**Team Work Makes the Dream Work**

**Sponsorship and Exhibitor Prospectus**

**July 21-24, 2016**

Hyatt Regency Hotel
Houston, Texas

**Conference Chair Host Invitation**

**Everett Puckett, TSID/RIV Sponsorship Chair**

**Whitney Gissell, TSID/RIV Conference Chair**

As professionals serving in an industry related to the field of interpreting, or a field supported by interpreter services, you are cordially invited to serve as a sponsor and/or exhibitor at the Texas Society of Interpreters for the Deaf and the Registry of Interpreters for the Deaf “TSID/RID Region IV joint conference: Team Work Makes the Dream Work.” The region served by our conference includes the states of Arkansas, Colorado, Iowa, Kansas, Louisiana, Missouri Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Wyoming, and of course Texas as well as the Canadian provinces of Alberta, Manitoba, and Saskatchewan.

Texas is excited to open its doors to the regional area and is looking forward to a conference which supports collaborative engagements between industry professionals and stakeholders across the country. Our mission for the 2016 Conference is to cultivate industry progression, strengthen relationships amongst interpreter teams, and provide educational opportunities fit to support interpreters at every level of their development.

As a potential sponsor and/or exhibitor, you have insight that can help put interpreters, veteran and novice alike, in touch with industry advancements occurring across the state of Texas, as well as the nation. In partnership with RID Region IV, we expect this conference to be an exciting and even larger conference than the Texas conferences in the past. Through superior level presentations and beautiful hotel accommodations, this conference will reside in attendee’s memories for years to come.

We call on your support to ensure this conference brings as much value to attendees as possible, furthering our profession and elevating interpreter services across the country.

Sincerely Yours,

Whitney Gissell and Everett Puckett

**Exhibitor and Sponsorship Information and Contract**

 Please indicate your preferences below and mail in your elections by June 1st, 2016.



Co

**Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Product/Service Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­**

**Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (VP, Text, Cell,): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exhibits**

Booths are comprised of one table, two chairs, and one waste basket. The exhibits will be set up in the Exhibits Hall and exhibitors will need to contact the conference/sponsorship chair in advance for special requests.

**Signed contract with payment** must be received by **June 1, 2016** in order to ensure listing in all conference promotional materials. Exhibitor understands there will be a charge for drayage, telephone/internet, decorations, labor, shipping and/or storage handling. Contact conference hotel to make appropriate arrangements. There may be a separate charge for electricity, depending on your specific need. **There is an extra charge for multiple tables and/or space**. Send an email to chair@conference.tsid.org with any questions.

Please elect the number of exhibits you are requesting below:

**For-profit entities: $260.00 \_\_\_\_\_\_ Non-profit: $250.00 \_\_\_\_\_**

**Company Representatives:** Conference registration must be processed separately for company representatives to access workshops. List your representatives, as they would like to appear on badges.

Name1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donating a Door Prize or Silent Auction item?** \_\_\_\_Yes \_\_\_No (If yes, you will be contacted by the Committee Chair, at a later date, with information)

**Sponsorship Opportunities**

 An excellent way to offer additional support, gain extra exposure, and get your name out on the front lines of the conference is to sponsor a conference event, communication access, or offerings listed below. Please contact chair@conference.tsid.org to discuss any sponsorship arrangements not otherwise listed.

 ***‘Super Hero’ Level Sponsor - $7,000.00***

\_\_Inclusion in Conference Program App

\_\_ Inclusion on Conference Website

\_\_ 4-minute company advertisement film played at plenary sessions (to be submitted by July 1st and produced by company).

\_\_ Free exhibit booth in the exhibit room (booth deadline June 1st). *Booths are assigned first come, first serve basis. Sponsorship booth cannot be guaranteed after June 1st.*

\_\_ Company brochure, pens, and sundries inserted into onsite Conference Bags (receipt deadline: 7/1/2016).

\_\_ Acknowledgement at Opening Ceremonies

\_\_ 4 Combo Tickets

If you wish, you may direct your sponsorship to Conference Interpreters, workshop presenters, etc.

 ***‘Wonder Woman’ Level Sponsor - $5,000.00***

\_\_Inclusion in Conference Program App

\_\_ Inclusion on Conference Website

\_\_ 3-minute company advertisement film played at plenary sessions (to be submitted by July 1st and produced by company).

\_\_ Free exhibit booth in the exhibit room (booth deadline June 1st). *Booths are assigned first come, first serve basis. Sponsorship booth cannot be guaranteed after June 1st.*

\_\_ Company brochure, pens, and sundries inserted into onsite Conference Bags (receipt deadline: 7/1/2016).

