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20/20

Exhibitor Prospectus

OCTOBER 16-18, 2020 • HILTON ANATOLE DALLAS

LAUNCH YOUR BUSINESS TODAY WITH **PTA®**



LAUNCH 20/20




Hilton Anatole Dallas
October 16-18, 2020

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About Texas PTA


-  Our mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.
-  516,000 members and more than 2,500 Local PTAs statewide
-  Second largest PTA in the country

Event Information

SHOW INFORMATION

-  LAUNCH Exhibit Hall, October 16 & 17
-  Hilton Anatole
2201 Stemmons Freeway
Dallas, TX 75207
-  214-748-1200
-  www.hiltonanatolehotel.com

Local Airports

-  **DALLAS/FORT WORTH (DFW)**
30 minutes/20 miles
-  **DALLAS LOVE FIELD**
10 minutes/5 miles

Why Exhibit With Us?

- Marketing opportunities! Gain access to PTA Leaders in one venue representing schools from all over Texas.
- Company listing and description in the event program and in the mobile app, a reference for PTAs throughout the school year.

Get a jump start on the 2020-2021 school year! Your competitors are likely to be there. Can you afford to miss it?

Room Rates

- Receive a discounted rate of \$189.00 for single/double occupancy (inclusive of \$25 resort fee; visit txpta.org/launch for breakdown of resort fee)
- Book by September 10 for discounted rate.
- If the Texas PTA hotel block is full, published rates apply.
- Reserve a room online or call 214-748-1200 (ask for Texas PTA).

Venue Parking

Hilton Anatole Dallas (if you are a guest)

SELF-PARKING

\$18.00
(all day; special Texas PTA rate)

VALET PARKING

\$31.00
(all day)



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Timelines



SET UP

Thursday, October 15
3:00 PM - 6:00 PM

Friday, October 16
8:00 AM - 12:00 PM



EXHIBIT HOURS

Friday, October 16
12:00 PM - 7:30 PM

Saturday, October 17
9:00 AM - 4:00 PM



MOVE-OUT

Saturday, October 17
4:00 PM - 8:00 PM

Deadlines & Due Dates

EXHIBITOR APPLICATION

Applications are accepted as long as space is available. Exhibitor listing may not be included in the printed event program after September 4.

2,000 TOTE BAG INSERTS • September 4

If you are an event sponsor or ordered this service as an exhibitor or non-exhibitor, send 2,000 pieces to:

Texas PTA

ATTN: Inserts

408 West 11th Street, Suite 300

Austin, Texas 78701

SPONSOR GRAPHICS • September 4

Detailed information can be found in your sponsor agreement. Workshop/Notepad Sponsor logo due **August 28**.

FREEMAN ONLINE DISCOUNTED PRICING

September 24

A username and password are required for online ordering. A booth number is also required.

LEAD RETRIEVAL DISCOUNTED PRICING • October 1

Order via Freeman Online under Non-Freeman Services.

HOTEL DISCOUNTED ROOM RATE • September 10

Published rates apply if room block is sold out.



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Booth Pricing

All single booths are 10' x 10'.

Call or email if you have special booth configuration needs.

CORNER BOOTH\$ 1,200

IN-LINE / PERIMETER BOOTH.....\$ 900

NON-PROFIT BOOTH*\$ 750

*With Proof of Exemption Limited Quantity

Optional Order Items

TOTE BAG INSERT SERVICE.....\$500

Non-exhibitors may purchase the tote bag insert service with Texas PTA approval. The application can be found online at txpta.org/exhibitors.

SCHOLARSHIP FUND DONATION.....Multiple Options

Make a lasting impact through the Texas PTA Scholarship Fund. Your gift will help high school graduates pursue opportunities in higher education and allow hardworking educators the chance to advance themselves with training and certification. By promoting education, you will be investing in the future! Make a donation today and allow Texas PTA the chance to celebrate your generosity through award letters and recognition on our social channels followed by over 17,000 people.

Non-exhibitors may purchase a sponsorship, see pages 8-12.

Cancellation Policy

Texas PTA has a no-refund policy. Complete details can be found in the Standards of Exhibition (page 1) at the end of this document.



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Booth Furnishings

10' x 10' booths are priced to include:

- Company listing in the event program (guaranteed if application is received by May 15 with booth fee) and in the mobile app
- 8' blue and yellow back drapes
- 3' blue wing drapes
- 6' x 30" table with blue skirt
- Two chairs
- One wastebasket
- Company ID sign with booth number

An island booth includes floor space only.

