



**Texas Association for Pupil Transportation  
Exhibitor Information**

**Woodlands Marriott Waterway Town Center Exhibit Hall  
The Woodlands, Texas**

**ON-SITE COORDINATION: Kevin Vollweiler and Bobby Williams**

To contact: [tradeshow@tapt.com](mailto:tradeshow@tapt.com)

**REGISTRATION AND SPONSORSHIPS - TAPT Executive Secretary, Marisa Weisinger  
Marisa@tapt.com**

**Set up – Freeman Decorators – Ben Brown , Client Solutions, 870.926.8871 (m)**

**Marriott Contact: Leanna Nellish**

**2023 Conference Theme:**

***“Sharing Pearls of Wisdom – 50 Years of Foundation”***

**Proudly Celebrating the 50<sup>th</sup> TAPT Conference and Trade Show Anniversary**

**Program Highlights provided via a Mobile APP**

**AGENDA:**

**Registration, Payment, and Refund Deadline: June 1, 2023. (Includes Golf and Bowling TEAM names.)**

<b>Friday, June 23</b>	8:00 am	Scholarship Golf Tournament (David or Sherri - Golf@tapt.com)
	5:00 pm	Shuttles for Bowling – <u>Must be registered for bowling/non-bowling</u>
	6:00-10:00	Bowling and Awards (Pam or Brit – Bowling@tapt.com)
<b>Saturday, June 24</b>	1:00-2:30 pm:	Bus and large equipment install <b>ONLY</b> . ( <i>Line up as pre-assigned.</i> )
	2:30-5:30 pm:	All other Exhibitor Install (or Sunday morning.)
	6:30 pm	Cocktail and Networking – Waterway Foyer ( <b>Badge Required</b> )
	7:00-11:00	Awards Banquet – Waterway Ballroom ( <b>Ticket Required</b> )
<b>Sunday, June 25</b>	8:00 am to Noon	Exhibitor Install ( <i>All booths MUST be set up by Noon.</i> )
	<b>11:00-Noon</b>	<b>Lunch Provided for all registered Vendor Badge Holders</b>
	8:00-8:15 am	Non-Denominational Church Service
	8:30 am	First General Session – Waterway Ballroom
	1:00 – 5:00	Vendor Show Hours
	5:00 – 9:30 pm	Exhibitor Dismantle ( <b>Please not before</b> )

***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 during TAPT events. Please plan dismantle accordingly.***

**Monday, June 26**      8:00 – 10:00      Final Dismantle

2.

**Golf and Bowling Teams – Please click on the *ACTIVITIES* TAB. Team names and payment must be submitted no later than June 1, 2023. No substitutions past June 16, 2023.**

**Shipping and material handling** Warehouse address: (See Quick Facts for more information)

FREEMAN CORPORATE  
TAPT Annual Conference & Trade Show 2023  
3010 Aldine Bender Rd  
C/O Jetco / Freeman  
Houston, TX 77032

**Show site shipping address:**

FREEMAN CORPORATE TAPT Annual Conference & Trade Show 2023  
The Woodlands Waterway Marriott Hotel & Convention  
C/O Freeman  
1601 Lake Robbins Dr  
The Woodlands, TX 77380

*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 knowledge, skills, and awareness.*

**Registration, sponsorships, booth attendee representative names, Golf and Bowling team names, and payment must be complete by June 1, 2023. Deadline for full refunds: June 1, 2023.**

**REGISTRATION CONFIRMATION, INVOICE AND RECEIPT:**

Upon completion of your registration, an automated **Confirmation Email** will be sent to the email entered.

- You may select payment with a credit card or by check options.
- A **LIVE LINK** to access and print your Invoice or Receipt will be included within the confirmation email.
- Please save that Confirmation Email to access your Invoice/Receipt to reflect any future modifications or payments via the LIVE LINK.
- All vendor representatives are welcome to attend any of the General Sessions or Educational Breakout Sessions.  
**Must have ticket for Banquets.**

**BOOTH SPACE INFORMATION:**

- Single booth spaces are approximately 10 feet x 10 feet. 8' high black drape, 3' high side drape.
- Each 300 sq ft or less booth will have one 7"x44" 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.**
- One 6 x 30 black draped table and 2 chairs
- The exhibit hall is carpeted with existing hotel carpet.
- Please do not bring booth backdrops that are larger than your booth space.
- Booth Fee does not include electricity or internet. Must be arranged through the convention center.
- **No exhibitor shall assign, sublet, or share space.**
- **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.**

**NOTE: Buses displayed must be approved for sale in the State of Texas and meet all Texas Specifications.**

[Texas Specifications for School Buses | Department of Public Safety](#)

### 3.

**Overnight Bus Parking** - Please notify Conference Site Coordinator Sam Davila of overnight parking needs at the Conroe ISD Transportation Center. [Sdavila@conroeisd.net](mailto:Sdavila@conroeisd.net) or Carl Klein, Fleet Manager. [cklein@conroeisd.net](mailto:cklein@conroeisd.net).

**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](http://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 subscription to the Members Only eNewsletter through which we announce upcoming TAPT events that vendors may wish to attend for networking.