\_\_ Acknowledgement at Opening Ceremonies

\_\_ 3 Combo Tickets

If you wish, you may direct your sponsorship to Conference Interpreters, workshop presenters, etc.

***‘Batman’ Level Sponsor – $3,000.00***

\_\_ Inclusion on Conference Website

\_\_ 2-minute company advertisement film played at plenary sessions (to be submitted by July 1st and produced by company).

\_\_ Free exhibit booth in the exhibit room (booth deadline June 1st). *Booths are assigned first come, first serve basis. Sponsorship booth cannot be guaranteed after June 1st.*

\_\_ Company brochure, pens, and sundries inserted into onsite Conference Bags (receipt deadline: 7/1/2016).

\_\_ 2 Combo Tickets

If you wish, you may direct your sponsorship to Conference Interpreters, workshop presenters, etc.

 ***‘Sidekicks’ Level Sponsor - $2,000.00***

\_\_ Recognition on Conference Website

\_\_Company brochure, pens, and sundries inserted into onsite Conference Bags (receipt deadline: 7/1/2016).

\_\_ 1 Combo Ticket

If you wish, you may direct your sponsorship to Conference Interpreters, workshop presenters, etc.

**Sponsorship Amount =** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsorship Opportunities**

 **Sponsorship Opportunities**

 **‘Take the Lead’ Level Sponsor - $7,500 and above**

Please direct this sponsorship to:

\_\_General conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference bag funding (Contact Sponsorship Chair for availability/specifics so your company’s name/logo may be incorporated)

 **‘Two to Tango’ Level Sponsor - $5,000.00 to $7,499.99**

Please direct this sponsorship to:

\_\_General conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference bag funding (Contact Sponsorship Chair for availability/specifics so your company’s name/logo may be incorporated)

\_\_Conference communication access/modeling funding assistance

 **‘Shall We Dance’ Level Sponsor - $3,000.00 to $4,999.99**

\_\_General conference funding assistance

\_\_Student conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference bag underwriting (Contact Sponsorship Chair for availability/specifics so your company’s name/logo may be incorporated)

\_\_Conference communication access/modeling funding assistance

 **‘Tango with Me’ Level Sponsor – $2,000.00 to $2,999.99**

\_\_General conference funding assistance

\_\_Student Conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference bag underwriting (Contact Sponsorship Chair for availability/specifics so your company’s name/logo may be incorporated)

\_\_Conference communication access/modeling funding assistance

 **‘The Tango Lesson’ Level Sponsor - $1,000.00 to $1,999.99**

\_\_General conference funding assistance

\_\_Student conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference communication access/modeling funding assistance.

**Sponsorship Amount =** **(E)** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**See the next page to tally your costs and sign the contract if you are an Exhibitor**

 **‘Take the Lead’ Level Sponsor - $7,500 and above**

Please direct this sponsorship to:

\_\_General conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference bag funding (Contact Sponsorship Chair for availability/specifics so your company’s name/logo may be incorporated)

 **‘Two to Tango’ Level Sponsor - $5,000.00 to $7,499.99**

Please direct this sponsorship to:

\_\_General conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference bag funding (Contact Sponsorship Chair for availability/specifics so your company’s name/logo may be incorporated)

\_\_Conference communication access/modeling funding assistance

 **‘Shall We Dance’ Level Sponsor - $3,000.00 to $4,999.99**

\_\_General conference funding assistance

\_\_Student conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference bag underwriting (Contact Sponsorship Chair for availability/specifics so your company’s name/logo may be incorporated)

\_\_Conference communication access/modeling funding assistance

 **‘Tango with Me’ Level Sponsor – $2,000.00 to $2,999.99**

\_\_General conference funding assistance

\_\_Student Conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference bag underwriting (Contact Sponsorship Chair for availability/specifics so your company’s name/logo may be incorporated)

\_\_Conference communication access/modeling funding assistance

 **‘The Tango Lesson’ Level Sponsor - $1,000.00 to $1,999.99**

\_\_General conference funding assistance

\_\_Student conference funding assistance

\_\_Break food/beverage funding (Contact Sponsorship Chair for availability/specifics so your company can be recognized at the event)

\_\_Conference communication access/modeling funding assistance.

**Sponsorship Amount =** **(E)** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**See the next page to tally your costs and sign the contract if you are an Exhibitor**

**Advertising**

Company advertisement along with conference information will be sent out via email, listed on TSID Conference Website, and on the GuideBook program app. To purchase ad space, please see below.