Exhibitor brings own set-up materials or can order furnishings and displays from the online Exhibitor Service Kit via [Freeman Online](#). The link to the Kit will be emailed to you once your booth assignment is confirmed.

Commonly ordered items include electrical service, Wi-Fi service, carpet, freight and delivery, lead retrieval service (scan attendee badges for contact info), monitors, literature stands, etc.



Move-In

The loading dock is located on the south side of the hotel and can be accessed via Wycliff Avenue. Exit Wycliff off I-35 (Stemmons Frwy) and head south. Make a u-turn around an island and turn right into the driveway just before the parking lot behind the Trinity Exhibition Area.

*Hotel does not provide loading or unloading equipment.



Dimensions: Doorway 14' Wide 15' Tall

This dock is NOT a raised dock, a lift gate or forklift is needed to unload box trucks and semi trucks.

Parking

Box trucks/Semi Trucks/Oversized: Park in Lot 5 across the street. Security personnel will direct you. There is no charge.

Regular vehicles: Park in the self-parking lot (\$18/day).



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Event Contract Partners

F R E E M A N

The Freeman Company is our event decorator who sets up the exhibit hall and provides the online Exhibitor Service Kit. The Kit includes order forms for additional accessories and services such as carpet, monitors, literature stands, as well as materials handling and labor. The Freeman Company is your resource for receiving shipments for your booth display and return shipments.

As your one-stop resource, [Freeman Online](#) provides order forms for Non-Freeman Services, such as Lead Retrieval (SmartSource), internet services, and electricity (Hilton).



SmartSource Rentals is our technology partner, providing lead retrieval software and scanners for exhibitors who order this service. Some sponsorship packages include this as a benefit. Order form can be found on Freeman Online under Non-Freeman Services.



Hilton Anatole

DALLAS

The Hilton Anatole Dallas is our venue host. They provide Wi-Fi and electricity. Order forms can be found at [Freeman Online](#) under Non-Freeman Services. Order early, as orders placed on site receive a 25% markup.

Orders must be placed with the specific service provider whose contact information can be found on the order form.



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BECOME A SPONSOR

Diamond
Platinum
Gold
Silver
Bronze





Diamond Sponsor

\$25,000

ALL DIAMOND SPONSORS GET:

- ◆ Speaking opportunity
- ◆ Logo and link on LAUNCH emails
- ◆ Premium booth placement
- ◆ Social media posts prior to the event date (2)
- ◆ Logo and link on LAUNCH web page
- ◆ Scanner for lead retrieval service (1)
- ◆ Promotion of your booth activity prior to event
- ◆ Complimentary booths (2)
- ◆ Full-page ad in the event program
- ◆ Inclusion in the sponsor bingo game
- ◆ Tote bag insert service
- ◆ Sponsor signage
- ◆ Recognition in the event program

SPOTLIGHTS (CHOOSE ONE):

TALK OF TEXAS LUNCH HOST (1 AVAILABLE)

A great speaking opportunity at our best attended Saturday luncheon honoring our 2019-2020 Outstanding Educator of the Year awardees! You will give the opening welcome – showing support for our state’s exceptional educators and PTA! Your company material may be distributed at the doors as guests arrive.

BACK THE FUTURE BRUNCH HOST (1 AVAILABLE)

Truly inspirational – our signature Sunday event features performances by the top state awardees (PreK – 12th grade students) for the 2019-2020 Reflections arts program. Kick off the event by welcoming guests and introducing your company.

GENERAL SESSION HOST (2 AVAILABLE)

Reach all attendees in one place by welcoming them at the Annual Meeting (Friday) or General Session (Saturday). Recognition of your sponsorship will be visible on signage and decor. Your company material may be distributed at the doors as guests arrive.

CHECK-IN HOST (1 AVAILABLE)

Every attendee passes through the registration line. Your company logo is featured on check-in screens and area signage – talk about first impressions! You can personally welcome attendees during the busiest registration period!



