

# Sponsorship Reservation Form

**2010 Courts and Local Government (CoLoGo)  
Technology Conference  
January 26 – 28, 2010  
Crowne Plaza Hotel**

This program is attended by County, District, Municipal & Justice Court Judges and Clerks, IT, Law Enforcement, and court personnel, purchasing decision makers and other officials representing local governments from around the state. This is the largest gathering of its kind. We're proud to offer exclusive exhibition space at this year's conference. There are a limited number of spaces and sponsorship opportunities. These will be available to help firms and organizations convey their message directly to the decision makers in Texas courts and local government.

To reserve your sponsorship or vendor opportunity, please check your desired event(s) and fax this form back today. (fax 512-477-1324)

## Conference Information

### Where is the conference held?

The conference is being held in Austin at the **Crowne Plaza**, 6121 North IH 35 at Highway 290. Their phone number is (512) 323-5466. Ask for the room block under the name Courts and Local Government Technology Conference.

### How many attendees do you expect?

Estimated 150 attendees. This is our 8<sup>th</sup> annual, and we hope it will be the largest we have had.

### How many booth spaces do you have available?

Space will be limited. We will try to have 25-28 spaces available. They will be an 8' table space. Table – top displays are preferred. Availability will be determined by curriculum needs and the number of attendees.

### How many conference functions are we allowed to attend?

You may attend all the events of the conference if you are a vendor or sponsor, including the Opening Reception held Wednesday evening at the hotel.

## Levels of Sponsorships

### **Supporter/Table-top Vendor: \$550**

Listed in the program as a vendor and includes two (2) free registrations.

### **Sponsor: \$1000 - \$4500**

See Sponsor Opportunities listed below. Sponsorship of \$2500 or more includes one complimentary booth, 2 free registrations, listing in program as Sponsor and Vendor and name on signage at sponsored event(s) if applicable.

### **Leadership: \$5000**

One complimentary booth, listed in program as Lead Sponsor and Vendor, five (5) free registrations, name on signage at sponsored events and in the conference program.

## Contract Form for Vendors

Please complete and return this form if you only wish to be a vendor and not sponsoring an event.

**Vendor Set-up will be Tuesday, January 26th from 8:00 a.m. to 10:00 a.m.**

Tables will be open:      Tuesday, January 26 10:00 a.m. to 5:00 p.m.  
   Wednesday, January 27 8:00 a.m. to 12:00 p.m.

Booth/Table -top only	\$550.	____ (check here)
Electrical Hook-up for two days	25.	____(check here)
Internet Connection needed-two days	25.	____ (check here)
Total:	\$_____	(payable by cash or check)

**Company Name** \_\_\_\_\_

Print as you wish it to appear on signage and in program

**Vendor Show Contact Person** \_\_\_\_\_ **Title** \_\_\_\_\_

This will be the contact person from this point forward.

**2nd Person in your booth** \_\_\_\_\_ **Title** \_\_\_\_\_

**Contact/Company Address (as you would like it listed in the program) :**

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Contract must be signed in order to sponsor)

### Payment Regulations:

Make checks payable to Texas Association of Counties.

Sponsorship cancellations must be made in writing before January 1, 2010 to receive a 50% refund. Booths must be fully paid before set-up on January 26<sup>th</sup>.

## Sponsorship Opportunities

### **Wednesday Night Opening Reception | Exclusive Sponsorship**

Contribution: \$5,000

This is the event that everyone will want to attend. The reception will have live entertainment, hors d'oeuvres and two (2) complimentary drink tickets for registered attendees. A spokesperson from your organization may speak briefly at the start of the evening and other company staff may attend.

### **Wednesday Experience Trips | Exclusive Sponsorship**

Contribution: \$1,500

On Wednesday afternoon we will be visiting local high-tech manufacturing facilities. Your sponsorship will help provide transportation and refreshments as we visit local technology companies. We will provide program and signage recognizing your sponsorship of the trips.

### **Wednesday or Thursday Lunch | Exclusive Sponsorship**

Contribution: \$4,500

We will provide signage recognizing your sponsorship of the lunch and you may make a brief welcome speech at the lunch.

### **Tuesday-Thursday Cyber Café | Exclusive Sponsorship**

Contribution: \$2,000

This sponsorship offers an excellent opportunity to be recognized as the CoLoGo Tech Conference audiovisual and cyber café sponsor. Each session is provided a screen, audio connection, lectern and electricity. Our cyber café will have at least 6 computers for people to surf or check their e-mail. We will provide signage in every room stating your sponsorship.

### **Conference Tote Bags | Exclusive Sponsorship**

Contribution: \$1,000

Tote bags will have the sponsors name on one side and the Conference Logo on the other side. These are large enough to carry conference materials and other items that may be collected throughout the conference. (The sponsor is responsible for getting their logo to us 2 months prior to the conference)

### **Wednesday or Thursday Breakfast | Exclusive Sponsorship**

Contribution: \$1,200 per break

Each morning the conference will start with a special continental breakfast for registered attendees. We will provide signage for your recognition.

