



Texas Head Start Association
Head Start and Early Head Start 2009 Conference
*“Change the Thought, Change the Future:
Enriching the Lives of Head Start Children and Families”*
July 28 – 30, 2009 ** Dallas, Texas**

Dear Exhibitor.

The Texas Head Start Association is a non-profit organization with a purpose of ensuring the continuation and improvement of services of services to Head Start and Early Head Start children and their families. The State Training Conference is a major project of our organization. We solicit your participation in our Annual Training Conference to be held at the Sheraton Dallas Hotel, Dallas, Texas, on July 28-30, 2009. It is projected that 1,000 participants from Texas will be in attendance.

The Conference will provide participants with seminar sessions of interest to Head/Early Head Start Directors, Staff, Parents and Friends. By your presence, participants will be provided the opportunity to examine and purchase developmentally appropriate materials and training materials which are needed in their programs. This is an event in which you will certainly want to be included!

Please take time to review the reservation information. We have opportunities for you to exhibit and showcase your products and services and opportunities for marketing levels of sponsorship without attending the conference. We are also accepting samples of your products and will be happy to include them into each of our conference attendees' conference bags. Please send reservation forms by June 19, 2009, to Jeanette Rummel, 1810 Stoneleigh Court, Sugar Land, Texas 77479, to be included in our conference program.

Enclosed are our Exhibit Registration Form, Exhibits Floor Plan, Exhibition Policy Manual, and Ad and Sponsorship Opportunities Forms. If you are interested in presenting a workshop, you can get the “Call for Papers” from our website – www.txhsa.org.

We hope we can count on you! If you need additional information, please contact me at (281) 545-2042. Thank you for your support.

Sincerely,

Jeanette Rummel
THSA Exhibit Chair



CONFERENCE 2009 EXHIBITORS POLICY AND INFORMATION MANUAL

Introduction. This Annual Conference is the Texas Head Start Association's primary annual event and helps THSA promote strong programs throughout Texas. Exhibits are a very important part of our conference. We expect more than 1000 participants from the early childhood education field and we intend to make the conference as beneficial as possible for our exhibitors. You may increase your visibility by sponsoring training tracks or special activities. Please see attachments for details.

Registration. The registration fee for commercial exhibitors is \$400.00 plus one door prize for each 8' x 10' exhibit booth in the Exhibit Hall. Additional booths may be purchased for \$300.00 per booth plus a door prize. The booth fee for non-profit agencies is \$200.00. See the floor plan for information on location of booths. The Registration Form should be filled out completely to indicate your participation in this event. Registration includes:

- 8' x 10' booth, 8' high back drape, 3' high side drapes, 7" x 44" one-line ID sign, 1-6ft draped table (black), 2 – chairs, and 1 wastebasket
- Grand Opening and Ribbon Cutting and Exhibit Showcase
- Hospitality Room for rest and breaks
- Special time with Head Start/Early Head Start Directors
- An exhibitors service manual to assist you with pre-planning
- Hotel Accommodations are available at the Sheraton Dallas Hotel at the Head Start Conference rate before cut off deadline.

Exhibitor Space. Exhibit space is available on a First Come, First Serve basis. Please refer to the attached exhibit floor plan to make your selection for space. Giving first, second, and third choice option. The Exhibit Chairperson will make the space assignments and send out confirmation letters.

Payment. Full payment must be included with the registration form to secure space selection.

Cancellation and Refund Policy. A written request to cancel must be made at least 30 days in advance of the conference in order to receive a refund less 50% of the booth cost. No refunds will be made if space is not used.

Conference Site and Exhibit Hall Location. Sheraton Dallas Hotel, 400 North Olive Street, Dallas, Texas 75201, (214) 922-8000 – Grand Hall.

Program Book Ad Space. Ads in the Conference Program Book are available for purchase as follows.

•1/4 page	Black and White	\$150.00
•1/2 page	Black and White	\$300.00
•1 page	Black and White	\$500.00
•Inside back cover	Black and White	\$750.00
•Outside back cover	Color	\$1,000.00

Ads must be submitted by June 19, 2009, and must be camera-ready. The Conference Program book is 8" wide by 11"long. Payment must be received prior to submission of ad. Please submit electronically with payment to the Texas Head Start Association, % Rose Brett, THSA Treasurer, 320 Teakwood, Victoria, Texas 77901. For additional information call Rob Massonneau at (972) 283-6472.

Exhibit Area Requirements. Exhibitors may bring whatever equipment they like to market their product/service to potential customers. Please keep the aisles clear for easy passage.

Exhibit Protocol. Exhibits must be staffed at all times that the exhibit hall is open Exhibitors are responsible for keeping the exhibit area clean and neat. Electrical or other mechanical devices must be muffled so noise does not interfere with other exhibitors. Interviews, distribution of literature samples and detailing should take place inside booths to avoid infringing of the rights and privileges of other exhibitors.

