

Texas Association for Pupil Transportation
Exhibitor Information
Woodlands Waterway Town Center Exhibit Hall
The Woodlands, Texas

Trade Show On-Site Coordination: Kevin Vollweiler and Bobby Williams

To contact: tradeshow@tapt.com

Registration - TAPT Executive Secretary, Marisa Weisinger

Marisa@tapt.com

Set up – Freeman Decorators – Dana Kirkhart, Client Solutions

exhibitorsupport@freeman.com 888.508.5054

2021 Conference Theme:

“United Apart – Stronger Together”

Compassion* Caring* Collaboration

PLEASE SHARE THIS INFORMATION WITH ALL VENDOR BOOTH REPRESENTATIVES.

Program Highlights provided through Mobile APP

Please go to tapt.com and click on Conference under the Events TAB for more information.

Saturday, June 26 3:00 to 6:00 pm: Bus and large equipment install. *(Line up as pre-assigned.)*

- Please notify Conference Site Coordinator Sam Davila for overnight parking at Conroe ISD. Sdavila@conroeisd.net
- You may pick up your packets and badges on Saturday at the Exhibitor Registration in the Exhibit Hall.

6:30-7:00 pm Cocktail and Networking – Waterway Foyer
7:00-11:00 pm Awards Banquet – Waterway Ballroom **(Ticket Required)**

Sunday, June 27 8:00 am to Noon: Vendor Install *(All booths should be set up by Noon.)*
8:00 am Non-Denominational Church Service
9:00 am First General Session
11:30-1:00 Lunch On Your Own
1:00 – 2:00 Preview for Directors, Asst. Directors and Shop Foremen.
1:00 – 4:30 Voting (Elections and Poster Voting Booths in Exhibit Hall)
2:00-5:30 All registered attendees.
5:30 – 9:30 pm Dismantle
Open night for customer hospitality.

Monday, June 28 8:00 – Noon Dismantle, continued

Registration, Payment and Refund Deadline: June 4, 2021

Golf, Bowling and Sporting Clay Tournaments: (For more details go to tapt.com)

Team names and payment must be submitted no later than June 4, 2021.

Friday, June 25 8:00 am Golf Tournament – \$65.00
David McMillian and Brian Gibson – Email: Golf@tapt.com
6:00 – 10:00 pm Bowling Tournament, Main Event

Bowl - \$45; Non-Bowler Meet n Greet - \$15. Pam Swanks: Bowling@tapt.com

Saturday, June 26 9:00 am – Noon Sporting Clay Tournament – \$75 Lunch included
Brian Weisinger Email: sportingclay@tapt.com

The following information is provided to make this event welcoming and successful for you and your company. TAPT is a non-profit association with educational and charitable mission and goals whose sole intent is to increase safety by enhancing skills and awareness.

- **Registration, sponsorships, and payment must be complete by June 4, 2021.**
- **Payment must be complete before booth install.**
- **Deadline for full refunds: June 4, 2021**
- **Sponsorships:** For your convenience, you may also enter a **sponsorship** during registration. Please email your company **Logo** to Marisa@tapt.com for website recognition. (\$500 or more) Please see attached information regarding recognition.

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

For information regarding sponsorship opportunities, please contact Marisa Weisinger at Marisa@tapt.com or any TAPT Executive Committee member – and **“Thank You!”** in advance!

- 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.
- **Business Associate Membership:** One Business Associate Membership is included in the registration fee. You will enter the name of the representative who will be the Business Associate Member for your company. The membership will start July 1. Additional Business Associate memberships may be applied for online at www.tapt.com. Membership is effective July 1 to June 30 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 will receive the Members Only eNewsletter.
- Upon completion of your registration, an automated **Confirmation Email** will be sent to the email you registered with. Included will be a link to access and print your **Invoice or Receipt**. Please save that Confirmation Email to access your Invoice/Receipt to reflect any future modifications or payments.
- All vendor representatives are welcome to attend any of the General Sessions or Educational Breakout Sessions. **Must have ticket for Banquets.**
- **No exhibitor shall assign, sublet, or share space.**

Fliers and Brochures in 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 for more information. (Must be received no later than 6-23-21 and shipped to the convention center attention Marisa Weisinger/TAPT. Please observe shipping date parameters to avoid storage fees. The registration committee will build packets the afternoon of Thursday, the 24th. You may also hand deliver before 1:00 pm on Thursday.

