

# Texas Foreign Language Association

## EXHIBIT REGISTRATION FORM

2009 Fall Conference

Renaissance Hotel at the Arboretum - Austin

October 29 - 31, 2009

- I wish to purchase \_\_\_\_\_ booth(s) @ \$500 per booth.  
**A booth includes an 8 x 10 space, a table, pipe and drape, 2 chairs and an identification sign.**  
(Note: If requesting more than **three** booths, each additional booth will be available for \$300 each.)

Total Cost: \$ \_\_\_\_\_

- I wish to purchase a skirted table for \$250. The table will be located near the back of the exhibit hall; there will be no pipe and drape included in this price.
- I will need access to an electrical outlet.
- I will need wall space or a backdrop.

Name of Exhibitor: \_\_\_\_\_

Exhibit's Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/P.O. Box City, State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Representative(s) attending conference (include all attendees):

\_\_\_\_\_  
\_\_\_\_\_

Briefly explain what you exhibit:

\_\_\_\_\_

We would be interested in sponsoring/co-sponsoring one of the Texas Foreign Language Association activities:

- |                                                                                        |                                                                            |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Friday Evening Bar - \$1,000</b><br>(Hors d'oeuvres)       | <input type="checkbox"/> <b>Saturday A.M. Coffee Break - \$600</b>         |
| <input type="checkbox"/> <b>Friday A.M. Coffee Break - \$600</b>                       | <input type="checkbox"/> <b>Saturday P.M. Coffee Break - \$600</b>         |
| <input type="checkbox"/> <b>Friday P.M. Coffee Break - \$600</b>                       | <input type="checkbox"/> <b>Saturday Conference Breakfast - \$1,000</b>    |
| <input type="checkbox"/> <b>Printing of Programs - \$600</b>                           | <input type="checkbox"/> <b>Door Prizes/Publishers' Sweepstakes Prizes</b> |
| <input type="checkbox"/> <b>Hospitality Bags for Conference Participants - \$1,500</b> |                                                                            |

Please indicate the dollar amount you will sponsor: \$ \_\_\_\_\_

We would like to place an advertisement in the TFLA Fall Conference Program which will be an 8½ x 11 program. **Due date for the Conference Program is Friday, September 18, 2009. Please adhere to this date.**

- Full Page - \$150       Half Page - \$75

For exhibit space and/or advertising, please return the completed form, along with payment (TFLA **does not** accept credit cards as a form of payment), payable to **TFLA**, before **Friday, September 18, 2009**, to:

MayDell Jenks  
Katy I.S.D.  
6301 S. Stadium Ln.  
Katy, TX 77494  
281-396-2619 281-644-1818 (Fax)  
TFLA Tax I.D. No.: 74-1941-49

( over )

## TERMS AND CONDITIONS

1. Total payment must accompany this form. No refunds will be made **unless written notice of cancellation** is received at least 30 days prior to the first day of the conference. A **non-refundable** \$50.00 processing fee will be charged.
2. Exhibitor agrees to abide by the terms and conditions of the contracted display service and the conference hotel regarding shipping and handling of materials.
3. Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitors' activities on the hotel premises, and will indemnify, defend and hold harmless the hotel, the Texas Foreign Language Association, hotel agents, servants and employees from any and all such losses, damages, and claims. **The hotel and the Texas Foreign Language Association do not maintain insurance covering exhibitor's property/potential losses.**
4. All booths at the Renaissance Hotel will be 8' x 10'. A table, 2 chairs and an identification sign will be standard equipment for the booth. The exhibit hall will be locked daily by hotel personnel at the close of exhibit hours. Security will be hired by TFLA to guard the premises during evening hours.

**Accepted by:**

**Exhibitor**

**Texas Foreign Language Association**

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)