

**TEXAS PROCESS SERVERS ASSOCIATION**  
2016 Annual Convention

**SPONSOR OPPORTUNITIES**

Omni Park West Hotel – Dallas, Texas  
September 16 & 17

In consideration of the sum indicated below, the TEXAS PROCESS SERVERS ASSOCIATION (“TPSA”) agrees to provide the space(s) indicated below to \_\_\_\_\_.

Please indicate the Sponsorship:

SPONSORSHIP TYPE	CONTRIBUTION	LOCATION	CHECK BOX
Luncheon	\$3,500	Palm Court	
Reception	\$3,000	Park West ABCD	
Breakfast	\$2,500	Palm Court	
Break	\$2,000	Palm Court	
General Contribution / C.E. Sponsor	\$1,500	General Session	
Item (e.g., Lanyards, Program Printing)	\$1,000	General Session	

**Sponsors Receive:**

1. Opportunity to speak 45-60 minutes before the attendees during a lunch break (Friday or Saturday)
1. Full page color ad in the Annual Convention Program Guide
2. Company brochure or handout placed in Annual Convention tote bags
3. Opportunity to speak before the attendees during the “Sponsor Presentation”
4. One (1) dinner reservation for the President’s Banquet
5. One Exhibitor Space (1 draped table, 2 chairs, 2 electrical outlets) during entire event
6. Color ad projected on screen randomly throughout event
7. List of attendees
8. \*Continuing Education Sponsorship includes 1 hour speaking time for seminar approved by JBCC. (The session must be approved by the JBCC by 8/15/2016. The TPSA Training Team will work with you to obtain the required JBCC approval.)

**Sponsor agrees as follows:**

1. Continuing Education Sponsorship requires coordination with TPSA Training Team to complete the JBCC required documentation for submission no later than July 15, 2016.
2. Each sponsor is responsible for all hotel room accommodations and fees. All hotel reservations must be made through the TPSA website link to receive convention pricing.
3. Each Sponsorship shall be provided one (1) exhibitor space with a draped table with two (2) chairs and 2 electrical outlets. Sponsor shall be responsible for any additional furnishings.
4. Sponsor 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 conference, or other exhibitors.
5. The exhibit area will be located in “Texas Center Foyer & Fountainview” of the Omni Park West

Hotel. Sponsor agrees that it will be responsible for the protection of its equipment and furnishings and that it shall hold TPSA entirely harmless from claims arising out of Sponsor's use of the Exhibitor's exhibit area.

- 6. The exhibit area will be available to exhibitors for set up from 10:00 am – 6:00 pm on Thursday, September 15th.

<b><u>Thursday, September 15, 2016</u></b>	
Bag Stuffing . . . . .	5:00 pm – 8:00 pm
Early Registration . . . . .	3:00 pm – 7:00 pm
Exhibit Hall Set-up . . . . .	10:00 am – 6:00 pm
<b><u>Friday, September 16, 2016</u></b>	
Exhibit Hall Open for Set-up . . . . .	7:00 am – 8:00 am
Exhibit Hall Opens . . . . .	8:30 am – 5:00 pm
<b><u>Saturday, September 17, 2016</u></b>	
Exhibit Hall Opens . . . . .	8:30 am – 4:00 pm
Move Out . . . . .	4:00 pm – 5:00 pm

- 7. A limited number of electrical outlets will be available to Exhibitors, if requested below. However, if Exhibitor needs additional electrical connections and/or special equipment, etc., arrangements can be made directly with the hotel. Exhibitor agrees that it will not overload the electrical circuits.
- 8. All funds must be received by August 1, 2016. If canceled prior to August 1, 2016 there is a 30% cancellation fee; no refunds will be made after August 1, 2016.
- 9. 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.
- 10. Product or services to be displayed:.

**Sponsor**

By: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_ Electrical connection desired?                      \_\_\_\_\_ Does your exhibit include a display board?

As an Exhibitor, you can participate in the activities offered during the convention. All Sponsors receive one (1) reservation for dinner at the President's Banquet, but additional reservations be purchased here:

\_\_\_\_\_ Smoke-n-Poker - \$35/entry fee                      \_\_\_\_\_ President's Dinner - \$85/person

**METHOD OF PAYMENT:**

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

NOTE: There is a \$35.00 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 FAX A COPY OF THIS FORM TO: (254) 399-9404.**

Please return this form with your payment information to:

Jennifer Redden, TPSA Office Manager  
7215 Bosque Blvd. Waco, TX 76710  
(512) 807-8772  
(254) 399-9404 – fax

If you have any questions on payment, please contact Jennifer Redden  
TPSA Office Manager at (512) 807-8772 or  
[TPSAOffice@gmail.com](mailto:TPSAOffice@gmail.com)