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Platinum Sponsor

\$15,000

■ ALL PLATINUM SPONSORS GET:

- ◆ Premium booth placement
- ◆ Logo and link on LAUNCH web page
- ◆ Social media post prior to the event date (1)
- ◆ Scanner for lead retrieval service (1)
- ◆ Promotion of your booth activity prior to event
- ◆ Complimentary booths (2)
- ◆ Half-page ad in the event program
- ◆ Inclusion in the sponsor bingo game
- ◆ Tote bag insert service
- ◆ Sponsor signage
- ◆ Recognition in the event program

■ SPOTLIGHTS (CHOOSE ONE):

TOTE BAG SPONSOR (1 AVAILABLE)

Company name or logo displayed on thousands of totes travelling all over LAUNCH 2020.

BADGE AND LANYARD SPONSOR (1 AVAILABLE)

Company name or logo displayed on all attendee badges and neck lanyards that must be worn during the entire weekend – maximum visibility!

T-SHIRT SPONSOR (1 AVAILABLE)

Company name or logo displayed on nearly 900 t-shirts sold – a truly year-round promotion! A partially in-kind sponsorship with donation of t-shirts and \$5,000 sponsor investment!

LAUNCH LIFT OFF! PARTY SPONSOR (1 AVAILABLE)

Free Friday mixer in the Exhibit Hall from 5:30 pm - 7:30 pm! Complimentary eats, entertainment, photo booths, and more! See your company logo on customized signage and photobooth(s). Two hours of dedicated free time for attendees to visit the hall. Prize drawings will be held at 7:30 pm to entice attendees to stay!



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Gold Sponsor

\$7,500

■ ALL GOLD SPONSORS GET:

- ◆ Scanner for lead retrieval service (1)
- ◆ Promotion of your booth activity prior to event
- ◆ Complimentary booth (1)
- ◆ Quarter-page ad in event program (exception: Publication Sponsor enjoys full-page)
- ◆ Inclusion in the sponsor bingo game
- ◆ Tote bag insert service
- ◆ Sponsor signage
- ◆ Recognition in the event program

■ SPOTLIGHTS (CHOOSE ONE):

WORKSHOP / NOTEPAD SPONSOR (2 AVAILABLE)

You will be noticed with your logo prominently displayed on 3,500 custom notepads that are in every attendee tote bag! Over 150 educational sessions will take place over the 3-day training weekend. Your logo will be featured on the presentation welcome slide and workshop signage. Payment and logo must be received by May 15 to be included on the notepad.

MOBILE APP SPONSOR (2 AVAILABLE)

A very popular tool to guide attendees through their busy weekend of training! Over 2,200 attendees downloaded the app last year to view workshop schedules and event happenings. A rotating banner with your ad and logo will be the first thing they see plus a live link to your website. It's a fantastic way to let members know you support PTA.

PUBLICATION SPONSOR (1 AVAILABLE)

You will shine with your full-page advertisement on the back cover of the event program. This publication provides the full agenda for the weekend – workshops, schedules, exhibitor listings, floor plan, EVERYTHING!





Silver Sponsor

\$5,000

■ ALL SILVER SPONSORS GET:

- ◆ Eighth-page ad in event program
- ◆ Complimentary booth (1)
- ◆ Inclusion in the sponsor bingo game
- ◆ Tote bag insert service
- ◆ Sponsor signage
- ◆ Recognition in the event program

■ SPOTLIGHTS (CHOOSE ONE):

LEADERSHIP SPONSOR (2 AVAILABLE)

Make a lasting impression at our two MOST popular workshops – BASICS: Presidents and BASICS: Treasurers! Make a brief announcement or welcome attendees to the session, and invite them to visit your booth in the exhibit hall. You will also be recognized by the facilitator at the beginning of the workshops.

LAUNCH LUNCH HOSTS (2 AVAILABLE)

Attendees get a head start on their weekend by attending several 90-minute sessions on Friday afternoon. Lunch is offered in these sessions and your company representatives are invited to welcome attendees at the lunch stations. All host companies will be recognized at the beginning of all LAUNCH Lunch sessions.



Bronze Sponsor

\$1,500

■ ALL BRONZE SPONSORS GET:

- ◆ Inclusion in the sponsor bingo game
- ◆ Tote bag insert service
- ◆ Sponsor signage
- ◆ Recognition in the event program

■ SPOTLIGHT

BRONZE SPONSORSHIP (10 AVAILABLE)

Attendees are driven to your booth to obtain a coveted sticker to help complete their bingo card. A completed card entitles them to enter a prize drawing at the close of the exhibit hall on Saturday. Sticker labels are provided by Texas PTA. Your paper flyer, tri-fold, or advertising item is included in every attendee tote bag, and you are recognized in the event program as a supporter of PTA!



