

The Texas Association of Counties Annual Conference is scheduled for August 24-25 at The Hilton Austin located across the street from the Convention Center in downtown Austin, Texas. This letter contains all the information you'll need to take part in this tremendous networking opportunity.

ATTENDANCE

Attendance is expected to be approximately 1,000 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
Monday, August 24, 2009	8:00 a.m. – 11:00 a.m.	Exhibit Set-up
Monday, August 24, 2009	11:00 a.m. – 4:00 p.m.	Exhibit Hall Open
Tuesday, August 25, 2009	9:00 a.m. – 4:00 p.m.	Exhibit Hall Open
Tuesday, August 25, 2009	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, we accept checks, Visa, MasterCard 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 **August 1, 2009** 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 Hilton 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 Hilton Austin, located at 500 E. 4th Street. With your conference booth reservation, you have the opportunity to reserve two rooms in the host hotel if your registration is received prior to **May 1, 2009**. 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 Haley Haygood, 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

Trade Show: August 24-25, 2009

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
500 CHESTNUT STREET, STE. 2000
ABILENE, TX 79602
PHONE: 325-673-4822 EXT. 122, FAX: 325-677-2631

CHARGE MY: (CIRCLE ONE) VISA MASTERCARD AMERICAN EXPRESS

CREDIT CARD # _____

EXP. DATE _____ CODE: (LAST 3 NUMBERS ON SIGNATURE LINE ON BACK OF CARD FOR VISA/MC; 4 DIGITS ON FRONT OF AMEX)

NAME ON CARD _____

BILLING ADDRESS (If different) _____

SIGNATURE _____

EXHIBITOR SPACE AGREEMENT

- 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 MONDAY, AUGUST 24, 2009 BEGINNING AT 8:00 A.M. WITH ALL BOOTHS INSTALLED BY 11:00 A.M. ANY EXHIBIT SPACE NOT CLAIMED OR OCCUPIED BY 11:00 A.M. ON AUGUST 24, 2009 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 TUESDAY, AUGUST 25, 2009. 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 HILTON AUSTIN DO NOT ASSUME RESPONSIBILITY FOR ITEMS LEFT IN YOUR BOOTH.
- 7. INDEMNIFICATION:** EXHIBITORS SHALL INDEMNIFY AND HOLD THE HILTON 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.

COMPANY _____

REPRESENTATIVE NAME/TITLE _____

SIGNATURE _____

SUBMITTING THIS CONTRACT FOR CONSIDERATION INDICATES YOU HAVE READ AND AGREE TO THE EXHIBIT SPACE AGREEMENT.