



TEXAS ADVANCED PARALEGAL SEMINAR

A Three-Day Multi Track CLE Seminar – A Paralegal Division Event

VENDOR HANDBOOK



**CROWNE PLAZA HOTEL - ADDISON
14315 MIDWAY ROAD
ADDISON, TEXAS 75001**

**SEPTEMBER 26 – SEPTEMBER 28,
2018**



Welcome

We are very excited that you will join us at TAPS 2018. This seminar will give you the opportunity to meet and visit with paralegals from all across the State of Texas who are employed by law firms, corporations, and state agencies. Additionally, students from various Texas paralegal programs will be in attendance.

As a sponsor/exhibitor, you will have the opportunity to:

- Market your company's name as well as the services you provide;
- Meet senior level, decision maker, paralegals from all over the state to discuss your firm's services and expertise;
- Gain new clients and expand your business opportunities beyond your specific locale; and
- Enhance future business relationships.

Let Us Help You Stay On Top of Important Dates and Deadlines

If you are interested in calendar reminders about the "Pre-Event Important Dates and Deadlines" listed below provide us with the appropriate persons e-mail address(es) and we will send Outlook calendar events for these deadlines. E-mail addresses should be sent to TAPSVendors@txpd.org

Pre-Event Important Dates and Deadlines

July 9, 2018 – Deadline for Title Sponsor to provide Mobile App Splash Screen and Rolling Banner Ads – (see specs and requirements in attached A, TAPS App Specifications)

July 9, 2018 – Deadline for Platinum, Gold, Silver and Bronze Sponsors to Provide Rolling Banner Ads – (see specs and requirements in attached A, TAPS App Specifications)

July 23, 2018 – Deadline for Title, Platinum, Gold, Silver, and Bronze Sponsors to Provide logos for attendee t-shirts and on-site signage – All logos should be white graphic logos (can have shading but no colors) and should be sent to Rhonda Brashears at pd@txpd.org.

August 10, 2018 - Cancellation Policy Deadline - If a vendor cancels prior to August 10, 2018 there is a 30% cancellation fee. There are **NO REFUNDS** after this date. All cancellations must be in writing and addressed to Paralegal Division, P.O. Box 19163, Amarillo, Texas 79114 or via email to TAPSVendors@txpd.org

August 10, 2018 – Deadline for all Exhibitors/Sponsors to Submit Information for TAPS App – You will receive an email from Crowd Compass with a log on and password to the Crowd Compass website. The vendor will be allowed to upload their company and representative contact information, a description of their services, and the company logo directly to the TAPS app. The TAPS app will be used by all TAPS attendees and the vendor information will be made available to all TAPS attendees through the app.

August 27, 2018 – Deadline for Title Sponsor and Platinum Sponsors to provide Morning Welcome Videos for TAPS App – (see specs and requirements in attached A, TAPS App Specifications)

September 4, 2018 – HOTEL RESERVATIONS – Crown Plaza Hotel - Addison located at 14315 Midway, Addison, Texas. The reservation deadline is Tuesday, September 4, 2018. Hotel reservations must be booked and cancelled through the Crowne Plaza Hotel - Addison. Guest room rate is \$139.00 for single/double. All guest rooms are listed under Paralegal Division of the State Bar of Texas, or ask for block code PTX. To reserve a guest room, either call 972-980-8877 or online as follows:

To book on line go to www.cpgalleria-nr.crowneplaza.com

Click on the calendar and choose the dates needed;

Next, go under the dates and click “more options”

Last, enter the 3-letter code “PTX” under the “group code”

Click on book, once the dates and the block code have been entered.

You will then see hotel availability, and then can move forward with booking your registration.

Or use [Paralegal Division State Bar of Texas booking link](#) and follow the above directions for date changes. (This link is not mobile device friendly and is best accessed via desktop or laptop computer.)

Negotiated daily parking rates are Self-Parking \$7.00 / Valet \$10.00 and Overnight Self-Parking \$14.00 / Overnight Valet \$19.00.