- 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 Floor Map of booths taken will be updated daily.**
 - **Booth Attendee Representative Names:** 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 with additional names, titles, and email addresses of any representatives **over the allowable number**. (See chart)
 - You may charge the \$40.00 per person additional badge fee or mail a check. Name changes after June 4 or at check in will cost an additional fee of \$10.00 per change.
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- After payment is received, you will receive an email with your assigned booth space number(s).
 - Please check in at the Exhibitor Registration Booth upon arrival. It will be located within the exhibit hall in the vicinity of the loading area. Coffee will be provided in the Vendor Hospitality area close to registration.
 - Upon check in you will receive your booth attendee/representative badges (printed on sight); **Applicable tickets will be attached to the badge.**
 - Please do not begin dismantling your booth display until the end of the trade show.
 - **\$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 this preview time.**
 - You will have the ability to submit a Trade Show evaluation online after the conference.
 - You will have the opportunity to sign up for Lead Retrieval with the American Trade Show Company.

Convention Center Exhibitor Information: See forms and information within the online registration area.

Show / Production Power/Internet: All power hook ups will be the responsibility of the Convention Center.

Load in must be through designated doors only.

All trash must be removed from Exhibit Hall as you move out.

Storage is not permissible in foyer or service corridors.

Event Management must approve all banner and branding locations.

The Convention Center will not be responsible for items left in any spaces after dismantling, theft, or damage to any property.

Nothing may be placed against any wall.

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 Executive Secretary. *Thank you.*

AIRPORT: Bush International Airport.

HOTELS: Please use links provided and reserve rooms within the TAPT room block. Links are online within the Registration information.

Please do not reserve more rooms than you will use. Please ask hotel to place cancelled rooms back in the room block.

SHIPPING, FURNITURE OR SET UP NEEDS:

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

CONTACT INFORMATION

Kevin Vollweiler or Bobby Williams, TAPT Vendor Show Chairmen, will be available for questions regarding check in, set up or dismantle. The Vendor Show Committee will be present to assist you with booth location, install, dismantle and other assistance. **For questions, email tradeshow@tapt.com.**

Please contact Marisa Weisinger, TAPT Executive Secretary for any questions regarding registration, payment, badge names or sponsorship. marisa@tapt.com 281.549.6573.

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.

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 except for 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 always be used 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 firearms, 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. No candles may be used.

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 INFORMATION:

- Single booth spaces are approximately 10 feet x 10 feet.
- Sides and back of each booth will be draped.
- 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: exhibit hall is carpeted.
- 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.
- *Limited* banquet tickets may be purchased online by June 4th.
- **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 in the Attendee Registration area.**

**Texas Association for Pupil Transportation
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 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, 2020 to be recognized in the Conference Program.*

| <u>EVENT</u> | <u>SPONSORSHIP OPPORTUNITIES</u> |
|---|----------------------------------|
| Sponsored Breaks: | \$1000 Increments |
| Meals: | |
| Awards Banquet | 10,000 Increments |
| Entertainment | 1500 Increments |
| Past President & Honorary Lifetime Member Breakfast | 2,500 |
| Professional Development Instructor Lunch | 2,500 |
| President’s Banquet | 10,000 Increments |
| Scholarship Breakfast & Keynote | 1,000 Increments |
| Scholarships: | |
| Student and Adult Scholarships: | 1,000 |

Presenter Fees/Expenses

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|------------------|--|
| Keynote | 5,000 (Or co-sponsor in 2500 increments) |
| Other Presenters | 1,000 Increments |

Employee of the Year Awards:

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| Sponsorship and Opportunity to announce the recipient and read bio | 500 each |
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TAPT Tournaments:

Bowling :

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| Trophies | 1,500.00 |
| Meal | 1,000.00 |
| Gifts | 500 increments |

Golf:

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|-------------------|------|
| Trophies | 1500 |
| Lunch | 1500 |
| Gifts | 500 |
| Hole Sponsorships | 500 |

Sporting Clay:

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| Trophies | 500 |
| Shells | 1,000 |
| Lunch | 500 increments |
| Gifts | 500 |

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|-------------------------------------|--|
| Speech Contest, Waco, Texas (April) | 500 increments (10,000.00 needed for scholarships) |
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Roadeo Activities

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

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:

Website; Conference materials; during the sessions if sponsored; at the bowling, golf, sporting clay and “Roadeo” events; during sponsored events and announcements regarding Speech and Poster Contests; by participation in the Scholarship and Employee of the Year recognition; signage where appropriate; and 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.

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

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.

Employee of the Year sponsorships: 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 several Employee of the Year designations:

- Regular Ed Bus Driver of the Year
- Above and Beyond Driver of the Year
- Special Needs Driver of the Year
- Attendant of the Year
- Operations Supervisor of the Year
- Operations Specialist of the Year
- Rookie of the Year
- Person 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.

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.

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.

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

Revised 3-1-2021.