## **Conference Breaks | Exclusive Sponsorship**

**Contribution: \$1,200 per break**

There are five breaks during the conference and pre-conference training. Sponsors may select which break they wish to sponsor on a first-come first-served basis. We will provide signage for your recognition.

## **Portfolios | Exclusive Sponsorship**

**Contribution: \$1,000**

Provide portfolios with your company's logo inside that will be distributed with the conference program and registration packets. The sponsor will be responsible for purchasing the portfolios in addition to the cost of the sponsorship. The sponsor will be responsible for delivering these items to the Texas Association of Counties by January 12.

## **Thumb Drives | Exclusive Sponsorship**

**Contribution: \$2,000**

One-gig thumb drives will have the sponsor's name imprinted on the drive and all handouts and PowerPoint presentations from the conference pre-loaded. (all presentations received as of one week before the conference) You may also place a one-page promotional piece about your company or products on the drive as an option.

## **Audio / Visual | Exclusive Sponsorship**

**Contribution: \$1,500**

Throughout the conference, each of the meeting rooms will use audio / visual aids. This sponsorship will be recognized with signage in each room throughout the conference listing our Audio / Visual Sponsor.

## **Conference Packet Insert | Sponsorship**

**Contribution: \$250**

Be one of the first companies our attendees will be seeing by including an insert in their conference packet. This gives you an opportunity to get your message to them before they are bombarded by all the others. All inserts must be delivered to TAC by January 12. Limit is one per sponsor and limited to sponsors/vendors of the conference.

## **Note:**

**Vendor Set-up will be Tuesday, January 26th from 8:00 a.m. to 10:00 a.m.**

Tables will be open:      Tuesday, January 26    10:00 a.m. to 5:00 p.m.  
   Wednesday, January 27    8:00 a.m. to 12:00 p.m.

# Contract Form for Sponsorship

(Company Name \_\_\_\_\_)

Print as you wish it to appear on signage and in program

Sponsor Contact Person \_\_\_\_\_ Title \_\_\_\_\_

This will be the contact person from this point forward.

Contact/Company Address (as you would like it listed in the program) :

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Authorized by \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Contract must be signed in order to sponsor)

## Payment Regulations:

Make checks payable to Texas Association of Counties.

Sponsorship cancellations must be made in writing before January 1, 2010 to receive a 50% refund.

## REGISTRATION FORM

### 2010 CoLoGo Technology Conference

Conference registration for vendors over and above those comped is \$100.00 each. Please see the level of sponsorship. You may be eligible for free conference registration(s). Please list the names of those people below.

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Check enclosed

Bill Me

Free Conference Registrations Names: \_\_\_\_\_

# Sponsorship Form & Regulations

Print as you wish the information to appear on all printed material.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

List the person who should receive all future correspondence regarding your sponsorship.

## 2010 CoLoGo Technology Conference Sponsorship Sign-Up

Place an "X" beside each option you would like to sponsor. All multiple and exclusive sponsorships will be assigned on a first-come, first-served basis. A TAC Representative will contact you to confirm your selections.

Event	Cost	Select	Event	Cost	Select
Tuesday Evening Reception	\$5,000	----	Tuesday Morning Break	\$1,200	----
Tuesday Afternoon Break	\$1,200	----	Tuesday Lunch	\$4,500	----
Wednesday Lunch	\$4,500	----	Tuesday-Thursday Cyber Café	\$2,000	----
Wednesday Morning Break	\$1,200	----	Conference Tote Bags	\$1,000	----
Wednesday Afternoon Break	\$1,200	----	Wednesday Breakfast	\$1,500	----
Thursday Morning Break	\$1,200	----	Thursday Breakfast	\$1,500	----
Portfolios	\$1,000	----	Conference Packet Inserts	\$ 250	----
Booth/Table -Top	\$ 550	----	One Gig Thumb Drive	\$2,000	----
Audio / Visual	\$1,500	----			

Additional Registration Fees: \$ \_\_\_\_\_

Total Amount of Sponsored Items: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

Check enclosed     Bill me

### Payment Regulations:

Vendor payments MUST be received prior to set-up. Make checks payable to Texas Association of Counties (TAC). Sponsorship cancellations must be made in writing before January 1, 2010 to receive a 50% refund. Sponsors canceling after January 1st remain responsible for payment in full and failure to do so may jeopardize future sponsorship opportunities.

Initial: \_\_\_\_\_

### Return this form:

Texas Association of Counties Attn: Liz Alexander, P.O. Box 2131, Austin, TX 78768, Fax: (512) 477-1324, Email: liza@county.org

### Comments or Suggestions:

# Fax Cover Sheet

To: Liz Alexander

From: \_\_\_\_\_

Fax: (512) 477-1324

Pages: \_\_\_\_\_ (including cover)

Phone: (512) 478-8753

Date: \_\_\_\_\_

**Re: 2010 CoLoGo Technology Conference**

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**I have included the following:**

\_\_\_ Sponsorship Form & Regulations (Required)

\_\_\_ Signed Contract Form (Required)