



**TLCCA 2019 Spring Conference**  
**March 22<sup>nd</sup> and 23<sup>rd</sup>, 2019**  
**Houston Texas**

**SPONSOR INFORMATION:**

(Confirmation letters and all other materials will be emailed to the name listed below unless otherwise requested.)

**Please print and use black ink to assist us in accurately completing name badges, etc.**

**All Four Pages Must Be Returned Along With Payment For Your Application To Be Processed**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Category Information: (Type of product or service) \_\_\_\_\_

Names for Badges of person/s in Exhibit Booth: **(Please Print)**

\_\_\_\_\_  
Description of Exhibit Booth/ Display (Example: Backdrop, Display Stands, include size of booth etc.)

\_\_\_\_\_  
ELITE SPONSORSHIP: \$10,000.00 per year

YES, I want to take advantage of TLCCA's Elite Sponsorship, sign me up today! \$ \_\_\_\_\_

GOLD SPONSORSHIP: \$5,000.00 per year

YES, I want to take advantage of TLCCA's Gold Sponsorship, sign me up today! \$ \_\_\_\_\_

SILVER SPONSORSHIP: \$2,500.00 per year

YES, I want to take advantage of TLCCA's Silver Sponsorship, sign me up today! \$ \_\_\_\_\_

BRONZE SPONSORSHIP: \$1,500.00 per year

YES, I want to take advantage of TLCCA's Bronze Sponsorship, sign me up today! \$ \_\_\_\_\_

BRONZE MEMBERS ONLY NEED TO REGISTER FOR BOOTH SPACE AND MEMBERSHIP.

EXHIBIT BOOTH SPACE: # of Booths - \_\_\_\_\_

\$400.00 each – VENDOR MEMBER PRICE: This fee will be the same for all VENDOR MEMBER 2017 Booths; you can save \$200.00 by joining TLCCA today!

\$600.00 each – NON-MEMBER PRICE: This fee will be the same for all NON-MEMBER 2017 Booths

No thank you I am already a member

SMALL BUSINESS TABLE: # of Tables- \_\_\_\_\_

\$200 each – This is for small businesses selling items onsite at the conference (example: makeup, hair care products, kitchen items, etc.) 90% of the items sold are valued at \$100.00 or less

TOTAL \$ \_\_\_\_\_

**PAYMENT INFORMATION:**

Check, # \_\_\_\_\_

M/C, Visa, American Express \_\_\_\_\_ Code \_\_\_\_\_

Expiration Date \_\_\_\_\_ Billing Address: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

\*Deadline for Exhibitor Application and Fee to be received in the TLCCA office February 15, 2019.

\*\*TLCCA reserves the right to refuse advertising in any TLCCA publications.

**MAIL TO: TLCCA PO Box 136836 Ft. Worth, TX. 76136 OR EMAIL TO: TLCCAINFO@gmail.com**

**Texas Licensed Child Care Association**

## **TERMS & CONDITIONS FOR EXHIBITING**

**All Pages MUST Be Signed And Returned With The Exhibit Application**

### **Conditions for Exhibiting**

This instrument contains the entire agreement between the Texas Licensed Child Care Association (TLCCA) and the

Exhibiting Company (Exhibitor) relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this statement. This agreement is subject to all conditions under which space at the 2019 Spring Conference is made available to TLCCA by the host facility.

### **Booth Assignment**

Upon receipt of completed Exhibitor Application, signed Terms and Conditions for Exhibiting, and payment to TLCCA, a booth space will be reserved for the exhibitor. Only one company name is permitted per exhibit space. TLCCA reserves the right to alter locations of Exhibitors or of booth spaces shown on the floor plan if deemed to be in the best interest of the exhibition. TLCCA reserves the right to reject the application to exhibit with the Association.

### **Exhibit Fees**

The cost of the booth space includes: 1 (one) 6-foot table and 2 (two) chairs with name badges; limited entry into educational seminars. A computer listing of attendees will be provided to Vendor Members after the conference. Utilities, furnishings (other than 2 chairs and table) ARE NOT provided.

### **Payment Policies**

All sponsorship fees must be paid in full prior to distribution of registration packet. TLCCA reserves the right to cancel booth space not paid in full by February 15, 2019.

