

## 2018 Texas Association for Pupil Transportation Exhibitor Information

### 45<sup>th</sup> Annual Conference & Trade Show

American Bank Center, Corpus Christi, Texas

Sunday, June 24, 2018 ~ 12:30 to 5:00

Conference Theme: *“Charting Our Course for Success”*

Thank you for being a part of our 45<sup>th</sup> 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.

***Registration and payment must be complete before June 1, 2018.***

During the online registration process, you will be required to “Accept” the ***Non-Liability and Use of Space*** policies. You can read both forms below. You will receive a **Confirmation and link to print your invoice** upon completion of registration. For your convenience, you may also enter a sponsorship at the same time. For more information regarding sponsorship opportunities, please contact Marisa Weisinger at [Marisa@tapt.com](mailto:Marisa@tapt.com).

- Booths will be assigned according to the date of paid and completed registration. You will be notified as soon as possible and in order of date received if you have selected a booth already assigned. The Trade Show map of booths will be updated often.
- You may charge your booth space fees by credit card via our PayPal account or mail payment by check.
- All fees must be paid before installation time at conference site.
- Membership for one Company Representative is included in your fee. When you register, you will be asked to enter the name of the representative who will be the Business Associate Member for your company. That person will represent your company during elections or in other business requiring a vote; and only that person will have the privilege of voting in the 2018-2019 school year. Additional Business Associate memberships may be applied for online at [www.tapt.com](http://www.tapt.com). Membership is effective July 1 to June 30. (Note: in order to vote during early voting or at this conference, you must be the Member representative for 2017-2018 Membership period. *Only one vote per company.*)
- Members will receive the current TAPT Members Only credentials after July 1. This will enable the Business Associate member access to the TAPT Member list and contact information.
- You will also be given the opportunity to enter the names, titles and email addresses of your eligible number of booth representatives. Please email [Marisa@tapt.com](mailto:Marisa@tapt.com) with additional names, titles and email addresses of any representatives over the allowable number. You may charge the \$40.00 per person additional badge fee or mail a check. Name changes after June 1 will cost an additional fee of \$5.00 per change.
- Once your registration is approved and confirmed, you will receive an email with your assigned booth space number(s).
- **Please state if you will set up Saturday afternoon or Sunday morning.** If Saturday afternoon, please state if you plan to attend the Awards Banquet Saturday evening so we may plan accordingly and attach the appropriate tickets.
- Carpet will be installed in the aisles. You may contact Freeman decorators for booth carpet or additional furnishings. Pipe and drape will be blue and white.
- Please check in at the Vendor Registration Booth upon arrival. It will be located within the exhibit hall in the vicinity of the loading area.
- Upon check in you will receive your representative badges (printed on sight); 1 program, 1 conference pin and 1 gift. Any applicable tickets will be attached to the badge.

- Please do not begin dismantling 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 winners 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. The Preview Show is for Directors, Assistant Directors and Shop Managers only.
- You may also register for the Golf, Bowling and Sporting Clay tournaments. *See info below.*
- You will have the ability to submit a Trade Show evaluation on line after the conference.
- For a “Tentative Schedule”, please go to [www.tapt.com](http://www.tapt.com) and click on Events.
- For questions regarding sponsorship opportunities, please contact any board member or [marisa@tapt.com](mailto:marisa@tapt.com). We appreciate your generous support of our conference, scholarships and professional certification programs.

## Texas Association for Pupil Transportation

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

#### LOCATION:

The TAPT Trade Show will take place from 12:30 to 5:00, Sunday, June 24, 2018 at the American Bank Center in Corpus Christi, Texas, 1901 N. Shoreline Blvd., Corpus Christi, TX 78401. Shuttles will be provided from the three arranged hotels to the convention center. **Darryl Meadows is the Director of Event Services for American Bank Center. Main 361.826.4905; Direct 361.826.4748. [darrylm@cctexas.com](mailto:darrylm@cctexas.com).**

#### EXHIBITOR SCHEDULE

##### Installation:

Bus and Large Equipment: Saturday 6-23-18, 1:00 – 2:30 (As assigned by Vendor Show Chairperson)

- A specific time for each company will be assigned by the Vendor Show Chairperson.
- Staging for entry into the Exhibit Hall will be announced at that time.
- Please note that the Fire Marshall may be present to inspect vehicles as they enter.

All Other Vendor Move In: Saturday 2:30 – 6:00 **OR** Sunday 7:00 am to 11:30 am

Coffee, tea and lemonade will be provided throughout the Saturday installation time.

Light breakfast items and coffee will be provided Sunday morning.

