



AN ABAI CHAPTER AFFILIATE

2022

**Sponsor and Exhibitor
Information**

Dallas, TX

Table of Contents

Conference Overview.....	2
Dates.....	2
Hours.....	2
Accommodations.....	4
Conference Venue and Hotel.....	4
Dining.....	4
Parking.....	4
Airport Transportation.....	5
Floor Plan.....	5
Exhibit Information.....	6
Exhibit Prices.....	6
Electricity, Internet, and Shipping/Receiving.....	6
Sponsorships.....	7
Diamond Sponsor – \$8,000.....	7
Platinum Sponsors – \$6,500.....	7
Gold Sponsors – \$5,000.....	8
Silver Sponsors – \$3,500.....	8
Bronze Sponsors – \$2,000.....	9
Poster Session Sponsors – \$1,000.....	9
Exhibitor/Sponsor Rules and Regulations.....	10

Conference Overview

Dates

Thursday, April 21, 2022 – Sunday, April 24, 2022

Hours

★ Thursday, April 21, 2022

Fair & Exhibitor Setup	2:00pm – 6:00pm
Jobs & University Fair	6:00pm – 9:00pm

★ Friday, April 22, 2022

Exhibitor Hours	7:00am – 7:00pm
-----------------	-----------------

★ Saturday, April 23, 2022

Exhibitor Hours	7:00am – 7:00pm
-----------------	-----------------

★ Sunday, April 24, 2022

Exhibitor Hours	7:00am – 12:00pm
Exhibitor Tear Down	12:00pm – 2:00pm

Accommodations

Conference Venue and Hotel

Hyatt Regency Dallas
300 Reunion Boulevard, Dallas, TX 75207
214-651-1234

Dining

- ★ Thursday, April 21, 2022
 - Snacks during exhibitor fair 6:00pm
- ★ Friday, April 22, 2022
 - Breakfast 7:30am
 - Afternoon snack 3:00pm
- ★ Saturday, April 23, 2022
 - Breakfast 7:30am
 - Afternoon snack 3:00pm
- ★ Sunday, April 24, 2022
 - Breakfast 7:30am
- ★ The hotel [has several dining venues](#) available

Parking

Valet and self-parking options [are available at the hotel venue](#).

- ★ Self-parking
 - Overnight guests (in and out): \$19
 - Radish lot and B-lot (daily) \$19
- ★ Valet parking
 - Overnight guests \$32 + tax
 - Daily \$32

Exhibit Information

Exhibitor applications are required to secure an exhibit space and must be accompanied by a payment in full within 60 days of submission of the application or by **February 18, 2022**, whichever comes first. Both exhibitor and sponsor applications are on a first-come, first-serve basis. Exhibits include one 2'x6' table, two chairs, and two exhibitor badges¹. Additional exhibitor badges may be purchased for \$15 each.

Sponsor and exhibitor applications will be submitted online. Interested parties may [submit an application here](#).

Exhibit Prices

Purchase of an exhibit booth provides access to the exhibit hall Thursday evening through Sunday afternoon.

Service providers and vendors:	\$500
Universities and Government agencies:	\$250
TxABA SIGs and Committees:	Free ²

Electricity, Internet, and Shipping/Receiving

Electricity, Internet, and Shipping / Receiving services must be ordered and paid for through the hotel. Please contact the hotel directly if you have questions about these costs / services.

¹ These are only required for exhibitors not already registered for the conference. Conference attendee badges provide access to the exhibit hall.

² TxABA does not reserve exhibit booths ahead of time for SIGs and committees. A representative of the SIG or committee must fill out an exhibitor application form while exhibitor booths are still available.

Sponsorships

Diamond Sponsor – \$8,000

One Diamond Sponsor is available: **TxABA VIP Dinner on Saturday**

The benefits of this sponsorship level include:

- ★ First pick of booth location
- ★ Two (2) exhibitor badges
- ★ Exhibit Thursday – Sunday
- ★ Complimentary electricity and internet for two (2) individuals
- ★ Five (5) complimentary conference registrations and CEUs for those attendees
- ★ Two (2) invitations to the VIP Dinner on Saturday night
- ★ Full page color ad in the conference program – first pick of ad location
- ★ Five (5) posts to TxABA’s social media platforms (Instagram, Facebook, and Twitter)
- ★ First pick of social media posting times
- ★ Your company’s logo on the TxABA conference pages
- ★ Your company’s logo on sponsorship signage throughout the conference
- ★ Acknowledgment on-screen before presentations throughout the entire conference
- ★ Four (4) hours of pre-scheduled access to a meeting/interview room
- ★ Unlimited job ad postings on the TxABA website in 2022

