

## Texas Association for Pupil Transportation Exhibitor Information

Sunday, June 30, 2019 1:00-5:30

Preview: 1:00-2:00

Dismantle: 5:30-9:00

Conference Theme:

***“Bridging the Gaps; Improving Education Together”***

**PLEASE SHARE THIS INFORMATION WITH ALL VENDOR BOOTH REPRESENTATIVES.**

Thank you for being a part of our 46<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, sponsorships and payment must be complete before June 3, 2019 to be included in the Program.  
Payment must be complete before load in.***

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. Upon completion of your registration, you will receive an **Invoice Confirmation via email with a link to print your invoice.**

For your convenience, you may also enter a **sponsorship** at the same time. Please email your company **Logo** to [Marisa@tapt.com](mailto:Marisa@tapt.com) for website recognition. For information regarding sponsorship opportunities, please contact Marisa Weisinger at [Marisa@tapt.com](mailto:Marisa@tapt.com) or any TAPT Executive Committee member – and **“Thank You!”** in advance!

**Conference Attendee Packets:** Sponsoring companies (\$500 and above) may also provide fliers and brochures to be included in the attendee packets if provided before the start of conference. Contact [Marisa@tapt.com](mailto:Marisa@tapt.com) for more information. (Must be received no later than 6-26-19 and shipped to conference center attention Marisa Weisinger. Please observe shipping date parameters to avoid storage fees.)

- *Please pay close attention to **set up/dismantle times.***
- **ONLY** buses and large equipment will move in on Saturday with scheduled move in times.
- All other vendors will register and set up **Sunday morning 6:00 am to 12:30 pm.**
- 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 taken will be updated daily.
- 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 booth fee effective 7-1-19. 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 2019-2020 election 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 2018-2019 Membership period. *Only one vote per company.*) Business Associate membership is \$60.00 annually.
- 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 3 or at check in will cost an additional fee of \$10.00 per change.
- Once your registration is approved and confirmed, you will receive an email with your assigned booth space number(s).
- **Bus and Large Equipment install will be Saturday afternoon.**  
**All others will set up Sunday morning starting at 6:00 am.** The TAPT Vendor Chair, Kevin Vollweiler will assign each bus or large equipment company a time to move in with staging instructions. The Fire Marshall will be on hand to inspect each vehicle.
- **Dismantle must be completed by Sunday night 9:00 pm.**
- 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 red. Carpet will be blue.
- 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 booth attendee/representative badges (printed on sight); 1 program, 1 conference pin and 1 gift. Applicable tickets will be attached to the badge.
- Please do not begin dismantling your booth display until the end of the trade show.
- **Please make sure to flatten and properly dispose all empty boxes so that we avoid additional dumpster fees.**
- **\$40.00 of your registration fee will be used to purchase large door prizes.** These door prizes will be staggered throughout the day and announced to encourage longer participation. Winner must be present to win.
- You may also bring door prizes. You will sign up at registration/check in for a door prize announcement time. You may select winners from business cards or use the ticket provided by TAPT. You may decide if your personal door prize winner must be present to win or if you will mail the prize to the person. TAPT will not mail the prize.
- The Preview Show is for Directors, Assistant Directors and Shop Managers only. **HOTEL SECURITY WILL NOT ALLOW ANY OTHERS IN DURING THIS TIME. Please respect that this preview time is your request and do not bring others in until their allotted time.**
- 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.
- You will have the opportunity to sign up for Lead Retrieval with the American Trade Show Company.
- 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 program and we will do everything possible to recognize your generosity as often as possible during announcements, in the program, via signage and on the website. *(Please see summary of recognition below.)*

## **Texas Association for Pupil Transportation**

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

#### **LOCATION:**

The TAPT Trade Show will take place from 1:30 to 5:30, Sunday, June 30, 2019 at the Anatole Hotel and Conference Center in the Trinity Exhibit Hall which is on the West Wing. **Marcia Bradley is your Anatole contact.**

## EXHIBITOR SCHEDULE

**Installation:** Bus and Large Equipment ONLY: Saturday 6-29-19. Starting at 3:00 pm and as assigned by Vendor Show Chairperson, Kevin Vollweiler.