##### Show Schedule:

12:30 – 2:30 – Preview show with decision makers.

2:30 – 5:00 – All registered attendees.

##### Dismantle:

Sunday 5:00 to 8:00 pm and Monday 6:00 am to 8:00 am

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

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

**Friday, June 22:**

- 8:00 am **Golf Tournament** – North Shore Country Club; 801 E. Broadway Blvd., Portland, TX  
\$65.00/person. Includes lunch.  
*Teams and payment must be submitted one week before tournament.*  
David McMillian – Chairperson - Email: [david.mcmillian@lcisd.org](mailto:david.mcmillian@lcisd.org) 409.789.7250
- 4:15 pm **Roadeo Judge Meeting.** Contact Cassandra Behr [cbehr@bmtisd.com](mailto:cbehr@bmtisd.com) - Regular Roadeo Chair, or Rey Sanchez [Rey@tapt.com](mailto:Rey@tapt.com), Special Needs Team Roadeo Chair.  
Judge Registration form on line at [www.tapt.com](http://www.tapt.com)  
Roadeo competition Saturday morning.
- 6:00 – 7:00 pm **Bowling Meet n Greet.** Bowlero, Corpus Christi, 6116 Ayers St., Corpus Christi  
Laser Tag, Arcades. Meal tickets may be purchased on site.
- 7:00 – 10:00 **Bowling Tournament.**  
\$45.00  
Leslie Bleggi - Chairperson [BleggiL@friscoisd.org](mailto:BleggiL@friscoisd.org) 469.633.6150  
***Player names and payment must be submitted one week before the day of the event.***

**Saturday, June 23:**

- 9:00 – Noon **Sporting Clay Tournament.** Corpus Christi Rifle Club, 2832 FM 763, Corpus Christi  
\$75.00 per person. Includes lunch, shells and safety staff. Limited carts. Please bring if you have one.  
Brian Weisinger – Chairperson. [Brian.weisinger@yahoo.com](mailto:Brian.weisinger@yahoo.com) 281.384.4001  
***Player names and payment must be submitted one week before the day of the event.***

**See Conference Registration for more information and to register for these events. [www.tapt.com](http://www.tapt.com)**

**AIRPORT**

Corpus Christi International Airport, 1000 International Drive, Corpus Christi

**HOTELS:**

See Registration info at [www.tapt.com](http://www.tapt.com) for hotel information, rates and Room block info.

Room blocks have been arranged with the Omni, Holiday Inn Marina and Emerald Beach. Please do not reserve more rooms than you will use. Omni has a three night minimum.

**SHIPPING:**

The American Bank Center does not accept any deliveries prior to contract date of June 21st. The American Bank Center should be notified of any deliveries. Office: 361.826.4700

Deliveries should go to the Security Desk if they are not being handled at loading dock. Other shipments should be sent to Freeman Decorators with clearly marked TAPT Conference designation. Mailing address:

**American Bank Center**

**ATTN: TAPT/Marisa Weisinger or Kevin Vollweiler**

**Exhibit Hall**

**1901 N. Shoreline Blvd.**

**Corpus Christi, TX 78403**

**PARKING:**

The parking in and around the American Bank Center complex is a combination of 16 city-owned, SMG managed lots along with several privately owned and operated lots. (Shuttles will be provided by TAPT from each of the three hotels.)

American Bank Center Parking Costs:

1-day pass \$5.00

2-day pass \$7.00

3-day pass \$10.00

5-day \$15.00

Maps of the parking areas are online at [www.americanbankcenter.com/services/parking/](http://www.americanbankcenter.com/services/parking/)

**SMOKING:**

American Bank Center is a non-smoking facility. Smoking is not allowed including during loading and unloading times. Smoking areas located outside building.

**MEMBERSHIP INFORMATION**

Each vendor company Trade Show registration includes one Business Associate Membership. Business Associate Members will receive the Members Only Credentials each July 1 and will be able to access TAPT Member lists.

Additional Business Associate Memberships may be added on line at [www.tapt.com](http://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 ONE designated Business Associate Member will be allowed to vote. Business Associate Members located in Texas, are encouraged to consider running for the Business Associate Director position on the TAPT Executive Committee. This is a two year position.

**CONTACT INFORMATION**

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

Please contact Kevin Vollweiler or Kathy Barny – Vendor Show Co-Chairs, for questions regarding check in, set up or dismantle. Co-Chair Kevin Vollweiler and other members of the Vendor Show Committee will be present to assist you with booth location and other assistance. Conference Trade Show Co-Chair: Kevin Vollweiler [VollweiK@friscoisd.org](mailto:VollweiK@friscoisd.org)  
Cell: 903.819.8715.

