

Your Invitation to Exhibit

Texas Association for Bilingual Education 2010 Conference

**October 27-30, 2010 ~ El Paso, Texas
El Paso Convention Center**

SPONSORSHIP

38TH Annual Texas Association for Bilingual Education Conference
October 27-30, 2010 ~ El Paso, Texas
El Paso Convention Center

Platinum Sponsorship: **\$7,000.00**

- Four exhibit spaces
- One full-page color advertisement in the conference program
- Special recognition in the conference program and at the conference
- Four reserved seats at Awards Luncheon
- Four complimentary conference registrations

Gold Sponsorship: **\$5,000.00**

- Three exhibit spaces
- Half-page color advertisement in the conference program
- Special recognition as Gold Sponsor in the conference program and at the conference
- Three reserved seats at Awards Luncheon
- Three complimentary conference registrations

Silver Sponsorship: **\$3,000.00**

- Two exhibit spaces
- Half-page black and white advertisement in the conference program
- Special recognition as Silver Sponsor in the conference program and at the conference
- Two complimentary conference registrations
- * Two reserved seats at Awards Luncheon

Commercial Exhibitor: **\$500.00**

- One exhibit space
- Special recognition in the conference program

Job Fair Employment: **\$350.00**

- One job fair space
- Special recognition as Job Fair Employer in conference program

Community Non-Profit Exhibitor: **\$150.00**

- One exhibit space
- Special recognition in the conference program

All sponsorship, exhibitor and advertisement applications must be approved by the Texas Association for Bilingual Education Committee.

SPONSORSHIP/EXHIBIT/JOB FAIR AGREEMENT

38TH Annual Texas Association for Bilingual Education Conference
October 27-30, 2010 ~ El Paso, Texas
El Paso Convention Center

Type of Exhibit ~ Please Check One

Platinum Sponsorship:	\$7,000.00	Commercial Exhibitor:	\$500.00
Gold Sponsorship:	\$5,000.00	Job Fair Employment:	\$350.00
Silver Sponsorship:	\$3,000.00	Community Non-Profit:	\$150.00

(Non-profit exhibitors are not allowed to sell items at their booth for profit)
(Non-profit booths may be moved/relocated in the exhibit hall)

Exhibiting Company: _____

Address: _____ City/State: _____ Zip: _____

Company Contact Person: _____ Email: _____

Telephone: _____ Fax: _____

Name on Identification Sign: _____

Product/Service to be Displayed or Sold: _____

Booth 1st Choice: _____ Booth 2nd Choice: _____ Booth 3rd Choice: _____

Please refer to the floor plan. Booth assignments are on a first-come, first-served basis. (If choices are no longer available, you will be assigned the next best available space.)

A 50% deposit must accompany application. Full payment must be received prior to set-up. Payment in full required by September 21, 2010. NO REFUNDS WILL BE AVAILABLE.

All sponsorship, exhibitor and advertisement applications must be approved by the Texas Association for Bilingual Education Committee.

**All Exhibitors Must Reserve Space by September 21, 2010
to appear in the Conference Program.**

Checks are made payable to: – TABE 2010

110 Broadway, Suite 480 * San Antonio, Texas 78205 * 800-822-3930 Fax: 210-979-6485

Cancellation requests received in writing on or before August 1, 2010 will be subject to a 25% processing fee.

All cancellations received after August 1, 2010 will be declined.

Check Amount:	Check Number:
Credit Card Number:	Type of Credit Card: Date of Expiration:
Credit Card CV Code: (3 digit code on back of card)	
Card Holders Name:	
Billing Address:	
Billing City	State: Zip:
Cardholders Signature:	

HOLD HARMLESS CLAUSE

We submit the following "Hold Harmless Clause", which is part of our exhibit rules and regulations. "The exhibitor assumes the entire responsibility and liability for losses, damage and claims arriving out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the El Paso Convention Center, and shall indemnify and hold harmless the Texas Association for Bilingual Education, agents and employees from any and all such losses, damage and claims".

Signature of Authorized Representative: _____

Date: _____

NAME BADGES

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Name badges may be obtained by completing the following application. Badges are for identification purposes. Badges must be worn at all times in the exhibit hall. *THESE BADGES ARE FOR EXHIBIT PERSONNEL ONLY.*

Badge Name:	Title:
Badge Name:	Title:
Badge Name:	Title:
Badge Name:	Title:
Badge Name:	Title:

Any additional name badges are at a cost of \$50 per badge. If you have any questions, please contact TABE. at tabe@sbcglobal.net or 1-800-822-3930.

