

Texas Foreign Language Association

EXHIBIT REGISTRATION FORM

2010 Spring Conference

Hilton Arlington

March 25 – 27, 2010

- I wish to purchase _____ booth(s) @ \$275 per booth.
A booth includes an 8 x 10 space, a table, pipe and drape, 2 chairs and an identification sign.

Total Cost: \$ _____

- I wish to purchase a skirted table for \$125. 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 describe what you will exhibit: _____

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

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

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, February 5, 2010. Please adhere to this date.**

- Full Page - \$100 Half Page - \$50

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, February 5, 2010**, 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 Hilton Arlington Texas 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)