



TEXAS PROCESS SERVERS ASSOCIATION
 2018 Annual Convention
 Omni Houston Hotel at Westside – Houston, Texas
 October 19 & 20

SPONSOR and/or EXHIBITOR OPPORTUNITIES

CATEGORY	EVENTS	DONATION	LOCATION
Sponsor	Luncheon	\$3,750	General Session Foyer
Sponsor	Reception	\$3,250	General Session Foyer
Sponsor	Breakfast	\$2,750	General Session Foyer
Sponsor	Break	\$2,250	General Session Foyer
Sponsor	General Contribution	\$1,750	General Session
Sponsor	Item (e.g. Lanyards, Program Printing)	\$1,500	General Session
Exhibitor	Exhibitor Premium	\$750	General Session Foyer
Exhibitor	Exhibitor Basic	\$550	General Session Foyer

Sponsor Donation of \$2,250 & Above Entitlements:

- Opportunity to speak before the membership general session
- Signage at the location of the event reflecting your company name and recognizing that your company sponsored the event
- One Exhibitor Space (1 draped table, 2 chairs, 2 electrical outlets) during entire event
- Color ad on TPSA website for 1 year
- Color ad projected on screen randomly throughout event
- One (1) full page color ad in the Annual Convention Program Guide
- Two (2) dinner reservations for the President’s Banquet
- List of attendees
- Note: Sponsors who intend to provide training must submit request for JBCC approval

Sponsor Donation of \$1,750 & Below Entitlements:

- Opportunity to speak before the membership general session
- Signage at the location of the event reflecting your company name and recognizing that your company sponsored the event
- One Exhibitor Space (1 draped table, 2 chairs, 2 electrical outlets) during entire event
- Color ad on TPSA website for 6 mos.
- Color ad projected on screen randomly throughout event
- One (1) half page color ad in the Annual Convention Program Guide
- One (1) dinner reservation for the President’s Banquet
- List of attendees
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Exhibitor – Premium \$750

- Opportunity to speak before the attendees during the “Exhibitor Presentation”
- One Exhibitor Space (1 draped table, 2 chairs, does not include electrical outlet)
- Color ad projected on screen randomly throughout event (does not include color ad on TPSA website)
- One (1) 1/2-page color ad in the Annual Convention Program Guide
- One (1) dinner reservation for the President’s Banquet
- List of attendees
- Sponsors who intend to provide training must submit request for JBCC approval

Exhibitor – Basic \$550

- Opportunity to speak before the attendees during the “Exhibitor Presentation”
- One Exhibitor Space (1 draped table, 2 chairs, does not include electrical outlet)
- Color ad projected on screen randomly throughout event (does not include color ad on TPSA website)
- One (1) 1/8-page color ad in the Annual Convention Program Guide
- List of attendees
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Terms and Conditions

Sponsor and Exhibitor agrees to the following:

1. TPSA reserves the right to select speaking schedules and exhibitor table assignment of locations.
2. Continuing Education Training requires coordination with TPSA Training Team Board Member to complete JBCC required documentation for submission no later than August 1, 2018.
3. Each Sponsor and/or Exhibitor is responsible for all hotel room accommodations and fees. All hotel reservations must be made through the TPSA website link to receive convention pricing.
4. Each Sponsor and Premium Exhibitor shall be provided one (1) exhibitor space with a draped table with two (2) chairs and 2 electrical outlets.
5. All Sponsor and/or Exhibitors shall be responsible for any additional furnishings.
6. Each Sponsor and/or Exhibitor shall be responsible for moving its furnishings and equipment in and out of the exhibit area at the beginning and end of the conference period and shall do so without interfering with the activities of the Omni Park West Hotel, the TPSA conference, other exhibitors and any other Conferences in the hotel.
7. Each Sponsor and/or Exhibitor agrees that it will be responsible for the protection of its equipment and furnishings and that it shall hold TPSA & Omni Houston Hotel at Westside entirely harmless from claims arising out of Sponsor's use of the Exhibitor's exhibit area.
8. Each Sponsor and/or Exhibitor tables will be prepared in advance of designated set-up time. Upon arrival you will find tables with table tents that indicate your company name. If an Exhibitor and/or Sponsor wishes to change location, please contact Heather Maynard before making change.
9. If Sponsor and/or Exhibitor requires additional electrical connections and/or special equipment, please plan with Heather Maynard by August 15, 2018. Exhibitor agrees that it will not overload the electrical circuits.
10. Exhibitor is solely responsible for all materials shipped to hotel and will hold TPSA harmless of any and all damages or lost materials in transit or on site.
11. All Sponsor and/or Exhibitor selections and funds must be received by August 1, 2018. If canceled prior to August 1, 2018 there is a 30% cancellation fee; no refunds will be made after August 1, 2018.
12. Each Sponsor and/or Exhibitor must adhere to setup and breakdown schedule.

Sponsor and/or Exhibitor Setup and Breakdown Schedule

Thursday, October 18, 2018	
Exhibitor Registration	3:00 pm – 7:00 pm
Exhibit Hall Set-Up	3:00 pm – 7:00 pm
Friday, October 19, 2018	
Exhibit Hall Open for Set-Up	7:00 am – 8:00 am
Exhibit Hall Open	8:30 am – 5:00 pm
Saturday, October 20, 2018	
Exhibit Hall Opens	8:30 am – 3:00 pm
Move Out	3:00 pm – 5:00 pm



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Sponsor and/or Exhibitor Information

Company Name: _____

Signed By: _____

Signed by Printed Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

SELECTION	EVENTS	DONATION
	Luncheon	\$3,750
	Reception	\$3,250
	Breakfast	\$2,750
	Break	\$2,250
	General Contribution	\$1,750
	Item (e.g. Lanyards, Program Printing)	\$1,500
	Exhibitor Standard	\$550
	Exhibitor Premium	\$750
	Additional Electric Outlet	\$50
	Additional Banquet Dinner	\$85

METHOD OF PAYMENT:

____ Visa ____ MasterCard ____ Discover ____ A/X ____ Check/Money Order # ____ (Payable to TPSA)

NOTE: There is a \$50,00 fee for all returned checks.

Name of Cardholder: _____

Credit Card Number: _____

Expiration Date: _____ Security Code (on back): _____

Credit Card Signature: _____

IF CREDIT CARD IS USED FOR PAYMENT, PLEASE PDF A COPY OF THIS FORM TO: TPSAOFFICE@GMAIL.COM

Please return this form with your payment information to Jeanne Mosal, TPSA Executive Administration
TPSAOffice@gmail.com.