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

**Electric and/or Internet:** Please contact American Bank Center or use form attached.

TAPT will conduct business at its headquarters at the convention center.

## **Texas Association for Pupil Transportation - NON-LIABILITY**

***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.***

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 Convention 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 of the Convention 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.

Demonstrations must not infringe upon other vendor booth spaces; lights, sounds and other effects shall be respectful of other vendors and attendees. 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.

Glitter, sand, confetti and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the exhibit area. 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. 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 banners and signage must be hung by the convention center staff or Freeman Decorators. 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 review and control by the convention center. Handwritten signage not allowed. Please do not place empty boxes in aisles or behind booths in view of attendees.

All food, alcohol and other beverage needs must be coordinated through the facility. No glass containers allowed.

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 in blue and white
- 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.

- Carpet will be provided in aisles only. Color Midnight Blue.
- Please do not bring booth backdrops that are larger than your booth space.
- Fee does not include electricity or internet. Must be arranged through convention center.
- Additional Trade Show Badges over the limit per booth space: \$40.00
- Badge Name Changes: \$10.00 each after June 1 or at check-in.
- Fee includes tickets to Awards Banquet **if indicated on registration.**
- *Limited* additional banquet tickets may be purchased online or at the TAPT Registration Booth.
- **Vendors who do not have a booth may not share a booth.**
- **Please see chart below.**

**Business Associate Members not showing and with current membership may purchase Vendor Trade Show Passes for \$100 each. Vendors who are not current Business Associate Members must register for and purchase a Business Associate Membership in addition to the Vendor Show Pass. Membership registration may be done on line with a credit card.**

Rental Space Size	Booth Rental Fee	One Business Associate Membership	Door Prize Fund (\$50 each vendor)	Total Fee:	Representatives/ Badges Per Space
10 x 10 Inline Booth	800	50	50	900	2
10 x 10 Premium Inline Booth	850	50	50	950	2
10 x 10 Corner Booth	950	50	50	1050	2
10 x 10 Premium Corner Booth	1000	50	50	1100	2
10 x 30 Bus Space	1350	50	50	1450	3
10 x 40 Bus Space	1750	50	50	1850	4
10 x 50 Bus Space	2100	50	50	2200	6
Bus "U" (1 10x30 and 2 10x50 spaces)	5400	50	50	5500	14

# Texas Association for Pupil Transportation

## 2018 Sponsorship Opportunities

TAPT greatly 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](mailto: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 1, 2018 to be recognized in the Conference Program.

<u>EVENT</u>	<u>SOLE SPONSORSHIP/CO-SPONSORSHIP</u>
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**Sponsored Breaks:**

Friday and Saturday AM Class Breaks (10 classes each day)	\$2000
Friday, Saturday and Sunday PM Class Breaks	2,500
Roadeo Orientation and Judges Meetings	1,800
Monday Opening Session – Coffee	2,500
Tuesday Educational Sessions AM Coffee	2,000
Tuesday PM Break	2,500

**Meals:**

Saturday – Awards Banquet	15,000 Increments
Entertainment	2,500

Past President & Honorary Lifetime Member Breakfast	2,500
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Tuesday – President's Banquet	15,000 Increments
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Band	5,000
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Wednesday – Scholarship Breakfast & Keynote (15-20,000)	1,000 Increments
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**Presenter Fees/Expenses**

Keynote	5,000 (May co-sponsor)
Other Presenters	1,000 Increments

**Roadeo Activities:**

Contestant and Judges Breakfast	500 increments
Lunch	1,000 increments
Special Needs Trophies	1,000
Regular Ed Trophies	1,000

**Scholarships:**

Jolene Hawkins	1,500
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Diane Sherwood	1,500
Ray Westmoreland Adult Scholarship	1,500

**Employee of the Year Awards:**

Operations Specialist	500
Operations Supervisor	500
Above and Beyond	Committed
SN Driver and Attendant	Committed
Regular Ed Driver of the Year	500

**TAPT Tournaments:**

**Bowling:**

Trophies	1,500.00
Meal	3,000.00
Gifts	500 increments

**Golf:**

Trophies	1500
Lunch	1500
Gifts	500
Hole Sponsorships	500

**Sporting Clay:**

Trophies	500
Shells	1,000
Lunch	1,500
Gifts	500
Towels	500

**Speech Contest, Waco, Texas (April)** 500 increments (10,000.00 needed for scholarships)

**Safety Poster Awards Ceremony, Austin, Texas (October)** 500 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.*

Texas Association for Pupil Transportation  
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