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Sponsor Benefits At-A-Glance

	Diamond \$25,000	Platinum \$15,000	Gold \$7,500	Silver \$5,000	Bronze \$1,500
SPEAKING OPPORTUNITY	✓				
LOGO AND LINK ON LAUNCH EMAILS	✓	✓			
PREMIUM BOOTH PLACEMENT	✓	✓			
LOGO & LINK ON LAUNCH WEB PAGE	✓	✓			
SOCIAL MEDIA POSTS	✓ TWO	✓ ONE			
SCANNER FOR LEAD RETRIEVAL SERVICE (1)	✓	✓	✓		
BOOTH ACTIVITY PROMOTED PRIOR TO EVENT	✓	✓	✓		
COMPLIMENTARY BOOTH	✓ TWO	✓ TWO	✓ ONE	✓ ONE	
AD IN EVENT PROGRAM (8.5" X 11")	✓ FULL	✓ HALF	✓ QUARTER ☀️	✓ EIGHTH	
BANNER AD IN MOBILE APP (MOBILE APP SPONSORS ONLY)			✓		
SPONSOR BINGO	✓	✓	✓	✓	✓
TOTE BAG INSERTS	✓	✓	✓	✓	✓
SPONSOR SIGNAGE AND RECOGNITION	✓	✓	✓	✓	✓

☀️ **GOLD LEVEL PUBLICATION SPONSOR RECEIVES FULL-PAGE ON EVENT PROGRAM BACK COVER.**



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Frequently Asked Questions



WHEN IS THE APPLICATION DEADLINE FOR EXHIBITING?

Applications are accepted as long as space is available. Exhibitor listing may not be included in the event program after a certain date. Texas PTA deadlines will be posted on txpta.org/exhibitors.

WHEN WILL I KNOW IF MY APPLICATION IS APPROVED?

Texas PTA will notify you only if your status is denied.

WHAT METHODS OF PAYMENTS DO YOU ACCEPT?

We accept MasterCard, Visa, and checks.



WHEN IS PAYMENT DUE?

Check payments are due within 14 days of application submission. Credit card payments are processed at the time of application. Full payment is required to gain entry into the Exhibit Hall.

CAN I REQUEST A SPECIFIC LOCATION?

You may enter up to four desired locations during the application process. Location is not guaranteed as different factors affect booth assignment. We suggest you enter various booth locations.



WHEN WILL I BE NOTIFIED OF MY BOOTH NUMBER?

Within a couple of weeks after opening registration, booths will be assigned. Booth numbers are subject to change at the discretion of Texas PTA.

CAN I PURCHASE TWO FRONT ROW BOOTHS?

No. End-cap configuration of 10' x 10' booths is not allowed. You may purchase multiple linear booths.



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WHAT IS INCLUDED IN MY BOOTH PRICE?

A 10' x 10' booth comes with a 6-foot table, two chairs, wastebasket, and a company ID sign. An island booth is floor space only.

IS THE EXHIBIT HALL CARPETED?

No. The exhibit hall is not carpeted. You may bring your own carpet or mats, or you may order carpet from the online Exhibitor Service Kit for an additional fee.

WHAT ABOUT WI-FI ACCESS AND ELECTRICITY?

Order forms can be found in the online Exhibitor Service Kit (via Freeman Online). Additional fees apply. Both services are provided by the hotel.

WILL FOOD BE AVAILABLE FOR PURCHASE?

Yes. Food will be available near the Exhibit Hall.

WHEN WILL I RECEIVE THE EXHIBITOR SERVICE KIT?

The Exhibitor Service Kit is available online via Freeman Online. Once you are assigned a booth you may place your order for additional accessories or services.

WILL CARTS OR DOLLIES BE AVAILABLE FOR MY USE WHEN I ARRIVE TO SET UP?

No. Please bring your own or consider Freeman's Cart Service for an additional fee.



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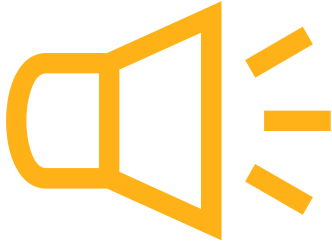
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ARE DOOR PRIZES ALLOWED?

