



Texas Association for Pupil Transportation
2025 Exhibitor Information
Fort Worth Convention Center ~ City of Cowboys and Culture

ON-SITE COORDINATION: Bobby Williams and Joseph Reese

To contact: tradeshow@tapt.com

REGISTRATION AND SPONSORSHIPS - TAPT Executive Director, Marisa Weisinger

Marisa@tapt.com

2025 Conference Theme:

“Journey Beyond: Steering Tomorrow’s Leaders”

Program Highlights, Exhibitors and Sponsoring Companies provided via a Mobile APP

Agenda included in this information.

Registration & Payment Deadline – May 23rd. No refunds after May 23.
To Hold Booth Spaces, Payment Must Be Received.

TAPT is excited to welcome you to join us in beautiful Fort Worth, Texas. *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 mission and charitable goals whose sole intent is to increase safety by enhancing knowledge, skills, and awareness.*

Registration, sponsorships, booth attendee representative names, Golf, Sporting Clay and Bowling team names, and payment must be complete by May 23, 2025. Deadline for full refunds: May 23, 2025

REGISTRATION CONFIRMATION, INVOICE AND RECEIPT:

Upon completion of your registration, an automated **Confirmation Email** will be sent to the email entered. Your Invoice will be included on that email notification.

- You may select one of these payment options to complete your registration: Paying With A Check or Paying With A Credit Card.
- Please save that Confirmation Email for future reference and for your Invoice/Receipt records.
- A receipt will be emailed upon receipt of payment.
- Only company employees or company corporation representatives may be listed as booth attendees.
- **Badges or tickets are required for Banquets and General Sessions.**

BOOTH SPACE INFORMATION:

- Single booth spaces are approximately 10 feet x 10 feet. 8’ high back drape, 3’ high side drape.
- Each 200 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 as you would have your sign read.**
- Each booth will have one table, 2 chairs, waste basket, back and side drape.
- Please keep all booth backdrops, signs, etc within the space allotted to you and be considerate to your neighboring exhibitors.

- Only aisle carpeting will be provided. (You may order booth carpet from the decorator. Forms will be posted.)
- 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. See Form.
- **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 plus membership 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](#)

Overnight Bus Parking - Please notify Bobby Williams for bus parking information. tradeshow@tapt.com.

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 (after conference). Additional Business Associate memberships may be applied for online at www.tapt.com. Membership is effective July 1 to June 30 annually. Business Associate membership is \$80.00 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 Roster which is updated at least monthly or more often.
- Members are also subscribed to the Members Only eNewsletter through which we announce upcoming TAPT Chapter Meetings and other events that vendors may wish to attend or sponsor for networking.

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 - 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.

- Buses, lifts, and other large equipment will be assigned a move in time. If you are not installing a bus or other large equipment, please do not arrive before the scheduled time. No one will be allowed on the exhibit hall floor while buses are being moved in.
- 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 Sunday.**
- Load in must be through **designated doors** only.
- All trash must be removed from Exhibit Hall as you move out to prevent extra charges to you or your company.
- 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.**
- **Do not request a booth change during set up.**
- **Do not attempt to set up earlier than the posted install times.**

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 received** no later than June 18th and shipped to the convention center attention Marisa Weisinger/TAPT Conference. Contact Marisa@tapt.com for more information. Please observe shipping date parameters to avoid storage fees. The registration committee will build packets the following afternoon. No fliers will be accepted after June 18.

Shipping and material handling Warehouse address: (See Decorator Quick Facts for more shipping instructions, deadlines, and information)

Show site shipping address: May not be received earlier than 3 days before the show date.

Exhibiting Company Name / Booth Number

Texas Assn for Pupil Transportation Conference and Trade Show

Fort Worth Convention Center, 1201 Houston Street, Fort Worth, Tx 76102

For questions: 817-392-2588. FortWorthConventionCenter.com

Badges:

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

- The QR scan code will include all passes into the Trade Show or Banquet.
- 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. **CHECK SPELLING AND TITLES Before you complete your registration.**
- You may also register booth attendees **over the allowable number** (See fee chart) - \$75.00 per additional badge. You may also add additional at check in.
- If you need a name change, email Marisa@tapt.com before May 31. Name changes June 1 or after will be made at Exhibitor check in for the fee of \$40.00 per change.
- Allowed number of booth attendees (not extra) will also receive access to the Saturday Awards Banquet.
- Packets must be picked up Saturday afternoon for badges if planning on attending the banquet.
- *Limited* additional banquet tickets may be purchased online before June 1.

Door Prizes: Exhibitors are encouraged to bring door prizes to give away throughout the show to promote traffic at your booth.

- TAPT will not make announcements for door prize winners. This tends to diminish foot traffic at booths once announcements begin.
- You may choose how and when to select your winners – by collecting and drawing business cards; collecting attendee information through drawing entry forms; using optional lead-capture services; designating and announcing times for drawings to happen at your booth; contacting recipients directly through phone, text, email, etc.
- You may decide whether or not the recipient must be present at the time of the drawing in order to win.

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 Badge Service. Info will be posted online.

AIRPORT: Love Field or Dallas/Fort Worth Airports.

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 and cancel any rooms not needed BEFORE the room block closes so that others may reserve rooms.**

Please ask the hotel to place cancelled rooms back in the room block. Please cancel rooms before the block closes.

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. Please see Sponsorship Information at tapt.com.

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. 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.

Exhibitor AGENDA:

Registration, Payment, and Refund Deadline: May 23, 2025. (Includes Golf, Bowling, & Sporting Clay Team Names)
See www.tapt.com Events tab for agenda and fees. Activities will be a separate registration.

Saturday, June 21	By Appointment Only	Buses and large equipment install. <i>(Line up as pre-assigned.)</i> <i>Fire Marshall Inspection is required.</i>
	1:30-5:00	Exhibitor Install (or Sunday morning.) PLEASE DO NOT PLAN TO INSTALL EARLIER
	6:30 pm	Cocktail and Networking – (Badge Required)
	7:00-10:00	Awards Banquet and Dinner – (Badge or Ticket Scan Required) Dress Your Best – Kentucky Derby Theme and Attire
Sunday, June 22	8:00 am to Noon	Exhibitor Install <i>(All booths MUST be set up by Noon.)</i>
	11:30-12:30	Lunch Provided for all registered Exhibitor Badge Holders
	1:00 – 5:00	Trade Show Hours
	5:00 – 10:00 pm	Exhibitor Dismantle (Please not before)
Sunday Night		<i>Open night for Customer Appreciation. TAPT appreciates cooperation from the vendor companies to utilize this night for planning events and not during TAPT events.</i> Please plan dismantle accordingly.
Monday, June 23	8:00 – 10:00 am	Final Dismantle

Please go to tapt.com – Events TAB for more information regarding sessions and other events.

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.

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 3-11-2025