Please elect the number of ads you are requesting below:

**Full page in GuideBook App: $200.00 \_\_\_\_\_\_**

**Conference Website: $125.00 \_\_\_\_\_**

**GuideBook scrolling Banner Ad: $60.00 \_\_\_\_\_**

**Ad specifications:**

In order to be displayed in the Guidebook, your sponsor image details need to be:

 Conference GuideBook Sponsor Scrolling Banner:
       height:    110 pixels
      width:     600 pixels
Conference GuideBook Sponsor Full Page:
       height:    240 pixels
       width:     640 pixels

In order to be displayed on the Conference webpage and other social media advertisements, please submit the following items in these formats:

***Logo specifications:***
   image type: png, jpeg, or gif

|  |  |  |
| --- | --- | --- |
| Super Hero | Sponsor Page (large logo):Other Pages (small logo): | max width:  400 pixels max height: 200 pixels     max width:  100 pixels max height: 50  pixels |
| Wonder Woman | Sponsor Page:Other Pages (small logo): | max width:  250 pixels max height: 125 pixels      max width:  100 pixels max height: 50  pixels |
| Batman | Sponsor Page: |   max width:  200 pixels  max height: 100 pixels |
| Sidekicks | Sponsor Page: | max width: 150 pixels max height: 75 pixels |

**Payment Information:**

**Check:** I have enclosed a check payable to TSID for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Check#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cashier’s Check:** I have enclosed a cashier’s check payable to TSID for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Money Order:** I have enclosed a money order payable to TSID for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Money Order type and number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Please make a copy of this for your records.

Mail this completed form with payment to:

**TSID and RID Region IV 2016 Annual Conference**

**P. O. Box 684728**

**Austin, TX 78768-4728**

I, the undersigned, have read Terms, Conditions and Rules of Exhibiting (next page) and agree to abide by the same.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

**TERMS, CONDITIONS AND RULES FOR EXHIBITING: For the purposes below, “Management” shall mean Texas Society of Interpreters for the Deaf (TSID), and “Exhibit Site” shall mean the Hyatt Regency Downtown, Houston, Texas. It is stipulated that each organization participating will subscribe to the following rules, with their representatives remaining in compliance.**

**1. PURPOSE OF EXHIBITION** — Exhibitors are an integral part of the annual conference. To ensure that they will further the purpose, admission to the display floor is limited to qualified persons. Since the primary purpose of management is to educate delegates on products and services of the exhibitor, emphasis on all exhibits shall be to fully describe uses of products and services offered by the exhibitor. Exhibits must not be in violation of management’s policies.

**2. INDEMNITY AND LIMITATION OF LIABILITY** — Neither management nor the exhibit site, nor any of their officers, agents, employees, or other representatives, shall be held liable and they are hereby released from liability for any damage, loss, harm, or injury to the person or property of the exhibitor or any of its officers, agents, employees, or other representatives, resulting from water, accident, or any other cause. The exhibitor shall indemnify, defend, and protect management and the exhibit site, and save management and the exhibit site harmless from any and all claims, demands, suits, liability damages, losses, costs, attorney’s fees, and expenses of any kind or nature that might result from or arise from any action or failure to act on the part of the exhibitor or its officers, agents, employees, or other representatives. It is the responsibility of the exhibitor to maintain proper insurance coverage for its property and liability. It is understood that TSID, the Isla Grand Beach Resort and all staff, agents, and representatives are harmless from any claims arising from the products given to the attendees during the exhibition.

**3. ASSIGNMENT OF EXHIBIT SPACE** — Management shall assign the exhibit space to the exhibitor for the period of the exhibit, provided the exhibit site is made available to management, on a first priority receipt of the enclosed contract. Such assignment is made for the period of this exhibit only and does not imply that the same or similar space be held or offered for future exhibits. Every effort will be made to respect the exhibitor’s space choices whenever possible, but management’s decision will be final. Management reserves the right to transfer assignment when such action is deemed to be in the best interest of the total exhibition. Management reserves the right to withdraw its acceptance of this contract if it determines, in its sole discretion that the exhibitor is not eligible to participate or the exhibitor’s product is not eligible to be displayed in said exhibit.

**4. USE OF EXHIBIT SPACE** — Exhibitor shall not assign to a third party its rights hereunder to the exhibit space or any portion thereof without the written consent of management, which it may withhold at its sole discretion. If such consent is given, the exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives, and the exhibitor shall not charge its assignee more than a proportionate share of the exhibit fee based upon the amount of exhibit space assigned.

**5. INSTALLATION** — It is explicitly agreed by the exhibitor that in the event they fail to install their products in assigned exhibit space or fail to remit payment for required space rental at the time specified, Management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.