Badges. Name badges must be worn at all times during the Conference.

Liability and Insurance. Exhibitors assume the entire responsibility for losses damages or injury arising from the exhibitors displays, equipment, or other property on the premises of the Sheraton Dallas and the Exhibitor shall indemnify and hold harmless the Texas Head Start Association and any of its authorized representatives, agents or employees from any and all losses or claims.

Security and Insurance. The Texas Head Start Association cannot guarantee against loss or damage of any kind but will endeavor to protect exhibits by providing a lock down of the exhibit hall and security guard during the hours that the hall is closed. Exhibitors wishing to insure their exhibit materials, goods and/or wares on exhibit against theft, damage by fire, accident or loss of any kind must do so at their own expense.

Cleanup. Upon move out, exhibitors must take all their materials and leave the area in the same condition as it was given.

Exhibits Manager. A Decorating Exhibits Service (Freeman) will be handling our Conference exhibits. A service manual will be sent to you upon receipt of the registration form and fee. The service manual will list additional services such as shipping, handling of materials, storage, electrical connections, telephone service, audio-visual and decorations.

Hotel Accommodations. Conference rates are available to exhibitors if reserved prior to the cut off date. Ask for the Texas Head Start Association rate. The Hotel is the Sheraton Dallas, 400 North Olive Street, Dallas, Texas 75201, (214) 922-8000.

Exhibit Schedule.

Tuesday, July 28, 2009	7:00am – 11:00am 11:45am – 12:00pm 12:00pm – 5:00pm	Exhibitors Set Up Opening & Ribbon Cutting Exhibits Open
Wednesday, July 29, 2009	8:00am – 2:00pm 2:00pm – 3:00pm 3:00pm – 5:00 pm	Exhibits Open Directors/Exhibitor Coffee & Dessert Exhibitors Tear Down

Conference Registration & Hospitality Room. The exhibit fee includes on compliment conference registration for each booth. Exhibitors are welcome to visit the hospitality room.

Door Prizes/Drawings. The Exhibits Committee will organize drawings for door prizes for door prizes during session breaks, lunch, and other key times during the Exhibits. Winners will be sent to the Exhibitor's Booth to claim the door prize.

Exhibitors Floor Plan. A floor plan is attached. Please indicate where you would like your booth. You will be notified of your booth location when your fee is received. Locations will be allotted on a First Come, First Serve basis. The Conference Program will include a floor plan that indicates each exhibitor's contact information and booth number.

Training Hours Credit for Exhibits. Participants will receive training hours credit for viewing the exhibits.

Donations and Sponsorships. The THSA welcomes all cash donations and sponsorships. You may sponsor various training tracks, workshops and conference events. We will recognize you and do what we can to enhance your visibility to potential clients. See our Sponsorship Registration attachment for more details.

Additional information. Please call Jeanette Rummel at (281) 545-2042 or visit our website at www.txhsa.org.

You make a difference! Your commitment to the Conference helps the Texas Head Start Association be a Strong and United Voice for Children and Families in Texas.

**TEXAS HEAD START ASSOCIATION
ANNUAL TRAINING CONFERENCE
EXHIBITS APPLICATION/CONTRACT FORM**
July 28-29, 2009 * Dallas, Texas

Please return application and payment to: EXHIBITS c/o Jeanette Rummel
1810 Stoneleigh Court, Sugar Land, Texas 77479
By June 19, 2009
Make Check payable to:
TEXAS HEAD START ASSOCIATION, INC.

Authorized Signature: _____

Company Name: _____

Company Address: _____

City, State, Zip. _____

(All Correspondence will be sent to the above address unless otherwise notified.)

Contact person: _____ Phone: _____

Email: _____ Fax: _____

Persons for Name Badges: _____

Booth Location Preferred: _____ 1st choice _____ 2nd choice _____ 3rd choice

Booth location is based on first come first serve basis. You will be contacted when your registration is received for booth verification.

No of booths: _____ \$400.00 for each booth - \$300.00 for each additional booth
_____ \$200 for non profit agencies

Fee: _____

List DoorPrize(s) to be given: _____

What materials and equipment will you exhibit? _____

Ads in Conference Program (Optional): The Conference Program is 8" wide by 11" long.