- A specific time for each company will be assigned by the Vendor Show Chairperson.
- Staging information for entry into the Exhibit Hall will be announced at that time.
- Please note that the **Fire Marshall** will be present to inspect vehicles as they enter.
- Move in and out must be in Area E for the West Wing.
- Free parking for trailers in Lot 5.

**All Other Vendor Move In:** Sunday 6:00 am to 12:30 pm.

**All booths should be set up and ready to show by 12:30 pm.**

All vendors must use only the service corridors for the movement of equipment and personnel. No carts allowed on carpeted areas.

Special Provisions for Motorized Vehicles - Any motorized or electric driven vehicles or equipment will not be allowed onto the property until the vehicle has been approved and tagged by the Fire Marshal.

Dallas Fire Department will inspect compliance for:

- All motorized and electronic vehicles displayed, shall have batteries disconnected
- Fuel supplies in vehicles on display shall not exceed ¼ of a tank of gas and no more than 5 gallons.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape. Cap must be taped shut if not self-locking.

All motor vehicles must be clean before entering exhibit/ballroom space. Runners must be in place at all move in/move out entries consisting of visqueen. Vehicles on display require visqueen and a drip pan under the vehicle. \*Any violation to the above will result in vehicle not being able to enter the Hotel.

Hotel requires Hotel Supervision for movement of vehicles in and out of the Hotel. The Hilton Anatole Hotel Security Department will also log the vehicle. Be advised that the Hilton Anatole Hotel Security Department will hold the keys to all vehicles. Keys will only be released to authorized personnel.

### **Show Schedule Sunday, June 30:**

1:00 – 2:00: Preview visitation for Directors, Assistant Directors and Fleet Managers.

2:00 – 5:30 – All registered conference attendees and ticket holders.

**Dismantle:** **Sunday 5:30 to 9:00 pm** . Please arrange your after show events with this time in mind.

Show / Production Power: All power hook ups will be the responsibility of the Hilton Anatole Hotel through our exclusive vendor PSAV. Under no circumstance will power hook ups be allowed. Current power prices are available through PSAV.

**NOTE:** All trash must be removed from Exhibit Hall as you move out. TAPT will be charged a \$1000 dumpster fee for any non-removed trash/boxes/equipment.

Storage is not permissible in foyer or service corridors.

Event Management must approve all banner and branding locations.

The Hotel is not responsible for theft or damage to any property of the company.

Hotel will not be responsible for items left in any spaces of the Hotel after Group departure.

**Nothing may be placed against any wall.**

## **Parking**

There is a charge for both self and valet parking. TAPT's rate is 50% off the current parking fee. Please visit Hotel website at [www.hiltonanatole.com](http://www.hiltonanatole.com) for current parking rates.

Vendors/Crew Members can self-park in any parking lot for a special rate.

Oversize parking is available in Hotel Lot 5. Please note that Lot 5 is not marshalled by Hotel Security.

Vehicles and/or Equipment left in Hotel docks without Hotel authorization may be towed at the Owner's expense. Signage is posted in applicable areas.

***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 and to plan dismantle accordingly.***

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

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

### **Friday, June 28, 2019:**

8:00 am **Golf Tournament** – The Golf Club of Dallas  
\$65.00/person. Includes lunch.  
*Teams and payment must be submitted by registration deadline.*  
David McMillian and Brian Gibson – Chairpersons - Email: [david.mcmillian@lcisd.org](mailto:david.mcmillian@lcisd.org) 409.789.7250

7:00 – 10:00 **Bowling Tournament.** Main Event, Lewisville.  
\$42.00/person to bowl  
\$15.00/person to only watch and enjoy the snack items.  
Leslie Bleggi - Chairperson [BleggiL@friscoisd.org](mailto:BleggiL@friscoisd.org) 469.633.6150  
***Player names and payment must be submitted by registration deadline.***

### **Saturday, June 29:**

9:00 – Noon **Sporting Clay Tournament.** Elm Fork Shooting Sports, 10751 Luna Rd, Dallas 972.556.0103  
\$75.00 per person. Includes lunch, shells and safety staff. Carts – One per 4 shooters. Elmfork.com  
Brian Weisinger – Chairperson. [Brian.weisinger@yahoo.com](mailto:Brian.weisinger@yahoo.com) 281.384.4001  
***Player names and payment must be submitted by registration deadline.***

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

**Please contact chairman directly for TEAM name changes after registration deadline.**

## **AIRPORTS:**

Both Dallas Love Field and DFW airport are convenient to the hotel and approximately 20 minutes away.