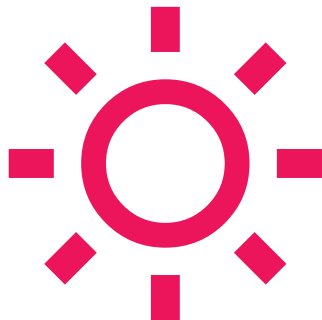
You may conduct your own door prizes or giveaways at your booth. Suggestion: Collect phone numbers so you can text the winner.

CAN I SHARE MY BOOTH COST WITH ANOTHER VENDOR?

No. This is not allowed.

I AM A SPONSOR. WHAT DO YOU NEED FROM ME?

As a Sponsor, you will receive a Sponsor Agreement. Review your Sponsor Agreement thoroughly as it lists all benefits and expectations of the sponsorship. Abiding by due dates ensures you receive all your valuable benefits.



WHAT IS THE CANCELLATION POLICY?

Please consider carefully when applying for space as we have a **no-refund policy**. If you are unable to attend, we ask that you submit your cancellation in writing prior to the event so as not to affect future opportunities. Complete details can be found in the Standards of Exhibition (page 1) at the end of this document.

Need Help? Contact Us!

TEXAS PTA EXHIBIT HALL COORDINATOR

👤 Rosemary Tills
✉ rtills@txpta.org
☎ 512.320.9820

DIRECTOR OF EVENTS AND PROGRAMS

👤 Magen Davis
✉ mdavis@txpta.org
☎ 512.320.9823



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WHAT CAN YOU DO TO STAND OUT?

There are **more than 125 exhibitors** at LAUNCH. The statistics state that you have an average of three seconds to engage a visitor walking past your booth and an average of 10 minutes to market your company's product or service.

Welcome Your Visitors

Most importantly, be friendly and inviting.

Use Clear Branding

Make sure your name is visible as attendees approach your booth.

Dress Up Your Display

A table skirt is supplied, but bring something, like a table runner, to add some depth.

Bring a Board

If your display space allows, use a stand-alone presentation board. Keep it simple and the right customer will come in.

"You Get a Pen!"

Have plenty of giveaways, such as pens, magnets, stress balls, buttons – anything that has your company branding on it!

Lure with Food

Include a basket of cookies, hard candies, or M&Ms specially-packaged with your company branding on the table.

Draw Prizes

Offer a prize that in some way complements your business, if possible, and appeals to anyone. Collect phone numbers or emails!

Offer Gift Certificates

There's nothing better than getting a deal. Offer gift certificates for some of your services as a giveaway.

Collect Information

Badge scanners are available in the Exhibitor Service Kit for an additional fee. Use an online form, a notebook, or a tablet app*!

Show Off Your Work

Have a portfolio of your best work available as part of your trade show display.

Go Team

The hours can be long. Be sure to have assistance, so you can take a break. If alone, put up a note that tells people how long your break will be.

Be Courteous to Your Neighbors*

When attendees are walking the aisles in the exhibit hall, all exhibitors deserve to have their booth visible.

***PLEASE NOTE:** Displays in the front half of the booth must not exceed 42" feet in height so as not to block the sight line of your neighbor's booth. Move taller displays to the back half of your booth. Keep your booth set-up in mind when making your booth location requests during the application process. See Standards of Exhibition for more information.