**Fliers and Brochures in Conference Attendee Packets:** Sponsoring companies (\$500 and above) may also provide fliers, brochures, or small promotional items to be included in the attendee packets **if provided** no later than 6-21-2023 and shipped to the convention center attention Marisa Weisinger/TAPT. Contact [Marisa@tapt.com](mailto:Marisa@tapt.com) for more information. Please observe shipping date parameters to avoid storage fees. The registration committee will build packets the afternoon of Thursday, the 22nd. *You may also hand deliver before 10:00 am 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.**
- Shortly 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 and tea will be provided in the Vendor Lounge/Hospitality located next to Exhibitor registration.
- Please do not begin dismantling your booth display until 5:00 pm Saturday.
- Load in must be through designated doors only.
- All trash must be removed from Exhibit Hall as you move out to prevent extra charges.
- Storage and loading is not permissible through 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 or taped to a wall.**

#### **Badges:**

Upon check in you will receive your booth attendee/representative badges (printed on sight).

- Applicable tickets will be attached to the badge.
- Booth Attendee Representative Names: You will be given the opportunity to enter the names, titles, and email addresses of your eligible number of booth representatives.
- You may also register booth attendees **over the allowable number** (See chart) for a \$50.00 fee.
- Name changes after June 1 will be made at Exhibitor check in for the fee of \$25.00 per change.
- Allowed number of booth attendees (not extra) will also receive a ticket to the Saturday Awards Banquet.
- Packets must be picked up Saturday afternoon for badges and tickets to the banquet.
- *Limited* additional banquet tickets may be purchased online before June 1.

**Door Prizes:** \$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.**

4.

- You may bring **TWO (2)** door prizes to be given away. You will sign up at registration/check in for a door prize announcement time.
- For awarding additional door prizes, please collect business cards and dispense as you see fit. You may use the ticket provided by TAPT for the first two door prizes. 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.**

You will have the ability to submit a Trade Show evaluation online after the conference. We appreciate constructive feedback so that we continually improve your exhibitor experience.

**Lead Retrieval:** You will have the opportunity to sign up for Lead Retrieval with the American Trade Show Company. Info will be posted online.

- **Please do not request a booth change during set up.**
- **Please do not set up during Bus and Large Equipment move-in or if you have not been given an assigned time.**

**AIRPORT:** Bush International Airport. (Approximately 30 minutes, 20 miles)

**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.**

TAPT will conduct business at its headquarters at the convention center.

#### **SPONSORSHIP OPPORTUNITIES AND RECOGNITION:**

For your convenience, you may also enter a **sponsorship** during registration AND attach your company **Logo** for donations of \$500 or more.

- Logos will be placed on the [tapt.com](http://tapt.com) website.
- Please contact Marisa Weisinger at [Marisa@tapt.com](mailto:Marisa@tapt.com) or any TAPT Executive Committee member.
- **"Thank You!"** in advance!

***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 Mobile App Program, on signage and during events. (Please see additional information below.)

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, 2023**, to be recognized in the Conference Program, Foyer Signs and Entrance Unit. (If after that date, recognition will still be made at the event and on event recognition signs.)*

***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](http://www.tapt.com).**

5.

**EVENT**

**SPONSORSHIP OPPORTUNITIES**

<b>Sponsored Friday and Saturday PDC Class Breaks:</b>	\$1000 Increments
<b>Meals/Breaks:</b>	
Friday and Saturday PDC Class Coffee Break co-sponsorships	1000 increments
General Session Pre-Coffee	2500
Awards Banquet	10,000 Increments
Entertainment	1500
Past President & Honorary Lifetime Member Luncheon	2,500
Professional Development Instructor Lunch	2,500
President's Banquet	10,000 Increments
<b>Scholarships:</b>	
Student and Adult Scholarships:	1,200
<b>Presenter Fees/Expenses</b>	
Keynote Presenter	2000.00 Co-Increments
Featured Presenters	1000.00
<b>Employee of the Year Awards:</b>	
Opportunity to announce the recipient, be seated at a reserved table and photographed with recipient and Director	750 each
<b>TAPT Tournaments:</b>	
Bowling: Trophies, Gifts, Meals	500 increments
Golf: Trophies, Gifts, Meals	500 increments
Hole Sponsorships	\$200
<b>Other:</b>	
Speech Contest, Waco, Texas (April)	500 increments (10,000.00 needed for scholarships)
Roadeo Activities - April 29, 2023:	
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 501C3 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 September 1 through June 1 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 and in the order of the amount sponsored for the entire year.

**\$10,000 or more:** Sponsoring company representatives will be invited to give 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 presenters and will receive a complimentary banquet ticket for the event they are sponsoring.

6.

**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 during the Awards Banquet.

Employee of the Year designations:

- Regular Education Driver of the Year
- Special Transportation Driver of the Year
- Attendant of the Year
- Operations Supervisor of the Year
- Operations Specialist of the Year
- Rookie of the Year
- Innovator of the Year

**Scholarships:** Student and Adult Continuing Education Scholarships are awarded during the Awards Banquet Saturday evening. The sponsoring company representative will be given a brief bio of the recipient and will be seated 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, Poster Contest Awards and School Bus Safety Rodeo:**

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 First General Session and the sponsors are recognized at that time. The winning posters of the School Bus Safety Poster Contest will be announced and the sponsors will be recognized. The winning posters will be posted in the Exhibit Hall foyer.

**Conference Attendee Packets:** Vendor Companies who have donated \$500 or more may also provide fliers, brochures, and small promotional items to be included in the attendee packets if provided before the packets are built on Thursday.

**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.

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.

#### **Texas Association for Pupil Transportation - NON-LIABILITY**

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.

7.

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 the 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 demonstrations only. Be mindful of surrounding exhibitors. The volume of the sound or music for the demonstration will only 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 the ignition. No refueling of vehicles is permitted within fifty (50) feet of the Center. Compressed flammable gases, 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.

**Revised 3-1-2023.**