**6. DISPLAYS, DECORATIONS, AND MUSIC** — Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed, or tacked to walls. No exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to exhibit space. No signs or advertising devices shall be displayed outside exhibit space or project above or beyond limits of exhibit space. Advertising material or signs of firms other than those that have engaged space is prohibited. Exhibitors who play any form of copyrighted music in their exhibit or private meetings during this event, are required to be licensed by either or both the American Society of Composers, Authors and Publishers (ASCAP), and/or Broadcast Music, Inc. (BMI). Exhibition producers, the association sponsor and facility management independently and severally disclaim any licensing responsibility for public performance of unlicensed music by exhibitors during this event.

**7. FIRE REGULATIONS** — Exhibitor shall not pack merchandise in paper, straw, excelsior, or any other readily flammable material. All cartons stored in the exhibit site shall be emptied of contents. Exhibitor shall use no flammable decorations or covering for display fixtures, and all fabrics or other material used for decoration or covering shall be flameproof, if required by local law or ordinances. All wiring devices and sockets shall be in good condition and meet the requirements of local law. Equipment with engines/motors or gas tanks shall be emptied and battery connections disconnected during display.

**8. BOOTH EQUIPMENT AND SERVICES** — Space rental includes: space; table and two chairs; general daily maintenance and lighting.

**9. STORAGE AND PACKING CRATES AND BOXES** — Exhibitor will not be permitted to store packing crates and boxes in the booth or the exhibit area during the exhibit. It is the exhibitor’s responsibility to mark and identify all crates and boxes. Crates not properly marked or identified may be destroyed. No trunks, cases or packing materials shall be brought in to or out of exhibit spaces during exhibit hours. Cartons containing valuables should not include contents on the outside.

**10. OBSERVANCE OF LAWS** — Exhibitor shall abide by and observe all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the exhibit site.

**11. CANCELLATION OR TERMINATION OF EXHIBIT** — If, because of war, fire, strike, exhibit facility construction or renovation project, government regulation, public catastrophe, Act of God, the public enemy, or any other cause, the exhibition or any part thereof is prevented from being held, is cancelled by management, or the exhibit space becomes unavailable, management, in its sole discretion, shall determine and refund to the exhibitor, its proportionate share of the aggregate exhibit fees received that remains after deducting expenses incurred by management and reasonable compensation to management, but in no case shall the amount or refund to exhibitor exceed the amount of the exhibit fee paid. Cancellation by the exhibitor after June 1, 2016, obligates the exhibitor to full payment of the rental. No refunds will be made after this date. If written cancellation is received prior to June 1, 2016, a full refund will be issued minus a $50 service charge.

**12. EXHIBITOR CONDUCT** — Exhibitor and its representatives shall not congregate or solicit trade in the aisles. The prior written consent of management is required for the employment or use of any live model, demonstrator, solicitor, or device for the mechanical reproduction of sound. Such employment or use shall be confined to the exhibit space. Management in its sole and absolute discretion may withdraw its consent at any time, in which event exhibitor shall terminate such activity forthwith. All promotional plans must be submitted to management for approval. Distribution of pamphlets, brochures, or any advertising matter must be confined to the exhibit space. Exhibitor shall refrain from any action that will distract attendees from attendance at the exhibit during open hours. Exhibitor shall not enter into another exhibitor’s space without invitation or when unattended. Exhibitor or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste.

**13. UNION LABOR** — Exhibitor must comply with all union regulations applicable to setup, dismantling and display of its exhibits where applicable.

**14. ARBITRATION** — Any controversy or claim between the parties hereto arising out of or related to the provisions of the agreement or the breach thereof, shall be settled by arbitration in Austin, Texas, in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

**15. JURISDICTION** — Both management and exhibitor consent to the jurisdiction of the Texas District and Appellate Courts and the U.S. District Court for the Western District of Texas, for all purposes in connection with this agreement. The parties agree that review of process may be obtained by registered mail, return receipt requested, within or without the state of Texas.

**16. AGREEMENT TO TERMS, CONDITIONS, AND RULES** — Exhibitor agrees to observe and abide by the foregoing Terms, Conditions, and Rules and by such rules made by management from time to time for the efficient or safe operation of the exhibit, including but not limited to, those contained in this contract. In addition to management’s right to close an exhibit and withdraw its acceptance of the application, Management, in its sole judgment, may refuse to consider for participation in future exhibits any exhibitor which violates or fails to abide by all such Terms, Conditions, and Rules.

*The foregoing rules have been formulated in the best interest of exhibitors. The cooperation of our patrons is requested. All points not covered herein are subject to settlement by the organization.*

***© 2014 Texas Society of Interpreters for the Deaf***