Platinum Sponsors – \$6,500

Two Platinum Sponsors are available: **TxABA Social on Saturday**

The benefits of this sponsorship level include:

- ★ Second pick of booth location
- ★ Two (2) exhibitor badges
- ★ Exhibit Thursday – Sunday
- ★ Complimentary electricity and internet for two (2) individuals
- ★ Four (4) complimentary conference registrations and CEUs for those attendees
- ★ Two (2) invitations to the VIP Dinner on Saturday night
- ★ Full page color ad in the conference program – second pick of ad location
- ★ Four (4) posts to TxABA’s social media platforms (Instagram, Facebook, and Twitter)
- ★ Second pick of social media posting times
- ★ Your company’s logo on the TxABA conference pages
- ★ Your company’s logo on sponsorship signage throughout the conference
- ★ Acknowledgment on-screen before presentations on Friday and Saturday
- ★ Four (4) hours of pre-scheduled access to a meeting/interview room
- ★ Unlimited job ad postings on the TxABA website in 2022

Gold Sponsors – \$5,000

Three Gold Sponsors are available: **Thursday Welcome Reception**

The benefits of this sponsorship level include:

- ★ Third pick of booth location
- ★ Two (2) exhibitor badges
- ★ Exhibit Thursday – Sunday
- ★ Complimentary electricity and internet for two (2) individuals
- ★ Three (3) complimentary conference registrations and CEUs for those attendees
- ★ Full page black and white ad OR half-page color ad in the conference program – third pick of ad location
- ★ Three (3) posts to TxABA’s social media platforms (Instagram, Facebook, and Twitter)
- ★ Third pick of social media posting times
- ★ Your company’s logo on the TxABA conference pages
- ★ Your company’s logo on sponsorship signage during the Thursday Welcome Reception
- ★ Acknowledgment on-screen before presentations on Friday or Saturday (sponsor’s choice)
- ★ Two (2) free job ad postings on the TxABA website in 2022

Silver Sponsors – \$3,500

Three Silver Sponsors are available: **Friday, Saturday, or Sunday Morning (Breakfast)**

The benefits of this sponsorship level include:

- ★ Fourth pick of booth location
- ★ Two (2) exhibitor badges
- ★ Exhibit Thursday – Sunday
- ★ Complimentary electricity
- ★ Two (2) complimentary conference registrations and CEUs for those attendees
- ★ Full page black and white ad OR half-page color ad in the conference program – fourth pick of ad location
- ★ Two (2) posts to TxABA’s social media platforms (Instagram, Facebook, and Twitter)
- ★ Fourth pick of social media posting times
- ★ Your company’s logo on the TxABA conference pages
- ★ Your company’s logo on sponsorship signage during one breakfast
- ★ Acknowledgment on-screen before presentations on Friday, Saturday, or Sunday
- ★ Two (2) free job ad postings on the TxABA website in 2022

Bronze Sponsors – \$2,000

Four Bronze Sponsors are available: Two each for **Friday or Saturday afternoon break**

The benefits of this sponsorship level include:

- ★ Fifth pick of booth location
- ★ Two (2) exhibitor badges
- ★ Exhibit Thursday – Sunday
- ★ One (1) complimentary conference registrations and CEUs for those attendees
- ★ Half-page black and white ad in the conference program – fifth pick of ad location
- ★ One (1) posts to TxABA’s social media platforms (Instagram, Facebook, and Twitter)
- ★ Fifth pick of social media posting times
- ★ Your company’s logo on the TxABA conference pages
- ★ Your company’s logo on sponsorship signage during one afternoon
- ★ Acknowledgment on-screen before presentations in the afternoon of the day you chose (Friday or Saturday)
- ★ One (1) free job ad posting on the TxABA website in 2022

Poster Session Sponsors – \$1,000

Two Poster Session Sponsors are available: **Poster Session on Friday**

The benefits of this sponsorship level include:

