

Texas Court Clerks Association
Annual Conference Guidelines
REGISTRATION FEE INCLUDES

Your \$700 Booth Registration Fee includes the following:

❖ **Set up:**

- **The Vendor Booth:** Each Vendor will have a table top booth. Vendor setup is October 8, 2017 at noon.
- **Vendor Location:** Specified area designated for TCCA Vendors strategically and conveniently located next to the conference general sessions and where the breaks will be hosted.
- **Exhibition Area:** We have a vendor-friendly arrangement for vendor booths. **The main vendor hall will be locked during non-use hours; however, due to space restrictions, it may be necessary for some vendor booths to be placed in an open area which will not be locked or secured. TCCA and the hotel are not responsible for any lost or missing items.**
- **Vendor Layout:** The design for the layout is in order to identify a vendor's space at the conference to better facilitate conference attendees locating a specific vendor or type of vendor.
- **Vendor Breakdown:** Can begin on October 10th after 2:00 p.m.

❖ **Networking:**

- **First Impressions:** You are invited to attend the Conference "Kickoff"/Cocktail Hour/Vendor Meet and Greet Sit Down Dinner at 5:30 for your first encounter with the attendees.
- **Days:** Each vendor will be given two (2) complimentary tickets for breakfast on Monday and Tuesday and two (2) complimentary tickets for lunch on Monday and Tuesday to provide more opportunity to visit with Conference Delegates. **(Additional meal tickets are available for purchase but must be purchased during the Cvent registration process).**
- **Evenings: EVENING EVENT TICKETS must be purchased through Cvent during the registration process. At the time of registration you must know the names of those Vendors attending and how many evening event tickets will be needed. Purchase of evening event tickets will not be allowed after registration has closed – NO EXCEPTIONS.**
- **Monday, October 9, 2017** – Delegates on their own for dinner. This may be an additional opportunity for Vendors to meet with Delegates and discuss their product.
- **Download the Cvent mobile app which will provide a Vendor agenda and useful details of the conference such as breaks and the conference event schedule.**

❖ **Advertisement:**

- **Vendor Expo:** A formal Vendor Introduction will take place with all the delegates on Monday morning prior to the start of the Expo.
- **Showcase:** This Vendor Expo is designed to introduce vendors to all conference attendees and allow each vendor a brief moment to directly showcase their products and/or services.
- **Conference Vendor Guide:** Your company will be listed in the TCCA Conference Vendor Guide which is distributed to each conference attendee.