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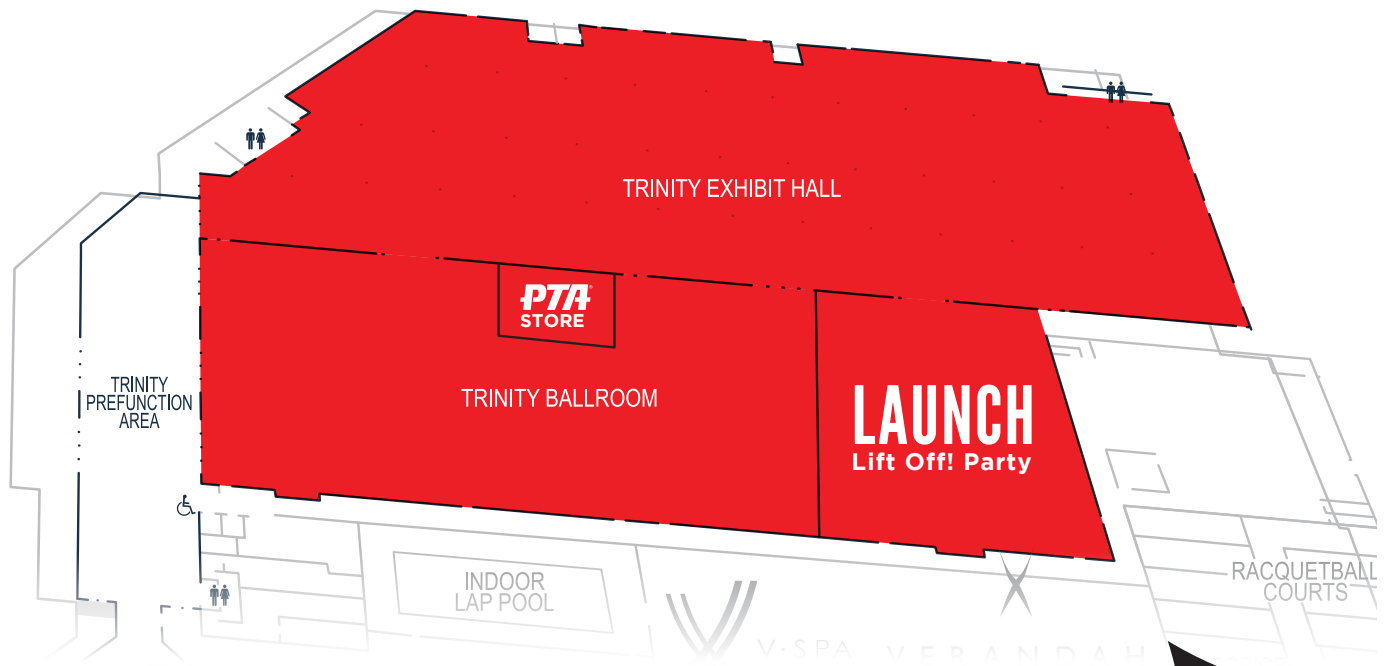
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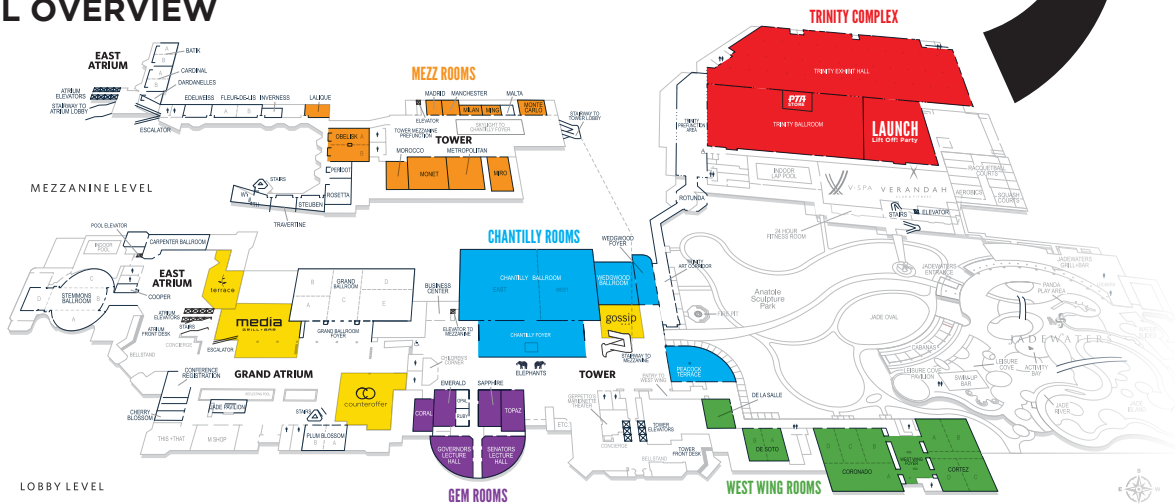
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TRINITY COMPLEX MAP

TRINITY COMPLEX



HOTEL OVERVIEW



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Standards of Exhibition

Show Management

Texas PTA (show management) reserves the right to restrict exhibits which, because of noise, method of operation, materials, promotion of door-to-door sales or other reasons, become objectionable. Texas PTA may forbid installation or request removal or discontinuance of an exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purposes of Texas PTA. Should there be any question on conforming to the following exhibit rules and guidelines final judgment will be made by show management.