- | | | |
|--------------------------------------|-----|-----------------------|
| •1/4 page – black and white | for | \$150.00 Fee: _____ |
| •1/2 page – black and white | for | \$300.00 Fee: _____ |
| •1 page – black and white | for | \$500.00 Fee: _____ |
| •Inside back cover – black and white | for | \$750.00 Fee: _____ |
| •Outside back cover - Color | for | \$1,000.00 Fee: _____ |

Total Amount: _____

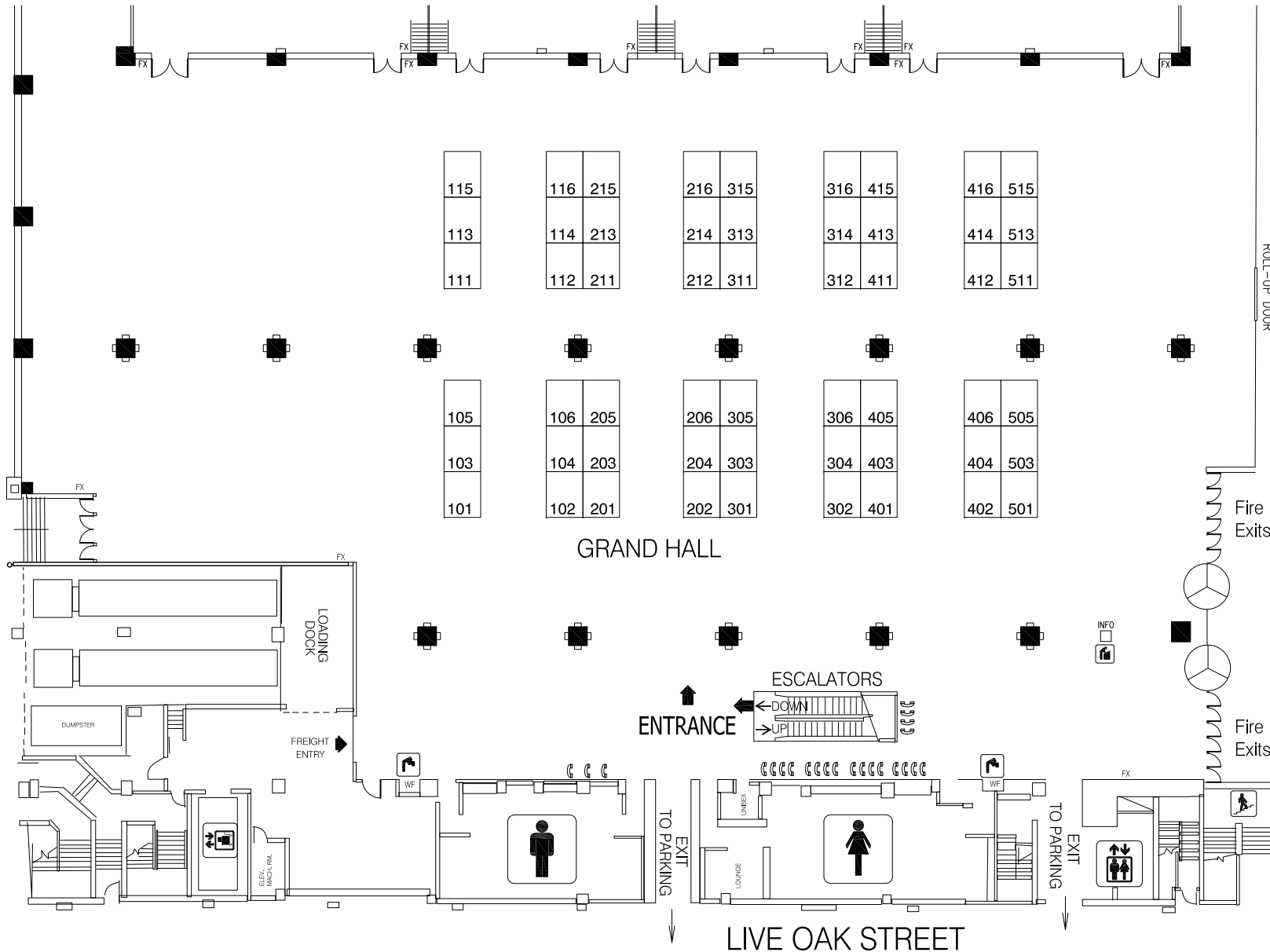
Ads must be returned to Rose Brett , THSA Treasurer, 320 Teakwood Victoria, Texas 77901, by June 19, 2009. If you are an exhibitor you may include the payment for your ad with your payment for your booth.



Texas Head Start Conference

July 28-30, 2009

1st Floor



REVISION DATE:
5/7/2009 ####

BOOTH COUNT

54-8'x10's (Grand Hall)

BLDG. LEGEND:

- -DENOTES 4x4' COLUMNS
- ⊕ -DENOTES LIGHT FIXTURES ON COLUMNS
- -ELECTRICAL & PHONE OUTLETS LEFT & RIGHT ON COLUMNS

F R E E M A N

DRAWING STARTED:
4/7/2009 ####

FILE PATH:
N:\2009\T\1-TEXAS SHOWS\Texas
Head Start Conf,Tx Head Start
0709.dwg
DRAWING NAME:
TX HEAD START 0709

HALL NAME:

JOB NUMBER:

ACCT. EXEC.:
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NOT TO SCALE

DISCLAIMER

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