**HOTELS: Anatole and Hilton Garden Inn.** See Registration info at [www.tapt.com](http://www.tapt.com) for hotel information, rates and Room block info. Please use links provided. *Please do not reserve more rooms than you will use. Three-night minimum* at the Anatole.

## **SHIPPING:**

Please contact Freeman Decorators for booth shipping information. Bill Gebhard, 214.267.5716.

## **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 \$60.00 per year and are effective annually 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 Kevin Vollweiler, TAPT Vendor Show Chairman, for questions regarding check in, set up or dismantle. Kevin Vollweiler and other members of the Vendor Show Committee will be present to assist you with booth location, install, dismantle and other assistance. Kevin Vollweiler [VollweiK@friscoisd.org](mailto:VollweiK@friscoisd.org) Cell: 903.819.8715.

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.

**Freeman Decorators and Exhibitor Services** will be your contact for any additional booth needs except electricity.

**Electric and/or Internet:** Please contact the PSAV at the Anatole.

**TAPT** will conduct business at its headquarters at the convention center in the West Wing.

### **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.

Backdrop 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. Nothing attached to walls.

**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 covering 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 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 convention center. 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. **Back in blue and sides in red.**
- 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 and 2 chairs

**Note: Each rental space fee includes one Business Associate Membership and \$40.00 toward the door prize fund.**

Rental Space Size	Booth Rental Fee:	Representatives/ Badges Per Space
10 x 10 Inline Booth	900	2
10 x 10 Premium Inline Booth	950	2
10 x 10 Corner Booth	1050	2
10 x 10 Premium Corner Booth	1100	2
10 x 30 Bus Space	1450	3
10 x 40 Bus Space	1850	4
10 x 50 Bus Space	2200	6
Bus "U" (1 10x30 and 2 10x50 spaces)	5500	14

Additional or different furniture/decor or carpeting requests must be made to the decorator. (Freeman Exhibitor Services – 214.837.5420) 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. (PSAV)
- Additional Trade Show Badges over the limit per booth space: \$40.00
- Badge Name Changes: \$10.00 each after June 3 or at check-in.
- *Limited* banquet tickets may be purchased online or at the TAPT Registration Booth.
- **Vendors who are not registered may not share a booth.**
- **Vendors wishing to just walk the show must be TAPT Business Associate Members and purchase a Trade Show only Pass online or at registration.**

# Texas Association for Pupil Transportation

## 2019 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. (Please see additional information below.)

**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 3, 2019 to be recognized in the Conference Program.

<b>EVENT</b>	<b>SPONSORSHIP OPPORTUNITIES</b>
<b>Sponsored Breaks:</b>	
Friday and Saturday AM Class Breaks (10 classes each day)	\$ 2000
Friday, Saturday and Monday Afternoon Breaks	2,500
Roadeo Orientation and Judges Meetings	1,800
Sunday Opening Session – Coffee	2,500
<b>Meals:</b>	
Awards Banquet	15,000 Increments
Entertainment	1500 Increments
Past President & Honorary Lifetime Member Breakfast	2,500
President's Banquet	15,000 Increments
Scholarship Breakfast & Keynote	1,000 Increments
<b>Scholarships:</b>	
Jolene Hawkins	1,500
Diane Sherwood	1,500
Ray Westmoreland Adult Scholarship	1,500
<b>Presenter Fees/Expenses</b>	
Keynote	5,000 (Or co-sponsor in 2500 increments)
Other Presenters	1,000 Increments
<b>Roadeo Activities:</b>	
Contestant and Judges Breakfast	500 increments
Lunch	1,000 increments
Special Needs Trophies	1,000
Regular Ed Trophies	1,000
<b>Employee of the Year Awards:</b>	
Operations Specialist	500
Operations Supervisor	500
Regular Ed Driver of the Year	500



**TAPT Tournaments:**

## Bowling :

Trophies	1,500.00
Meal	1,000.00
Gifts	500 increments

## Golf:

Trophies	1500
Lunch	1500
Gifts	500
Hole Sponsorships	500

## Sporting Clay:

Trophies	500
Shells	1,000
Lunch	500 increments
Gifts	500

Speech Contest, Waco, Texas (April)	500 increments (10,000.00 needed for scholarships)
Safety Poster Awards Ceremony, Austin, Texas (October)	500 increments

**TAPT SPONSORSHIP RECOGNITION**

TAPT is a non-profit association with educational and charitable missions and goals. TAPT sincerely appreciates the support of our vendor companies and would not be able to offer the conferences, workshops, classes, scholarships and special events year-round without the support from our loyal vendor companies.

