

TRADE SHOW BOOTH ORDER
Texas Festivals and Events Association
July 9-11, 2010
Omni Houston • Houston, Texas

BOOTH DESCRIPTION: All booths are 10' deep and 10' wide. Booths will have 8' tall flameproof background drapes and 3' tall dividers. A 7" X 44" booth identification sign consisting of two lines of copy will be provided. Also provided and included in the cost of the booth will be a 6' draped table, wastebasket and two chairs per booth.

Each booth rental includes one **full conference registration, which entitles one person to attend conference educational sessions, meals and receptions.** Additional registrations can be purchased for \$200 per person. **You must be an IFEA member in good standing to exhibit. Please call 830/997-0741 for membership information or to verify your membership status.**

EXHIBITOR INFORMATION

Name of Business (Booth sign to read) _____
 First Exhibitor Name: _____
 Additional Attendee _____
 Additional Attendee _____
 Additional Attendee _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone: (_____) _____ Cell: (_____) _____ Fax: (_____) _____
 E-mail Address: _____ Web Site Address: _____
 Type of Business: _____

LIABILITY STATEMENT: EXHIBITOR AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS TEXAS FESTIVALS AND EVENTS ASSOCIATION AND THE OMNI HOUSTON HOTEL, ITS OWNERS OR MANAGERS, OFFICERS, OR DIRECTORS, AGENTS, EMPLOYEES, SUBSIDIARIES AND AFFILIATES, FROM ANY DAMAGE OR EXPENSE ARISING FROM OR OUT OF OR BY REASON OF ANY ACCIDENT OR BODILY INJURY OR OTHER OCCURRENCE TO ANY PERSON OR PERSONS, INCLUDING THE EXHIBITOR, ITS AGENTS, EMPLOYEES, AND BUSINESS INVITEES WHICH ARISES FROM OR OUT OF THE EXHIBITOR'S OCCUPANCY AND USE OF THE EXHIBITION PREMISES, THE HOTEL OR ANY PART THEREOF. EXHIBITOR SHALL BE FULLY RESPONSIBLE TO PAY FOR ANY AND ALL DAMAGES TO PROPERTY OWNED BY OMNI HOUSTON HOTEL, ITS OWNERS OR MANAGERS WHICH RESULTS FROM ANY ACT OR OMISSION OF THE EXHIBITOR.

REGISTRATION INFORMATION

Booth Rental	Number of booths _____	x \$275 = \$ _____
Electrical (110 volt)	Number of hookups _____	x \$30 = \$ _____
Additional Attendees	Number of attendees _____	x \$200 = \$ _____
Additional Fact Sheets	Number of fact sheets _____	x \$50 = \$ _____
Pre-trade show attendee list	Number of lists _____	x \$25 = \$ _____
	TOTAL	\$ _____

PAYMENT METHOD

____ Check Enclosed (Check number _____)
 ____ Credit Card ____ Visa ____ MasterCard ____ Discover
 Card Number _____ Exp. Date _____
 Name on card (please print) _____ Signature _____

Please return to TFEA at P.O. Box 1025, Fredericksburg, Texas 78624
Phone: 830/997-0741 • Fax: 830/990-8576

FOR OFFICE USE ONLY	
Date Received _____	Booth Number _____

2010 TFEA EXHIBITOR INFORMATION

As an exhibitor, you are welcome to participate in the Trade Show and all other conference activities, including:

Networking Opportunities	Marketing Awards Dinner
Silent Auction	General and breakout sessions
Professional Awards Luncheon	Conference Kick-Off Party (requires additional fee)
Round Table Discussions	Professional Development Seminar (requires additional fee)

DEADLINES: EXHIBITOR FACT SHEETS MUST BE RECEIVED BY 5:00 P.M. ON FRIDAY, JUNE 25, 2010

Cancellation Policy: Cancellations must be received no later than 5 p.m. on each deadline date to qualify.

Full Refund if received by Friday, June 18, 2010

50% Refund if received by Wednesday, June 30, 2010

No refund after Wednesday, June 30, 2010

SCHEDULE:

The Trade Show will be held at the Omni Houston, located at Four Riverway, Houston, Texas 77056 .

SET-UP	Friday, July 9	7:00 a.m. — 12:00 p.m.
TRADE SHOW	Friday, July 9	2:30 p.m. — 4:00 p.m.
	Saturday, July 10	10:00 a.m. — 11:30 a.m.
TEAR DOWN	Saturday, July 10	11:30 a.m. — 3:00 p.m.

EXHIBITOR FACT SHEET: You may prepare a one-sided, black/white camera-ready 8.5" x 11" information/promotion sheet about your product or service. It will be reproduced and included in the conference delegate programs. Clean, laser-quality output at 100 line screen and round dot-pattern photograph halftones are recommended for best reproduction. Send materials to P.O. Box 1025, Fredericksburg, TX 78624, or email to pennyreeh@kfc.com. TFEA will not be held responsible for reproduction quality of materials that do not meet specifications. Color inserts will be allowed if the exhibitor supplies 300 copies that are three-hole punched. Additional sheets may be added for \$50 per one-sided 8.5" x 11" sheet. All materials must be in the TFEA office **Wednesday, June 30 by 5 p.m.** Late materials are NOT guaranteed for inclusion.

DRAWINGS/PRIZES: TFEA welcomes your participation in our fundraising activities held throughout the conference. Gifts provided for the TFEA Store and/or Silent Auction provide additional recognition and exposure. Any prize drawings held by exhibitors will be handled by the door prize committee and/or show officials in conjunction with other scheduled door prize drawings. **All donated items can be dropped off at registration when you arrive.**

BOOTH SIZES: Each 10' x 10' draped exhibit booth is equipped with a 6' draped table, two chairs, a wastebasket and a 7" x 44" booth sign stating your company's name and booth number. Electrical service costs \$30 (see reverse side to order.)

EXHIBITOR SERVICE KIT: After you submit your Exhibitor registration materials, TFEA's convention decorating provider will send you an Exhibitor Service Kit. The kit contains fee information on renting other booth furnishings, carpet and AV equipment as well as other set-up instructions to help you pre-plan for the Trade Show.

SHIPPING: Storage space is limited. Packages can be shipped to TFEA's convention decorating provider and will be delivered to the Omni Houston Hotel for set up. Shipping is at the Exhibitor's expense. Drayage forms are provided in the Exhibitor Kit.

HOTEL RESERVATIONS: The Omni Houston Hotel will be the headquarters hotel for the TFEA Annual Conference and Trade Show. To receive our group rate, call 713/871-8181 and ask for the Texas Festivals and Events room block. The group rate is \$129 for single or double occupancy, plus tax. Reservations received after the June 15 deadline will be provided on a space and rate availability basis. There is no charge for parking.

MEMBERSHIP REQUIREMENT: All trade show exhibitors must be a member in good standing of the International Festivals and Events Association. Please call Penny C. Reeh at 830/997-0741 to request membership information or to verify your membership status.