, Executive Secretary 866.561.2121 or marisa@tapt.com

Conference Trade Show Chairs: Kathy Barny and Kevin Vollweiler

Airport, Hotel, Event and Shipping Information

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

Friday, June 23:

- 7:00 am **Roadeo Judge.** Contact Robert McDaniel, Regular Roadeo Chair, Robert.mcdaniel@cfisd.net or Rey Sanchez, Special Needs Team Roadeo Chair, reymundosanchez@smisd.net. Judge Registration form on line at www.tapt.com
- 8:00 am **Golf Tournament** – Plantation Golf Club, 4701 Plantation Lane, Frisco, Texas 75035 972.335.4653 \$55.00/person. Includes lunch. David McMillian – Chairperson - Email: David.McMillian@sfisd.org Click on Attendee Conference Registration to register and pay. www.plantationgolf.net for dress code. ***Player names and payment must be submitted before the day of the event.***
- 6:15 – 7:00 pm **Meet n Greet.** Strikz Bowling Center, 8789 Lebanon Road, Frisco, Texas 75034 www.strikz.com
- 7:00 – 10:00 **Bowling Tournament.**
\$40.00 includes meal, laser tag and unlimited video game cards (non-prize games)
- 6:00-10:00 **Laser Tag**
Leslie Bleggi - Chairperson BleggiL@friscoisd.org
Non-bowlers may purchase a meal ticket at the bowling event.
Player names and payment must be submitted before the day of the event.
2.4 miles from Embassy Suites. Shuttles provided from host hotel starting at 6:00.

Saturday, June 24:

- 9:00 – Noon **Sporting Clay Tournament.** Elm Fork Shooting Sports,
\$75.00 per person. Includes catered barbeque lunch, shells, safety staff and golf carts (1 cart per 4 shooters). 100 sporting clay targets per shooter. Guns may be rented for \$10.00.
Brian Weisinger – Chairperson. Brian.weisinger@yahoo.com
Player names and payment must be submitted before the day of the event.

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

AIRPORT and HOTEL INFORMATION

Embassy Suites hotel and conference center is only 20 minutes from Dallas-Fort Worth International Airport (DFW), 15 miles from Dallas Love Field (DAL) and 10 miles from Addison Executive Airport.

HOTELS:

See Registration or www.tapt.com for hotel information. Embassy Suites is the host hotel for \$164.00 + tax nightly rate.

Reservations: www.embassysuitesdallasfrisco.com or 1-800-EMBASSY. Four (4) night minimum.

Overflow Hotels: Aloft, Hilton Garden Inn, Hyatt House and Holiday Inn Express. Rates ranging \$99 to 139.00.

Parking: Self-parking is free; \$10.00/night in parking garage; Valet - \$16.00 per night.

Shipping:

Embassy Suites has no storage facilities on property for exhibit materials. All freight must be shipped through the Decorator. There is also no storage for empty crates, cases, skids, containers or vehicles.

MEMBERSHIP INFORMATION

Each vendor company Trade Show registration entitles the company to one Business Associate Membership. The Business Associate listed during registration will be included in the complimentary American Income Life Membership Benefits now afforded all TAPT Members in good standing. Business Associate Members will receive the Members Only Credentials each July 1 and will be able to access TAPT Member lists.

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 July 1 to June 30. Please visit our website for information regarding membership.

Should any event occur requiring the vote of Business Associate Members, only the designated Business Associate Member will be allowed to vote.

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 any additional booth needs: 214. 634.1463.

Internet: Please contact Presentation Services (AV) or the Convention Services Manager for internet, electricity or other needs. 972-712-7200.

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

Electrical: Coordinate through the hotel's Audio Visual Department, Presentation Services, and for electrical sources available.

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 thereof.

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 or 5 gallons. The gas cap must be locked AND sealed by tape; batteries must be disconnected. Protective floor is required.

A drip pan must be used at all times the entire time that the vehicle is on display to prevent engine/transmission and any other leaks.

All motorized vehicles on display shall have all batteries disconnected at the "hot" lead. The lead shall be safely secured to prevent contact with the battery.

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.

The possession of fire arms, explosives or weapons of any kind is prohibited.

