

The Texas Association of Counties Annual Conference trade show is scheduled for August 26-28, 2008 at 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, county attorneys, 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 26, 2008	1:00 p.m. - 3:00 p.m.	Exhibitor Training
Tuesday, August 26, 2008	3:00 p.m. - 6:00 p.m.	Exhibit Set-up
Wednesday, August 27, 2008	9:00 a.m. - 6:00 p.m.	Exhibit Hall Open
Wednesday, August 27, 2008	4:30 p.m. - 6:00 p.m.	Reception in Exhibit Hall
Thursday, August 28, 2008	9:00 a.m. - 4:00 p.m.	Exhibit Hall Open
Thursday, August 28, 2008	4:00 p.m. - 6:00 p.m.	Exhibit Tear Down

Booth Cost & Equipment

The cost of each exhibit space is \$600 (\$500 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 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, 2008** to:

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

You can also register online @ www.countyprogress.com/registration.php

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, 2008**. 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.

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

TRADE SHOW: AUGUST 26-28, 2008

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	\$600	_____
_____	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

1. **Exhibit Specifications:** The standard exhibit booth will be 8' x 10' and will be assigned on a first come first served basis. Booths will NOT be assigned until we receive BOTH your signed contract and full payment. Space rental is \$500 for verified state agencies and \$600 for commercial exhibitors. REASSIGNMENT OR SUBLETTING OF SPACE IS NOT PERMITTED.
2. **Booth Description and Regulations:** Your standard 8' x 10' booth will include an 10' back draped divider, 3' side dividers, 1 table, 2 chairs, 1 7"x44" standard ID sign, and a wastebasket. The side wings should not obstruct a view of the adjacent booths. Items can be placed along the sides or on tables as long as they do not obstruct a view of the adjacent booth. Show management will determine if your display is within regulations.
3. **Setting up & Claiming Booth Space:** Exhibitors may begin installing their booths Tuesday, August 26, 2008 beginning at 3:00 p.m. with all booths installed by 6:00 p.m. Any exhibit space not claimed or occupied by 6:00 p.m. on August 14, 2008 may be reassigned at the discretion of show management. Texas Association of Counties reserves the right to reassign or realign booth space as required for the benefit of all exhibitors present WITHOUT PRIOR APPROVAL OF THE EXHIBITOR.
4. **Dismantling of Displays:** Exhibitors are discouraged from dismantling their exhibits or do any packing until after 4:00 p.m. on Thursday, August 28, 2008. It is the responsibility of the Exhibitor to provide for return shipment of exhibit material.
5. **Electronic Equipment and other Traffic Drivers:** The use of electronic equipment and other special effects equipment used as part of your display or as a traffic driver should not obstruct or otherwise interfere with adjacent booths or other events conducted by Texas Association of Counties.
6. **Security:** Texas Association of Counties will provide security inside the exhibit hall during non-show hours. Texas Association of Counties and The Renaissance Austin do not assume responsibility for items left in your booth.
7. **Indemnification:** Exhibitors shall indemnify and hold The Renaissance Austin, Texas Association of Counties and it's employees, agents or other representatives harmless from any and all claims, actions, suits, and liability whatever nature arising because of injury to or death of, any person, including but not limited to persons employed by or working for Exhibitor, or because of any damage to or loss of property including by not limited to the Exhibitor's property, officers, agents, employees or representatives, or resulting from theft, fire, water, accident or other cause.
8. **Shipping of Exhibits:** Texas Association of Counties has contracted with Convention Decorating Services (CDS) to handle all drayage services required by Exhibitors. CDS will send you an Exhibitor Service Kit with information on rental furniture, labor to install and dismantle exhibits, special booth decorations, carpeting, sign services, electrical, telephone, technology, janitorial, freight and shipping services and can be ordered in advance at prevailing rates.

SUBMITTING THIS FORM FOR CONSIDERATION INDICATES YOU'VE READ AND ACCEPT THE TERMS DETAILED ABOVE

NO REFUNDS WILL BE GIVEN AFTER JULY 21, 2008