September 5, 2018 – Deadline to Submit Electrical Orders – (see attached as B)

This form will be sent directly to the hotel as indicated on the form is used to order any electrical needs that you will have at your booth.

On-Site Socials and Meeting Scheduling

Your TAPS 2018 Vendor Co-Chairs are available to assist you at the event and can be contacted on-site as follows:

Misti Janes, Vendor Chair and Rhonda Brashears, TAPS Meeting Planner
TAPSVENDORS@txpd.org

Wednesday, September 26 Schedule

2:00 pm – 4:00 pm Exhibit Hall Check In. If you are an exhibitor, you can pick up your exhibitor packet and begin setting up your booth. If you have a premium booth in the outer function area we welcome you to set up your exhibitor kits and booth decorations, but we ask that you place all your exhibit hall giveaways under the table until Thursday morning as we have no way to secure this area in the evening. If you do not make it by 5:00 pm come see us at the **Spellbinding Networking Social** and we will have your packet there along with your social ticket.

5:15 pm – 6:45 pm Spellbinding Networking Social. Join us for this welcome social (social ticket required). You will be able to mingle with attendees and fellow exhibitors. This is a wonderful time to say hello to old friends and meet new ones.

Thursday, September 27, Schedule

6:30 am - 7:00 am Exhibit Hall Setup. We will have exhibitor packets available for exhibitors that were not able to pick up their packets on Wednesday.

7:00 am - 3:00 pm Exhibit Hall Open.

7:00 am – 8:00 am Continental Breakfast. Continental breakfast will be served inside the exhibit hall. Be sure to arrive early and be ready for the attendees who will visit the exhibit hall before the Thursday morning classes start. Our attendees are early risers, and you will not be disappointed with the number of attendees you will see this morning.

10:10 am – 11:00 am Morning Break. As sponsors of the break, bronze sponsors are welcome to situate themselves at the break table and greet attendees.

12:00 pm – 1:30 pm Box Lunches for Exhibitors and Attendees. Box lunches will be served inside the exhibit hall. That means that you do not even have to leave your booth for lunch. The attendees will be grabbing a bite right there in the exhibit hall and will be visiting the attending exhibitors.

2:30 pm – 3:00 pm Afternoon Break. As sponsors of the break, bronze sponsors are welcome to situate themselves at the break table and greet attendees.

3:00 pm Exhibit Hall Closes. Exhibitors will breakdown and move out.

5:45 pm Buses begin loading for the transport to the Thursday social site. Title, Platinum and Gold Sponsors who are sponsoring the Thursday social and want to ride the buses with the attendees to the social location should be at the front of the of the hotel.

6:00 pm – 9:30 pm A Special Kind of Magic. Thursday social sponsors will enjoy this event with attendees in an environment set up to highlight your contribution to this event. As a Thursday social sponsor, you will have full access to all of the participating attendees and will be given the opportunity to discuss the legal services that your business provides. Additional information will follow from the social committee as we get closer to the event.

9:00 pm Buses will begin loading to return to the hotel.

Additional Information for Sponsors and Exhibitors

Exhibit Booth Description

Provided in the booth fee: 8' x 10' Booths equipped with a 6 foot-skirted table, two chairs and a wastebasket. In addition, a 7" x 44" ID sign will be created and hung by the contracted exhibit hall decorating company. Additional services should be requested through Total Media Solutions (TMS). A hotel form to order electrical, phone and internet connections will be forwarded to you in the confirmation letter; additional cost set by the hotel will be charged.

Final reservation application and payment must be received no later than **Friday, August 10, 2018**. Make all checks payable to the **Paralegal Division** of the State Bar of Texas, all payments by check will be assessed a \$5.00 check handling fee. Charges are for the cost of space and other booth features described on contract. No exhibits will be allowed on the floor unless paid in full.

Exhibitors will be provided with an exhibitor packet at set up time. This packet shall include up to **TWO** name badges per single booth purchased. Additional personnel connected with the exhibitor wishing to attend exhibit hall activities may purchase additional name badges for \$5 each and include payment with the application to exhibit. Your representative must wear the official badge at all times while in the exhibit area. **Your company shall have only one official name, and that name shall appear on each representative's badge.** This name shall be the one appearing on your application and Exhibit Booth Contract unless you designate otherwise in advance.