All sponsorships received throughout the year, September 1 through conference are recognized in the following manner:

**Large entrance unit** located in the conference center – both front and back for those going and coming to read. This entrance unit stays up several days and any sponsorship \$500 and above (total for the year) will be listed in recognition.

**Conference Program:** One of the first pages in the conference program is dedicated to sponsors and sponsorships are listed in order of levels as listed below:

PLATINUM	20000 +
DIAMOND	10,000 +
GOLD	5000 +
SILVER	2500 +
BRONZE	1000 +
FRIENDS	500 +

**Conference Program:** Each sponsor is noted in the area of the program to which the sponsorship was designated. (Ex: Bowling, Golf and Sporting Clay Events page will have the sponsors noted for the event they donated toward.

**At the Event:** At the Bowling, Sporting Clay, Golf and School Bus Safety “Roadeo” Events, sponsorships are recognized on signs generally with the company logo included.

**During announcements** at the Awards Banquet, as each chairman announces the winners, all sponsors are recognized by the chair.

**Website:** All sponsors are recognized on our website during the time of the event that is being sponsored.

**Employee of the Year** sponsorships: (\$500) The company representative will be given a brief bio regarding the person being awarded as one of the Employee of the Year recipients. The sponsoring representative will read the bio and announce the winner and be included in the photos with the recipient.

There are five Employee of the Year designations:

- Regular Ed Bus Driver of the Year
- Special Needs Bus Driver of the Year
- Attendant of the Year
- Operations Supervisor of the Year
- Operations Specialist of the Year

**Scholarships:** Continuing Education Scholarships are awarded during the Scholarship breakfast on the last day of the conference. The sponsoring company representative will be given a brief bio of the recipient and will be seated for breakfast with the recipient at a reserved table. The sponsor representative will be included in photos with the recipient. Check with the TAPT Executive Secretary for available sponsorship opportunities.

**Diamond and Platinum Sponsors:** Sponsoring company representatives will be invited to do a brief welcome at the event being sponsored during which time they will be able to say a few words about their company and introduce all company representatives in attendance. Special guests will be considered a presenter and will receive a complimentary banquet ticket for the event they are sponsoring.

**Signs** will be posted in the entrance into the room recognizing the sponsorship; will be announced at the event; and will also be recognized in the area of the program that the event is listed.

#### **Speech Contest and Poster Contest Awards Ceremony:**

In addition to the above, the sponsor is invited to these events and will be recognized and given the opportunity to say a welcome to the students, families, superintendents, transportation staff and other district staff in attendance. Sponsors will also be recognized in the programs for each of those events.

The winning student of the Speech Contest will present his/her speech at the Scholarship Breakfast and the sponsors are recognized at that time. The winning posters of the School Bus Safety Poster Contest will be announced and the sponsors of the Awards Ceremony that takes place in Austin at the Capitol during National School Bus Safety Week in October will be recognized.

**Note:** In order for sponsorships to be recognized in the Conference Program, all payments must be received by the deadline announced each year in order to meet the deadline for printing.

**Conference Attendee Packets:** Vendor Companies who have donated \$500 or more may also provide fliers and brochures to be included in the attendee packets if provided before the packets are built before the start of conference.

**Gifts donated "In Kind":** Any sponsor wishing to supply a gift with their company logo displayed on the item as a gift (for example golf balls, towels or T-shirts) may discuss this with the chairperson for that event and will order and supply that item upon approval from the chair or TAPT Executive Committee. Chairs will recognize this gift at the event and during announcements.

**Conference Breaks:** Persons contributing toward a class or session break will also be recognized in the same manner as listed above and a sign will be posted.

*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. [www.tapt.com](http://www.tapt.com)*

*Revised 03/8/19*