

**Texas Association of Community Action Agencies, Inc.
2018 Annual Conference**

Exhibits: May 9-10, 2018 ★ Menger Hotel ★ 204 Alamo Plaza ★ San Antonio, TX

SPONSOR / EXHIBITOR FORM

Contact Person (Name & Title): _____

Phone: _____ Ext. _____ Fax: _____ E-mail: _____

Information listed in the conference program:

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Main Phone: _____ Main Fax: _____ E-mail: _____

Website: _____

All sponsorships include one tabletop exhibit. Tentative Schedule:

Wednesday, May 9: Exhibit Set Up between 8:00 a.m. – 10:00 a.m. / Exhibits open 10:00 a.m. – 5:00 p.m.

Thursday, May 10: Exhibits open from 7:30 a.m. – 5:30 p.m. / Exhibit removal by 6:00 p.m.

All break services occur in exhibit area.

LEVEL	INCLUDES:
Exhibitor	Includes one 6' table and 2 chairs (tabletop displays only) Up to 2 company representatives
Conference supporter	Optional: one 6' table and 2 chairs (tabletop displays only) Up to 2 company representatives Company mention and logo in the conference program
Bronze sponsorship	Optional: one 6' table and 2 chairs (tabletop displays only) Up to 3 company representatives Logo and Quarter-page ad in conference program
Silver sponsorship	Optional: one 6' table and 2 chairs (tabletop displays only) Up to 4 company representatives Logo and Half-page ad in conference program
Gold sponsorship	Optional: one 6' table and 2 chairs (tabletop displays only) Up to 5 company representatives Logo and Full-page ad in conference program

There will also be a fundraising raffle in the Exhibit Ballroom which will pull in conferees. Exhibitors are invited to host one of the fundraising items at their exhibit (to attract attendees). Please indicate if you are willing to host and / or bring an item for the fundraiser.

We are willing to host a fundraising item at our exhibit. (will increase traffic to your table)

We will bring a fundraising item (\$50+ value) (Deliver to TACAA conference registration.)

Print name(s) (first name - last name) of all *ON SITE* sponsor(s)/exhibitor(s) as reflected on nametags:

First Last First Last

Sponsorship Level or Additional Representatives:

First Last First Last First Last

Please check your level of support, whether or not you will have an exhibit, and if you need electricity:

LEVEL	EXHIBIT	RATE	PAYMENT
Exhibitor		\$250.00	
Conference supporter	Yes No	\$350.00	
Bronze sponsorship	Yes No	\$1,250.00	
Silver sponsorship	Yes No	\$2,500.00	
Gold sponsorship	Yes No	\$5,000.00	
Access to electricity – <i>includes power cord and power strip</i>		\$40.00	
LATE FEE – <i>postmarked after April 21, 2018</i>		\$50.00	
Additional Representative	# of Add'l:	x \$50.00	
TOTAL			\$

Make checks payable to *Texas Association of Community Action Agencies, Inc.*

and mail with this completed form to:

TACAA
4029 S. Capital of Texas Hwy., Suite 115
Austin, Texas 78704-7920

Payment and signed form must be received by April 24, 2018. *Forms received without payment and/or forms received after the due date are not guaranteed an exhibit table or recognition in the conference materials. Space filled on a first come, first served basis. Payments **postmarked after April 20, 2018** will be subject to a **\$50 late fee** or possibly returned if space is full.*

For more information, call Kerrin Meyer at (512) 462-2555 x 206.

Company Does Does NOT want to be listed in the conference program as indicated on page 1.

*Please note, the exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibit's activities on the hotel premises and will indemnify, defend and hold harmless the Texas Association of Community Action Agencies, Inc., the hotel, its agents, servants and employees from any and all such losses, damages and claims. Furthermore, storage space is not available for display material. **The exhibitor will be responsible for the removal of equipment, crates, trash, etc. no later than 6:00 p.m. on Thursday, May 10, 2018.** Signature indicates the acceptance of the terms of this agreement.*

Signature

Date