Use of Space Continued:

Occupants must adhere to maximum capacity set by the local Fire Marshall, based on the following:

15 sq ft per person with tables and chairs

7 sq ft per person chairs only

5 sq feet per person standing only

Glitter, sand, confetti and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the Embassy Park Exhibit Hall. Helium-filled balloons are not allowed. 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 hotel's Engineering Staff. 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. All food and beverage needs must be coordinated through the hotel.

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 Embassy Suites without prior authorization.

The use of pyrotechnic devices, smoke, chemical or dry ice is prohibited.

Open flames are prohibited. Candles may be used for banquets only in compliance with container rules.

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

- 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.

- Additional or different furniture/decor or carpeting requests must be made to the decorator. (Freeman Exhibitor Services – 214.634.1463. The decorating company will contact you after your booth rental is confirmed.
- The hotel ballroom used for the exhibit space is carpeted. Visqueen will be provided under bus tires to prevent damage to the carpet. Wheels should be moving while turning the steering wheel to prevent damage. 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.
10 x 10 Inline Booth	\$850	2
10 x 10 Premium Inline Booth	900	2
10 x 10 Corner Booth	1000	2
10 x 10 Premium Corner Booth	1050	2
10 x 30 Bus Space	1100	3
10 x 40 Bus Space	1600	4
10 x 50 Bus Space	2050	6
Bus “U” (1 10x30 and 2 10x50 spaces)	5200	14

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 to generate attendance and encourage longer participation.

Additional Badges: \$40.00 (includes lunch only)

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

Limited additional lunch and banquet tickets may be purchased 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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2017 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 and during events when possible.

Add a sponsorship amount to your vendor registration. While registering for your booth space, you will have the opportunity to enter a sponsorship amount. Please email marisa@tapt.com to designate where you wish your sponsorship to be applied. If no designation is stipulated, the donation will be used where needed.

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 3rd to be recognized in the Conference Program.

EVENT	SOLE SPONSORSHIP/CO-SPONSORSHIP		
Sponsored Breaks:			
Friday and Saturday AM Class Breaks (10 classes each day)	\$2000.00		
Friday, Saturday and Sunday PM Class Breaks	2,500.00		
Roadeo Orientation and Judges Meetings	1,800.00		
Sunday Opening Session – Coffee	2,500.00		
Tuesday Educational Sessions AM Coffee	2,000.00		
Tuesday PM Break	2,500.00		
Meals:			
Saturday – Awards Banquet (35-40,000)	\$15,000.00		Committed
Entertainment	2,500.00		
Sunday Retiree and Past President Breakfast	2,500.00		
Monday Night Event	Open		
Tuesday – President's Banquet (25-30,000)	15,000.00	Increments	
Band	5,000.00		
Wednesday – Scholarship Breakfast & Keynote (15-20,000)	5,000	Increments	
Presenter Fees/Expenses			
Keynote	5,000		
Other Presenters	1,000	Increments	
Roadeo Activities:			
Contestant and Judges Breakfast	5,000.00		
Lunch	8,000.00		2,000 increments
Special Needs Trophies	2,000.00		500 Committed
Regular Ed Trophies	2,000.00		Committed

Sponsorship Opportunities Continued:

Scholarships:

Jolene Hawkins	1,000.00
Diane Sherwood	1,000.00
Pat Raney – SN	1,000.00 Committed
Chalk's/TAPT Vo-Tech	1,000.00 Committed
Billingsley Scholarship	1,000.00 Committed
Brandon Billingsley Memorial – Trainer	Full Conference Scholarship – Committed
Ray Westmoreland Adult Scholarship	1,000.00

Employee of the Year Awards:

Operations Specialist	250.00
Operations Supervisor	250.00
Above and Beyond	Committed
SN Driver and Attendant	Committed
Regular Ed Driver of the Year	250.00 Committed

TAPT Tournaments:

Bowling:

Trophies	1,500.00
Meal	3,000.00
TAPT Logo Towels	1,400.00
T-Shirts	1,800.00

Golf:

Trophies	1,500.00
Lunch	Committed

Sporting Clay:

Trophies	Committed
Shells	1,000.00
Lunch	1,500.00

Speech Contest, Waco, Texas (April) 10,000.00 in increments

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

Certification Classes, South Padre 250.00 Increments

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.

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Revised 3-17-17