Exhibit Application & Payment

All exhibits and related demonstrations and presentations must serve the interests of association members. Submission of application does not constitute or imply approval to participate in any Texas PTA event. Show management reserves the right to determine eligibility of exhibitor for inclusion in the show prior to, or after, execution of the agreement.

Space Assignment: Texas PTA agrees to use best efforts to assign exhibitor the booth(s) requested, however, Texas PTA cannot and does not guarantee assignment of space in accordance with exhibitor's request. Exhibitor agrees to accept the booth(s) assigned by Texas PTA. Show management reserves the right to relocate exhibitors or modify the floor plan should it be deemed necessary.

Payment: Payment information is required at time of application. Credit card payment is processed immediately. Checks are accepted and must be received by Texas PTA within fourteen (14) days of application submission. The exhibitor who fails to make payments when due shall automatically forfeit any rights, privileges and claims of any nature, including any payments previously made. If application is denied, payment will not be processed, and information will be destroyed.

Cancellation: Please consider your application carefully. Refunds are generally not available. Specifically, refunds will not be provided for cancellations of the Conference and Exhibition that are beyond the control of Texas PTA, including but not limited to cancellations due to an act of God, fire, strike, epidemic, pandemic, public health emergency, or any other situation where Texas PTA officials believe it would be adverse to public health and/or safety to proceed with the event.

However, if Texas PTA cancels the Conference and Exhibition without good cause, exhibitors will be fully refunded their booth space fee.

Admission Policies

Exhibition admittance is restricted to exhibitor personnel and registered attendees displaying an official show badge. All exhibitor personnel must register and wear the official show badge at all times. Exhibitors will receive 5 show badges for exhibitor personnel for each standard exhibit space occupied. Additional badges may be requested, however no more than five (5) staff per standard booth can be present at one time. Badge switching or the transfer of a badge to an unauthorized individual is a violation of this contract and will be subject to confiscation of the badge and removal of the individuals from the exhibit hall.

Exhibitors are permitted access to the exhibit hall one hour before and 30 minutes after posted official show hours. Additional access may be arranged by requesting an off-hours entry pass, which will be granted solely at the discretion of show management.

To ensure access for registered attendees, exhibit personnel are not permitted to attend workshops, trainings, or general meetings without prior approval of show management. Ticketed events are available for purchase during application process.

Minors

In the interest of safety and injury prevention, children under 12 years of age will not be permitted on the exhibition floor during installation and removal of exhibits. Children must always be accompanied by an adult.

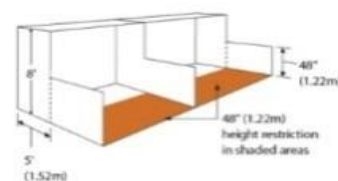
Exhibit Space Guidelines

All exhibits must conform to these guidelines and may not extend beyond the boundaries of the exhibit space. Exhibitors with large equipment must reserve sufficient space to ensure that equipment which exceeds 4 feet in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

Exhibitors are not permitted to sublet or share any portion of their exhibit space with another business or firm without the written consent of show management. Exhibitors may not display merchandise of other manufacturers or distributors where no direct business relationship exists between them.

Display Guidelines

Standard Booths: The height of standard booth displays may not exceed 8 feet. Displays may not exceed 42 inches in height in the front half of the booth. No materials may be suspended from the ceiling or bridged across an aisle. See diagram showing height restrictions for standard booth space.



Perimeter Booths: Perimeter booths are defined as booths that back up to a wall of the facility rather than another exhibit. Displays in perimeter booths may be as high as 12 feet but may not exceed 42 inches in height in the front half of the booth. No materials may be suspended from the ceiling or bridged across an aisle.

Island Booths: Displays in island booths occupied by one exhibitor may be as high as 16 feet. Hanging signs are permitted in all island booths to a maximum height of 16 feet from the top of the sign to the floor. Hanging signs should be set back 10 feet from adjacent booths and hang directly over contracted space only. All hanging signs and booth layout plans must be approved by show management 30 days prior to show setup. No materials may be bridged across an aisle.



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Standards of Exhibition

Sound, Demonstrations, Literature/Giveaways

The use of sound systems or equipment producing sound is a privilege, not a right. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

Informational, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display, and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted. No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.

Raffles, drawings, contests, and other such activities, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. Exhibitors are required to notify show management 30 days prior to show setup of applicable activities.

