

Texas Association for Pupil Transportation
2022 Exhibitor Information
American Bank Center
Corpus Christi, 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 (see Freeman Quick Facts)

Registration, Badge Name Changes, Payments, and Refunds Deadline: June 3, 2022, 5:00 pm Central.

Program Highlights provided through Mobile APP

PLEASE SHARE THIS INFORMATION WITH ALL VENDOR BOOTH REPRESENTATIVES.

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

Links will be provided for the following Registrations:

- Golf, Bowling, and Sporting Clay Events. (All names must be provided by June 3)
- Additional tickets for banquets
- Additional Membership Registrations

ONLY REGISTERED VENDOR COMPANY REPRESENTATIVES WILL BE ALLOWED ON THE SHOW ROOM FLOOR DURING SET UP AND SHOW TIMES OTHER THAN TAPT REPRESENTATIVES. During the show, only Trade Show ticket holders will be allowed entry. No tickets or badges should be shared with Conference Attendees.

Saturday, June 25

1:00-2:30	Bus and large equipment install ONLY (By assigned time to install) <ul style="list-style-type: none">• Please contact the Trade Show Coordinators for off-site bus parking.• Sign in at the Exhibitor Registration in the Exhibit Hall before loading in.• Additional charge for badge changes requested after June 3.• Exhibitor ONLY Lounge will have beverages during set up and show.
3:00-5:30	All other Exhibitor Install (or may set up Sunday morning unless attending banquet) <ul style="list-style-type: none">• Sign in at the Exhibitor Registration in the Exhibit Hall before loading in.• Additional charge for badge changes requested after June 3.• Exhibitor ONLY Lounge will have beverages during set up and show.
6:30-6:55	Social Mixer – BADGE Required.
7:00-11:00	Awards Banquet – TICKET Required

Sunday, June 26

8:00 am to Noon:	Exhibitor Install (<i>All booths must be set up by Noon.</i>) <ul style="list-style-type: none">• Sign in at the Exhibitor Registration in the Exhibit Hall before loading in.• Additional charge for badge changes requested after June 3.• Exhibitor ONLY Lounge will have beverages during set up and show.
1:00 – 2:30	Preview Show for Directors, Asst. Directors, and Shop Foremen.
1:00 – 4:30	Voting (Elections and Poster Voting Booths in Exhibit Hall)
2:30 - 5:30	All registered attendees or Trade Show ticket holders.
5:30 – 10:00 pm	Booth Dismantle Open night for customer hospitality.

Monday, June 27

8:00 – 10:00	Dismantle finalized
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Golf, Bowling, and Sporting Clay Tournaments: (For more details go to tapt.com)

Team names and payment must be submitted no later than June 3, 2022, 5:00 pm. Name changes must be submitted to the Event Coordinators one week prior to the event and NOT AT THE EVENT.

Friday, June 24 8:00 am Golf Tournament – 75.00 Lunch Included
David McMillian and Brian Gibson – Email: Golf@tapt.com
6:30 – 10:00 pm Bowling Tournament, Bowlero
Bowl - \$45; Non-Bowler Meet n Greet - \$20. Pam Swanks: Bowling@tapt.com

Saturday, June 25 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 3, 2022.**
- **Payment must be complete before booth install.**
- **Deadline for full refunds: June 3, 2022**
- **Sponsorships:** For your convenience, you may also enter a **sponsorship** during registration. For donations of \$500 or more, please attach or email your company **Logo** to Marisa@tapt.com
- 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.
- **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 and 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.**
- **No exhibitor shall supply a badge to a non-vendor school district attendee who is not affiliated with the company.**
- **Registered Trade Show Exhibitors may attend any general or breakout session.**
- **The banquets and meals require a ticket.**

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 no later than the Wednesday before Conference. Contact Marisa@tapt.com for more information. (Must be received no later than 6-22-22 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 23rd. You may also hand deliver before 12:00 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. You will also have the opportunity to add additional representatives for \$50.00 per additional attendee.
- **Additional booth attendees above the number allowed will not receive tickets to the Awards Banquet.**
- You may purchase additional tickets online for additional attendees.
- You may charge the additional fees during registration or by using the link on the Confirmation email. The payment link is also online under our Resources TAB.
- Name changes must be received before June 3, 2022 in order to be submitted to the Badge Service.
- **Name changes after June 3 or at check in will cost an additional fee of \$25.00 per change.**
- 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.
- Upon check in you will receive your booth attendee/representative badges (printed on sight); **Applicable tickets will be attached to the badges of each allowable badge. Additional tickets will be placed in your packet.**
- Please do not begin dismantling your booth display until the end of the trade show at 5:30 pm.
- **\$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 2 door prizes to be awarded by TAPT. You will sign up at registration/check in for a door prize announcement time.
- You may also 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. We appreciate your constructive criticism so that we may afford the best showing opportunities.
- You will have the opportunity to sign up for Lead Retrieval with the American Trade Show Company.

FREEMAN INFORMATION: (More info in Quick Facts)

Take advantage of discount pricing by ordering online at FreemanOnline by May 30, 2022. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show. To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit FreemanOnline. If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
TAPT CONFERENCE & TRADE SHOW C/O Freeman
3323 N Pan Am Expressway, Ste 126
San Antonio, TX 78219 01/21

Freeman will accept crated, boxed, or skidded materials beginning Monday, May 23, 2022, at the above address. Material arriving after June 17, 2022, will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 12:00PM, 1:00PM - 3:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: All materials received by Freeman are subject to **Material Handling Charges** and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

PURCHASE TERMS Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services and may be amended without notice. To review the current Purchase Terms, click here. **LABOR INFORMATION** Union Labor may be required for your exhibit installation and dismantle. Please carefully read the **UNION RULES AND REGULATIONS** to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Center. Refer to the order form under Display Labor for Straight time and Overtime hours. **ASSISTANCE** We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054. **WE APPRECIATE YOUR BUSINESS**

Convention Center Exhibitor Information: See Order forms and Freeman Kit 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 to avoid handling charges.
- 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.

AIRPORT: Corpus Christi International Airport – Complimentary Shuttles to both Hotels

HOTELS: Please do not book more rooms than you will use.

If cancelling rooms, please ask that those rooms be placed back into the TAPT Block so that others may reserve, and that TAPT gets credits for those contracted rooms.

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

TRADE SHOW 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 Trade Show questions, email tradeshow@tapt.com. For Registration, Sponsorship, or Payment questions, please contact Marisa Weisinger, TAPT Executive marisa@tapt.com 281.549.6573.**

TAPT will conduct business at its headquarters on the Main Floor Room 103 at the convention center.

Texas Association for Pupil Transportation Sponsorship Opportunities

TAPT greatly appreciates our Business Associate 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 Mobile App, on signage and during events as appropriate.

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.

Sponsorship Opportunities are listed online.

Note: *All sponsorships must be received no later than June 3, 2022 to be recognized in the Conference Program.*

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 3-1-2022