Additional Booth Requirements

Upon acceptance of your contract and receipt of your payment in full, we will advise the contracted decorating company of your booth assignment, and they will forward you a service kit. The service kit outlines all additional services, as well as forms and rates for securing them. Each exhibitor is responsible for all charges incurred through the ordering of additional services. The order form for all electrical requirements also will be included in the service kit.

The Hotel has **limited space for parcels**. In the event you will be shipping directly to the Hotel, Company must notify the Hotel one week in advance. Shipments will not be accepted more than 72 business hours prior to the first scheduled event. All packages sent to Hotel must include the name of group, name of Catering/Convention Services Manager, date of program, and number of items. Pallets and crates cannot be accepted. Hotel assumes no liability for the delivery, security or condition of the packages.

Exhibitors may use **Total Media Solutions (TMS)** for shipping and storing of exhibit materials or products. To contact TMS, please email mnoland@tmsevents.com or call 210.601.1943. **Drayage rates will be included in the exhibitor's service kit that will be distributed to each exhibitor in August 2018.**

Cancellation Policy

If canceled prior to August 10, 2018 there is a 30% cancellation fee; no refunds of booth rental will occur for any space that is **not canceled by Friday, August 10, 2018**. All cancellations must be in writing to Paralegal Division, P. O. Box 19163, Amarillo, Texas 79114 or via email to TAPSVendors@txpd.org.

Regulations for Exhibitors

The Paralegal Division (PD) of the State Bar of Texas determines eligibility of any company or product for exhibit. The PD may forbid installation or request removal or discontinuance of an exhibit or promotion (wholly or in part) that, in its opinion, is not in keeping with the character and purposes of the PD.

Security

The Paralegal Division of the State Bar assumes no responsibility for goods delivered to the exhibit area before official exhibit day or for any material left in the exhibit area after the closing hour.

Attendance

It is the policy of the Texas Advanced Paralegal Seminar not to allow TAPS Sponsors and Exhibitors to register as both a sponsor/exhibitor as well as a TAPS CLE registrant. If a TAPS Sponsor or Exhibitor registers as both a sponsor/exhibitor AND a TAPS CLE registrant, they will be contacted by the TAPS Meeting Planner to determine which registration should be cancelled and the corresponding cancellation charge will apply.

Use of Space

All activities must be confined to the limits of the exhibit booths. No exhibitor will assign, sublet or share the whole or any part of the space allotted **without prior approval of the Paralegal Division.**

Exhibits should be constructed so that no item is higher than 8 feet from the floor. Exhibits will not project beyond the space allotted. They will not obstruct the view of or interfere with traffic to exhibits of others. No part of an exhibit and no signs should be pasted, nailed or otherwise affixed to walls, doors, etc. in a way that might cause defacement. If you have any items that you want affixed to the wall, you **MUST** contact the Hotel engineering department for permission and assistance. Damage from failure to observe this notice is payable by exhibitor. Use of a booth will not interfere with other exhibitors.

Flammable fluids, substances or materials, the use of which is in violation of city, county, or state laws or regulations may not be used in any booth.

Advertising, canvassing, solicitation of business, conferences in the interest of business, etc. are not permitted except by firms that have engaged space to exhibit and then only in the space assigned.

The exhibitor assumes full responsibility for complying with union regulations; local, city and state laws regarding sales tax; and regulations concerning fire, safety, electrical wiring and health.

Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of the Paralegal Division representatives on-site, conduct themselves unethically may be dismissed from the Exhibit Hall without refund or appeal for redress.

In case the premises of the Hotel shall be destroyed or damaged, or if the Paralegal Division Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by any reason of any strike, lock-out, injunction, act of war, act of God, emergency declared by any government agency or for any other reason, this contract may be terminated by the Paralegal Division. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of Paralegal Division shall be to return to each exhibitor his or her space payments.