Care of Exhibit Space

Exhibitors must not place any refuse or any materials which will endanger public safety or cause inconvenience to other exhibitors on the floor during exhibit hours. Exhibitors shall not injure, mar, mark, paint, or in any manner deface the hall, or use nails, hooks, pins, screws, or tape on the building. The exhibitor is liable for all damages which he may

cause to the building or otherwise in connection with his exhibit. Helium balloons may be permitted with executed contract addendum.

Exhibitor Behavior & Hospitality Events

Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited. Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event at the discretion of show management.

No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.

Licensing & Permits

Exhibitors are responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material. Exhibitors are liable for and shall indemnify and hold show management, its directors, officers, employees and agents, harmless from all loss, claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, its agents or employees, of any patent, copyright, trademark or other mark, trade secret rights or privileges.

Selling products on the exhibit floor: Exhibitors may sell products on the exhibit floor during regular exhibit hours. Exhibitors are responsible for all permits required by law or local ordinance. An exhibitor without a Texas location needs a use tax permit. Call the State of Texas Comptroller of Public Accounts at 800-252-5555 for any forms, rules, etc., or complete information can be found at <http://www.window.state.tx.us>.

Sampling food products: Exhibitors may sample food products on exhibit floor during regular exhibit hours. The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county. Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection. Food and non-alcoholic beverage samples may be distributed from an exhibitor's booth in 3 oz. portions.

Insurance and Liability

Texas PTA is not responsible for the loss of property from theft, damage by fire, water, accident, or other causes.

Exhibitor assumes responsibility and agrees to indemnify and defend the Texas PTA and the Gaylord Texan Resort & Convention Center, the Hotel's Owner, and their respective owner, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the exhibition premises.



LAUNCH 20/20

PRESENTED BY



Standards of Exhibition

Insurance and Liability (continued)

In addition, it is expressly understood and agreed that the exhibitor will make no claim of any kind against the Texas PTA, or any of its members, contractors, or employees, for any loss, damage to or destruction of goods, or for any injury that may occur to himself or his employees while in the exhibit hall, or for any damage of any nature or character whatsoever.

The Exhibitor understands that neither the Texas PTA nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

Exhibitor agrees, in displaying, marketing, promoting or completing any sales transactions on its goods or services, that it is compliance with the local, state and federal laws.

Exhibit Furnishings, Installation and Removal

Each 10 x 10 booth includes 8' back drapes, 3' wing drapes, a sign displaying booth number and company name, one 6' draped table, one wastebasket, and two side chairs. Corner booths may not have 3' wing drapes on the aisle side. All other furnishings and displays will be at the exhibitor's expense. The Exhibitor Service Kit includes order forms for additional items. Best pricing is offered by Freeman Online after booth assignment is made.

All exhibits must be completely installed and ready for viewing by the date and hour the show is scheduled to begin. Exhibits or displays may not be removed from the show until the show has been officially closed.

Exhibitors may install and remove their own exhibits, or to appoint firms other than the official contractor, so long as these firms conform to all rules and regulations and do not disrupt the orderly installation and removal of exhibits.

There are certain exclusive contractors with specific responsibilities for services, such as electrical, drayage, cleaning, and catering, with which exhibitors must contract. An exhibitor service kit with designated contractors and their forms will be sent to each exhibitor upon approval by show management.

All exhibitor property must be removed from the exhibit hall by the end of the designated exhibitor move-out time. If exhibit space is not vacated by that time, show management is authorized to remove, at the exhibitor's expense, all goods and property of the exhibitor, and show management or its agents shall not be liable for any damage or loss to such goods or property by reason of such removal.

Use of PTA Trademark

PTA is a registered trademark and cannot be used without written permission of show management and prior approval of proposed trademark use. Approval of an application does not carry Texas PTA's endorsement of the products or services of that exhibitor.

Conditions of Agreement

The Standards of Exhibition are subject to all rules and regulations named herein, and to all conditions the exhibit facility has made available. Exhibitor agrees to abide by all applicable fire, utility, and building codes.

All points not covered herein are subject to settlement by show management, and show management reserves the right to make such changes, amendments, and additions to these rules and such further regulations as may become necessary. This agreement shall be governed by the laws of the State of Texas.

The Standards of Exhibition is in force throughout the event, and the Exhibitor is bound by the Agreement.



408 West 11th Street
Austin, Texas 78701

1-800-TALK-PTA

www.txpta.org