### **Cancellation of Exhibit Space**

All booth cancellations must be submitted to TLCCA in writing. In the event of cancellation of exhibit space by the Exhibitor, it is agreed that the actual damages, which might be sustained by TLCCA by reason of such cancellation, are uncertain. As a result, it is agreed that the following sums would be reasonable and just compensation for cancellation received with respect to the following dates and booth cost of \$600.00:

- ❖ Prior to 01-01-19, 25% of total booth costs;
- ❖ Between 01-01-2019 and 01-15-2019, 50% of booth costs;
- ❖ Between 01-16-19 and 02-15-19, 75% of booth costs;
- ❖ 02-19-19 and after, a total of 100% of booth costs.

Exhibitor agrees to forfeit, and TLCCA agrees to withhold the above respective sums from any refund due, as liquidated damages in the event of cancellation.

### **Use of Exhibit Space**

Exhibit space is assigned on the expressed understanding that it is to be used solely for the display of the services that the Exhibitor provides to the childcare industry. Exhibitors are not permitted to sublet any part of their space. **No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions for that type of booth.** Exhibits will not be of such nature or arrangement to obstruct the view or interfere with the exhibits of others. Should there be any questions as to

the obstructions or interference of any exhibit with other exhibits in the area, the final judgment will be made by TLCCA. A description of you booth/ display materials you are bringing must be disclosed to TLCCA on the first page of this form.

#### **Insurance & Liability**

Exhibitors wishing to insure their property must do so at their own expense. To protect themselves against loss, it is recommended that all Exhibitors have representatives in attendance at all times when the exhibits are open, especially when exhibits are being fabricated or dismantled.

It is expressly understood and agreed, and the Exhibitor agrees by accepting this contract, that they will make no claim of any kind against TLCCA, or any of their members or employees for any loss, damage to, or destruction of goods, or for any injury that may occur to themselves or their employees while in the Exhibit Hall, or for any damage of any nature of character whatsoever.

It is further agreed that TLCCA shall not be held liable or responsible for, and shall be indemnified and held harmless by Exhibitor from and against any and all claims and damages of every kind, for injury to or death of any person or persons and for damages to or loss of property, arising out of or attributed, directly or indirectly, to the operations or performances of Exhibitors and Exhibitor's agents and employees under this agreement.

The facility is not liable to the Exhibitors for any damage to or for the loss or destruction of an exhibit or property of the Exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of the hall, it's officers, agents, service personnel, employees, or otherwise, all claims for any such loss or damage being expressly waived by Exhibitor who agrees to indemnify and hold the facility harmless. Exhibitor agrees to abide by all applicable fire, utility, and building codes.

#### **Exhibit Room Set Up/ Break Down Regulations**

All vendors must have their booth set up prior to the opening of the vendor hall on the first day of the conference at 7:30 am. You may set up the evening prior during designated hours if the venue allows or the morning of the event from 7:00 am to 7:30 am but all booths must be up and complete by 7:00 am. Your booth must remain set up and manned by you during all hours of the exhibit hall on the first day of the conference and through At 2:00 pm on the second day of the conference. On day two of the conference the vendor hall will close early at 2:00 pm and you may tear down your booth and leave the conference. **No booths may be torn down before 2:00 pm on day two of the conference.**

#### **Business Exclusives:**

To ensure favorable business opportunities for each vendor who exhibits at the conference only five (5) exhibitors of a similar likeness will be permitted to purchase a sponsorship or booth for the conference. The five spots will be determined by payment and completed exhibit applications received on a first come first served basis with sponsorships taking a priority over exhibit space purchase only.

**Door Prizes**

It is required that every exhibitor bring two (2) door prize gifts to the conference. One prize will be collected by TLCCA on the first day of the conference and will be raffled off to attendees through random raffle drawing at the keynote sessions of the conference. The second prize should be raffled off directly by you through obtaining clientele's information at your booth and then drawing however you choose from the leads you made at your booth. Your door prize will be given away by you during your introduction opportunity at the at the day two conference keynote.

**Vendor/Board Reception:**

Following day one of the conference, TLCCA hosts an onsite vendor reception in your honor to allow you the opportunity to better connect with conference attendees in a more personal/ social setting. We invite and encourage all vendors to attend this event and invite and encourage all attendees to attend this event for networking purposes.

**Professionalism:** Should you have any concerns or feedback about TLCCA or the conference such should be addressed with the Executive Director, President, and/ or 1<sup>st</sup> Vice President professionally and at an agreeable time by all parties. It is expected that all exhibitors act in a professional manner at all times and ensure that their actions support and represent the Texas Licensed Child Care Association in a positive manner.

Signature: \_\_\_\_\_  
Printed  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_