



**Texas Head Start Association, Inc/Region VI Head Start
2010 Conference
October 10 – 14, 2010 – Houston, Texas**

EXHIBITOR'S POLICY

INTRODUCTION: The annual conference is the Texas Head Start Association/Region VI primary annual event that helps promote strong programs throughout Texas, Oklahoma, New Mexico, Louisiana and Arkansas. Exhibits are an important part of our conference. We expect more than 1,000 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 the information enclosed for details.

REGISTRATION: The registration fee for commercial exhibitors is \$400 plus one door prize for each 8'x10' exhibit booth in the Exhibit Area. Additional booths may be purchased for \$300 per booth plus a door prize. Non-profit agencies can purchase a booth for \$200 each. The enclosed floor plan will show location of available booths. The Contract must be filled out completely to indicate your participation in this event. Registration includes:

- 8'x10' booth, 8' high back drape, 7"x44" one-line identification sign, 1-6 foot draped table, 2 chairs and 1 wastebasket (1st Level Pre-Function Area Booth Equipment)
- Table top booth with 8' high blue back drape, 1-6' x 30' blue skirted table, 2 chairs and 1 wastebasket and a 7' x 44' one-line identification sign (2nd Level Pre-function Area Booth Equipment)
- Grand Opening and Ribbon Cutting and
- Hospitality Room where the exhibitor can network with conference participants or enjoy the refreshments and relax
- A special time with Head Start/Early Head Start Directors as you enjoy the Director/Exhibitors Social
- An exhibitor's service manual to assist you with pre-planning
- Hotel accommodations are available at the Marriott Sugar Land Town Square, 281-275-8400 at the conference rate of \$118 but reservations must be made no later than September 19, 2010. Please mention you are with the Texas Head Start Association when making reservations.

EXHIBITOR SPACE: Exhibit space is available on a first-come/first-serve basis. Refer to the attached exhibit floor plan to make your selection. You can designate your first, second, and third choice of booth location on the exhibitor contract. Once the contract and payment is received, you will be notified, by email, of your confirmed booth assignment.

PAYMENT: Full payment must be included with the contract form to secure a booth.

CANCELLATION AND REFUND: A written request to cancel must be made by September 1, 2010 in order to receive a 50% refund of the booth(s) cost. No refunds will be made if the space is not used or a written request is not received.

CONFERENCE SITE AND EXHIBIT AREA LOCATION: Marriott Sugar Land Town Square, 16090 City Walk, Sugar Land, Texas 77479-6530, (281)275-8400.

PROGRAM BOOK AD SPACE: Ads in the conference program book are available for purchase as follows:

CATEGORY	RATE
Program Cover (outside back cover – color)	\$1,000 Fee
Program Cover (inside back cover – black and white)	\$750 Fee
1 Full Page (black and white)	\$500 Fee
½ Page (black and white)	\$300 Fee
¼ Page (black and white)	\$150 Fee

Payment must be received prior to submission of advertisement. Ads must be submitted by **September 10, 2010**, and be camera ready. The conference program book is 8” wide and 11” long. Please submit payment with completed form to the Texas Head Start Association. If you need additional information, please contact Rose Brett at 361-489-3050 or rbrett@tisd.net .

EXHIBIT AREA REQUIREMENTS: Exhibitors may bring whatever equipment they like to market their products/services to potential customers. All walk areas must be clear for easy passage.

EXHIBIT PROTOCOL: Exhibits must be staffed at all times the exhibit area 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 rights and privileges of other exhibitors.

NAME BADGES: Name badges will be provided for exhibitors and must be worn at all times during exhibit hours and during conference activities and after hour events.

LIABILITY AND INSURANCE: Exhibitors assume the entire responsibility for losses, damages or injury arising from the exhibitor’s displays, equipment, or other property on the premises of the Marriott Sugar Land Hotel. The exhibitor shall indemnify and hold harmless the Texas Head Start Association and Region VI and any of its authorized representatives, agents or employees from any and all losses or claims.

SECURITY AND INSURANCE: The Texas Head Start Association does not guarantee against loss or damage of any kind. 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 service (Freeman Decorating) will be handling conference exhibits. A service manual will be sent to you upon receipt of the exhibitor contract 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 of \$118 are available to exhibitors if reserved prior to the cut-off date of September 19, 2010. Please contact the Marriott Sugar Land Town Square, 16090 City Walk, Sugar Land, Texas 77479-6539; 281-275-8400.

EXHIBIT SCHEDULE:	8 am – 12 noon	Monday, October 11, 2010 – Decorator Set Up
	1 pm – 5 pm	Monday, October 11, 2010 – Exhibitor Set Up
	5pm – 7 pm	Monday, October 11, 2010 – Opening and Ribbon Cutting
	8 am – 5 pm	Tuesday, October 12, 2010 – Exhibits Open
	7:30 pm – 9 pm	Tuesday, October 12, 2010 – Exhibitor/Director Social
	8 am – 3 pm	Wednesday, October 13, 2010 – Exhibits Open
	3 pm – 5 pm	Wednesday, October 13, 2010 - Exhibitor Tear Down
	8 am – 12 noon	Thursday, October 14, 2010 – Decorator Tear Down

EXHIBITOR HOSPITALITY ROOM: Exhibitors are invited to visit the hospitality room and enjoy refreshment and network with conference attendees. A hospitality cart will also visit the exhibit booths throughout the day so you won't have to leave your booth unattended.

DOOR PRIZES/DRAWINGS: Each exhibitor is asked to donate one door prize per booth purchased. The Exhibit Committee will organize drawings for door prizes during session breaks, lunch, and other key times during the exhibit hours. Winners will be sent to the exhibitor's booth to claim the door prize.

TRAINING HOURS CREDIT FOR CONFERENCE ATTENDEES: Participants will receive training hour credits for viewing the exhibits.

DONATIONS AND SPONSORSHIPS: Texas Head Start Association/Region VI welcomes all cash donations and sponsorships. You may sponsor various training tracts, workshops and conference events. You and your company will receive recognition and the Exhibit Committee will do whatever they can to enhance your visibility to potential clients. See our Sponsorship Form enclosed for more details.

ADDITIONAL INFORMATION: If you have any questions please contact Armando Rodriguez at 713 696-2179, or visit our website at www.txhsa.org.

YOU MAKE A DIFFERENCE!

Your commitment to the conference helps the Texas Head Start Association/Region VI be a Strong and United Voice for Children and Families in Texas, Arkansas, Oklahoma, Arkansas and Louisiana.