

The Texas Association of Counties Annual Conference is scheduled for August 16-18, 2006 at the The Renaissance Austin. This letter contains all the information you'll need to take part in this tremendous networking opportunity.

Attendance

Attendance is expected to be approximately 500 elected county officials including county judges, commissioners, county and district clerks, tax assessor/collectors, treasurers, sheriffs, justices of the peace, and constables from across the state of Texas. This is one of the few shows that bring all county officials together in one forum.

Exhibit Area & Times

Date	Times	Activity
Tuesday, August 15, 2006	1:00 p.m. – 3:00 p.m.	Exhibitor Training
Tuesday, August 15, 2006	3:00 p.m. – 6:00 p.m.	Exhibit Set-up
Wednesday, August 16, 2006	9:00 a.m. – 4:00 p.m.	Exhibit Hall Open
Thursday, August 17, 2006	9:00 a.m. – 4:00 p.m.	Exhibit Hall Open
Thursday, August 17, 2006	4:00 p.m. – 6:00 p.m.	Exhibit Tear Down

Booth Cost & Equipment

The cost of each exhibit space is \$500 (\$400 for state agencies). This fee will cover one 8' x 10' booth including one table, two chairs, and conference admission for three representatives from your company. Additional representatives will cost \$175 each. If you need additional furnishings for your booth, you may order those through the official show decorator, Convention Decorating Services. They will send you a packet of information closer to show dates. **Booth space will be assigned on a first pay first reserve basis**, and we now accept MasterCard, Visa, and American Express.

Forms

Please complete the enclosed Vendor Space Request and Agreement forms, making sure to provide all the information requested. Please return forms and exhibitor's fee no later than **July 28, 2006** to:

Texas Association of Counties Annual Conference
P.O. Box 1739
Abilene, TX 79604

Electricity, DSL & Internet Access

If your exhibit requires electricity or a connection to the Internet, you can set these services up through The Renaissance Austin. Separate charges will apply. An order form will be included with your information packet from the decorator, or you can contact me and I'll send you a form. There will be a wireless laptop lab available for the duration of the show for the convenience of the attendees as well as the exhibitors. This lab will be set-up in the exhibit hall.

Host Hotel

The host hotel is the Renaissance Austin Hotel, 9721 Arboretum Boulevard. With your conference booth reservation, you have the opportunity to reserve one room in the host hotel if your registration is received prior to **June 12, 2006**. TAC will handle all reservations at the host hotel. If you would like to take advantage of this offer, please include your credit card number, expiration date, arrival and departure dates on the registration form, or attach a separate piece of paper with this information.

Sponsorships

If your company is interested in sponsoring an event, please contact Jan Halverson, 800-456-5974, or visit www.county.org for more information.

We look forward to working with you. If you have any questions, please do not hesitate to give me a call at 325-673-4822 x122.

Sincerely,



Becky Frost, Exhibit Coordinator

TEXAS ASSOCIATION OF COUNTIES ANNUAL CONFERENCE

AUGUST 16-18, 2006

VENDOR SPACE REQUEST

COMPANY NAME

ADDRESS

CITY STATE ZIP

CONFERENCE CONTACT

PHONE FAX

EMAIL

BOOTH REGISTRATION FEE COVERS ADMITTANCE FOR 3 REPRESENTATIVES. ADDITIONAL REPS ARE \$175 EACH. YOU MAY ATTACH A SEPARATE PIECE OF PAPER TO LIST THESE INDIVIDUALS.

REPRESENTATIVES ATTENDING:

NAME TITLE

NAME TITLE

NAME TITLE

BRIEFLY DESCRIBE THE PRODUCTS/SERVICES YOUR COMPANY OFFERS:

DO NOT PLACE US NEXT TO:

QTY.	DESCRIPTION	PRICE	TOTAL
_____	8'x10' DRAPED EXHIBIT BOOTH	<u>\$500</u>	_____
_____	PLEASE SEND ME ELECTRICAL FORMS		
_____	CONTACT ME ABOUT SPONSORSHIP OPPORTUNITIES		
	TOTAL	\$	_____

Booth location is assigned on a **FIRST PAY FIRST RESERVE** basis. Please make your checks payable to Texas Association of Counties. Mail this form and your check to:

TEXAS ASSOCIATION OF COUNTIES
ATTN: BECKY FROST
P.O. Box 1739
ABILENE, TX 79604
PHONE: 325-673-4822 EXT. 122, FAX: 325-677-2631

AGREEMENT TO FURNISH EXHIBITOR SPACE

THIS AGREEMENT IS MADE THIS _____ DAY OF _____, 2006 BY AND BETWEEN THE TEXAS ASSOCIATION OF COUNTIES AND _____.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT:

FOR THE TEXAS ASSOCIATION OF COUNTIES ANNUAL CONFERENCE - PRE LEGISLATIVE SESSION TO BE HELD AT THE RENAISSANCE AUSTIN.

- ASSOCIATION WILL FURNISH AND EXHIBITOR WILL ACCEPT FOR THE EVENT DESCRIBED, ONE 8X10 DRAPED BOOTH, TABLE, TWO CHAIRS AND SIGN WITH NAME OF COMPANY. EXHIBITOR UNDERSTANDS THAT THERE WILL BE ONE NAME AND ONE COMPANY PER BOOTH. SHARING OR SUBLETTING OF BOOTH SPACE WILL NOT BE ACCEPTED.
- DATE OF EVENT IS AUGUST 16-18, 2006.** MOVE IN IS BETWEEN 3 P.M. AND 6 P.M. TUESDAY, AUG. 15. EXHIBITS MAY BREAK DOWN AFTER 4 P.M. ON THURSDAY, AUGUST 17.
- AGREED PRICE FOR SPACE: \$500. (STATE AGENCIES: \$400)
- EXHIBITOR WILL MAKE PAYMENT PRIOR TO ASSIGNMENT OF BOOTH SPACE. CHECK OR MONEY ORDER TO BE MADE PAYABLE TO TEXAS ASSOCIATION OF COUNTIES.
- EXHIBITOR ASSUMES RESPONSIBILITY AND AGREES TO INDEMNIFY AND DEFEND TEXAS ASSOCIATION OF COUNTIES, COUNTY PROGRESS MAGAZINE AND THE RENAISSANCE AUSTIN AND THEIR RESPECTIVE EMPLOYEES AND AGENTS AGAINST ANY CLAIMS OR EXPENSES ARISING OUT OF EXHIBITOR'S USE OF THE EXHIBITION PREMISES.

THE EXHIBITOR UNDERSTANDS THAT NEITHER TEXAS ASSOCIATION OF COUNTIES, COUNTY PROGRESS MAGAZINE, NOR THE RENAISSANCE AUSTIN MAINTAIN INSURANCE COVERING THE EXHIBITOR'S PROPERTY OR ITS EMPLOYEES OR AGENTS AND IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO OBTAIN SUCH INSURANCE.

COMPANY

REPRESENTATIVE NAME/TITLE

SIGNATURE

TEXAS ASSOCIATION OF COUNTIES



SAM D. SEALE, EXECUTIVE DIRECTOR

NO REFUNDS WILL BE GIVEN AFTER JULY 21, 2006