- ★ Last pick of booth location
- ★ Two (2) exhibitor badges
- ★ Exhibit Thursday – Sunday
- ★ Your company’s logo on the TxABA conference pages
- ★ Your company’s logo on sponsorship signage during the poster session

Exhibitor/Sponsor Rules and Regulations

Responsibility Clause

Exhibitor shall be fully responsible to pay for any and all damages to property owned by TxABA or the Hyatt (HYATT REGENCY DALLAS), its owners or managers, which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless TxABA and the Hyatt, their respective owners, managers, officers or directors, agents, employees and volunteers, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. The Exhibitor understands that TxABA does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises or any part thereof.

Exhibit Approval Process

TxABA reserves the right to determine the suitability of all exhibits and advertisements submitted, and to reject those that are not consistent with the mission of TxABA. You will receive confirmation from the TxABA office when your application is received and approved. All applications are accepted by TxABA subject to the conditions and requirements contained in these Rules & Regulations and within the Packet. The exhibiting or promotion of services, products, or equipment at the TxABA exhibit does not constitute endorsement by TxABA of such services, products, or equipment. An exhibitor is not permitted to represent in any manner that its goods or services have been endorsed by TxABA.

Payments

All sponsor and exhibitor fees are due in full within 60 days of receipt of invoice or by **February 18, 2022**, whichever comes first. [Visit our website](#) for payment options and information.

Cancellation

Sponsorships and exhibits canceled on or before **January 14, 2022** will receive a full refund minus a \$25 administrative fee to the source of payment origin. No refund will be provided for sponsor or exhibitor cancellations made after **January 14, 2022**. TxABA reserves the right to resell any canceled exhibit or sponsorship to other interested parties.

Sale of Products/Services

Exhibitor is responsible to collect and remit applicable sales and use taxes to the State of Texas and/or any and all local jurisdictions for its sales of products or services. Exhibit Space Spaces are assigned according to exhibit needs. Exhibitors will receive their table number upon check-in. Exhibitors may not place their belongings in the Exhibit Area before Set Up begins. Exhibits shall be arranged to not interfere with access

to other exhibits. Exhibitors are to maintain their exhibits in a clean, orderly and safe manner. TxABA reserves the right to make the final determination on all space assignments. Exhibitors must surrender space occupied by them in the same condition it was in at the commencement of occupation. Exhibitors or their representatives shall not injure or deface the walls, columns, floors, or furniture of the exhibit facilities. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor at his or her own expense. The exhibitor shall be liable for all property damaged.

Exhibit Space

Spaces are assigned according to exhibit needs. Exhibitors will receive their table number and a diagram of the table layout by **April 14, 2021**. Exhibitors may not place their belongings in the Exhibit Area before set-up begins on **Thursday, April 21, 2022**. Exhibits shall be arranged to not interfere with access to other exhibits. Exhibitors are to maintain their exhibits in a clean, orderly and safe manner. TxABA reserves the right to make the final determination on all space assignments. Exhibitors must surrender space occupied by them in the same condition it was in at the commencement of occupation. Exhibitors or their representatives shall not injure or deface the walls, columns, floors, or furniture of the exhibit facilities. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor at his or her own expense. The exhibitor shall be liable for all property damaged.

Exhibitor Code of Conduct

Canvassing or distributing advertising matter outside the exhibitor's own space is not permitted. It is strictly prohibited to publicize and/or maintain any extracurricular activities, inducements, or demonstrations away from the exhibition area during the exhibit hours. Musical instruments, audio equipment, and other devices shall be operated at a level that will not interfere with other exhibitors. X-ray equipment may not be operated. Volatile or flammable oils, gases, other explosive flammable matter or material, or any substance prohibited by city laws or insurance carriers are not permitted on the premises.

Security

Do not leave items of value unattended. Exhibitors will be responsible for the security of booth materials and personal items at all times.

ADA Compliant

The exhibitor agrees to ensure that its exhibit booth space is in compliance with the Americans with Disabilities Act (ADA). To comply with the ADA, exhibitors should make every effort to accommodate attendees with disabilities.

TxABA Contact Information

Payments may be made online via Stripe. If applicable, mail payments to:

TxABA
PO Box 4233
Dallas, TX 75208

Email questions to: txaba@txaba.org