ADVERTISING AGREEMENT

Size and Type of Advertisement Requested (please check):

Full page-color (8" x 11")	\$1,500.00
Full page-black & white (8" x 11")	\$1,000.00
½ page-color (8" x 4 ½")	\$ 750.00
½ page-black & white (8" x 4 ½")	\$ 600.00
¼ page-black & white (3 ½" x 4 ½")	\$ 450.00
⅛ page-black & white (3 ½" x 2 ½")	\$ 125.00
Advertisement included in the sponsorship package	NO ADDITIONAL CHARGE

Conference Program Specifications:

- Program Size: (8 ½" x 11")
- Trim Size: (8" x 10")
- Two- page spread with cross-over must accompany trim size
- No bleeds allowed
- All Advertisements MUST be camera-ready

To appear in the conference program, all camera-ready artwork must be emailed to TABE at tabe@sbcglobal.net (preferably in PDF format), by **AUGUST 29, 2010.**

All sponsorship, exhibitor and advertisement applications must be approved by the Texas Association for Bilingual Education Committee.

TABE reserves the right to determine placement of the advertisement within the conference program.

NO CANCELLATIONS ACCEPTED!

Signature of Authorized Representative

Date

50% Deposit must accompany signed agreement.

Make check payable to:

TABE 2010- 110 Broadway, Suite 480 – San Antonio, Texas 78205 –
Phone: 800-822-3930 – Fax: 210-979-6485

TERMS AND CONDITIONS

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1. The standard exhibit equipment package includes a 8' x 10' booth, one 6' draped table, two chairs, wastebasket and an exhibitor identification sign.
2. Exhibitors must confine their activities to their assigned booth space. Exhibitor displays will not be allowed to extend beyond the booth space into the aisle. **Only Exhibit aisles will be carpeted.**
3. Move In and Move Out times are as follows:

Move In	Wednesday, October 27, 2010	8 a.m. till 5 p.m.
	(Loading dock is located behind booths number 1000 & 1002. No loading or unloading will be permitted through the front of the building. NO EXCEPTIONS.)	
Show Hours	Thursday, October 28, 2010	8:00 a.m. – 8:30 a.m. (Grand Opening)
	Thursday, October 28, 2010	8:00 a.m. – 5:00 p.m.
	Friday, October 29, 2010	7:30 a.m. – 5:00 p.m.
	Saturday, October 30, 2010	7:30 a.m. – 12:00 noon
Move Out	Saturday, October 30, 2010	noon – 4:00 p.m.

4. Advance warehouse shipping will be received and stored at UPS FREIGHT, EL PASO, TX 79936. Advance shipping deadline is October 12, 2010. All shipments must be sent pre-paid and labeled as follows:

**LABEL ON BOX: TABE 2010 CONFERENCE.
(Your Company Name and booth number)**

5. Exhibitors are not permitted to sublet any part of its space, or to display merchandise of other manufacturers or dealers where no direct business conditions exist between them.
6. TABE reserves the right to move/relocate non-profit booths within the Exhibit Hall.
7. Official Conference Name Badges must be worn at all times in the Exhibit Hall. Exhibitors will not be able to enter into the Exhibitor Lounge/Break area without their official conference badge.
8. The Camino Real Hotel will be the host hotel for our 2010 TABE Conference. Please make your lodging reservations by calling (800) 769-4300 or (915) 534-3099 no later than September 19, 2010. Please ask for the conference rates of \$ 85.00 single or double.
9. It is mandatory that every exhibitor carry adequate liability and property insurance. Liability insurance should provide public liability coverage for bodily injury and property damage occurring from an accident in your exhibit booth. Property insurance should cover theft or damage of your property from the time materials leave their point-of-origin until they reach their post-show destination including the time on the show floor. Some exhibitors also insure against non-arrival of freight or exhibit materials at the show site. The most economical and practical way to obtain this coverage is to contact your current insurance company and ask them for a rider on your existing policy.
10. Due to the short time period of the exhibition and the vital importance of avoiding any disruption in the orderly operation of the exhibition that might adversely affect other exhibitors, TABE reserves the sole right to resolve any dispute or disagreement among exhibitors, and the decision made by TABE shall be final.