Copyrighted Music (BMI, ASCAP)

You are solely responsible for the payment of any performance fees, which may be due by reason of the company's use of copyrighted music, audiovisual materials, or other works of authorship. You hereby indemnify and hold the Paralegal Division harmless from any and all claims for such fees.

Liability

It is recommended that you obtain adequate insurance coverage, at your expense, for possible property loss or damage or liability for personal injury and property damage that may occur during move-in, show days, or move-out. Exhibitors shall be fully responsible for paying for any and all damages to property owned by the Hotel, its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Paralegal Division of the State Bar of Texas, the Hotel, decorating service, and all owners, managers, officers or directors, agents, employees, subsidiaries, guests and affiliates of those named entities for all claims arising out of your participation in the show. Exhibitor's liability shall include all losses, costs, damages or expense arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.

It is further agreed that loss of, or damage to, person or property within the space allocated to the Exhibitor from fire, theft, pilferage or otherwise, shall be the sole risk of the Exhibitor.

The Paralegal Division shall not be liable for shipping charges, construction cost, labor charges, expenses for preparation of exhibits or any other expenses or indemnity in the event that this seminar is postponed, canceled, or because personal injury, property damage, or economic loss is incurred by the exhibitor as the result of the transit, storage, setting up or operation of the Exhibitor's exhibit.

The application and Exhibit Booth Contract is irrevocable and becomes effective when signed by a representative of the Paralegal Division.

Texas Sales Tax Information

Distribution of souvenirs by your company is HIGHLY ENCOURAGED. Souvenirs with your company name and/or logo help remind attendees of your company and product. However, in the event that an exhibitor engages in on-location transactions, the exhibitor will be responsible for complying with all federal, state and local laws that pertain to such sales. You agree that you will comply with all Federal and State Intellectual Property Laws governing the sale of all goods and services.

All exhibitors must be registered with Texas Comptroller's Office. In addition, exhibitors must have Texas sales permit or proof of tax-exempt status in order to exhibit at the seminar. Contact the Comptroller's office (**1-800-531-5441**) for information regarding exhibiting in Texas and Texas sales permits. Each exhibitor is responsible for making the contact. Sales tax rate in Austin is 8.25 percent.

The Paralegal Division (PD) of the State Bar of Texas appreciates the support of all sponsors and exhibitors at the Texas Advanced Paralegal Seminar ("TAPS"). However, PD does not enter into an exclusive relationship of any kind with the sponsors/exhibitors, nor does PD endorse the programs, products, or services of the sponsor/exhibitors. PD and TAPS Planning Committee reserve the right to reject a potential sponsor/exhibitor for any reason. PD retains all control over the management of TAPS.

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ATTACHMENT A

TAPS APP SPECIFICATIONS

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As sponsor and/or exhibitor at TAPS, your name will appear in several places throughout the TAPS app. Please see below for your level of sponsorship regarding what information is need and by what date it needs to be received. All sponsors and/or exhibitors need to provide information under section.

1. All sponsors levels and exhibitors at TAPS

As a sponsor of TAPS and/or exhibitor at TAPS, you will need to provide the following information (an email with a link will be sent to the designed representatives):

- a. Company Name
- b. Contact Name
- c. Short Description of your company's services (paragraph)
- d. Website address to Include http://, https:// as appropriate
- e. Work Phone
- f. Mobile Phone
- g. Preferred Email Address
- h. 2nd (other) email address – optional
- i. LinkedIn URL
- j. Twitter URL
- k. Facebook URL

2. Title Sponsor

As the Title Sponsor, you will need to provide the following information to Misti Janes at TAPSVENDORS@txpd.org:

- a. July 9 - Mobile App Splash Screen .png file (640x150, 552x150 pixels)
- b. July 9 – Scrolling banner ad .png file (640x15, 552x150 pixels)
- c. September 4 - Morning Welcome YouTube Video
 - i. We do not have size or time limitations, but you want to keep the attendee's attention and since it will be pulling from the internet you don't want download issues;
 - ii. Remember to tell the attendees what booth you are in and invite them to come by and see you;
 - iii. Remember to mention that you ARE the Title Sponsor of TAPS 2018; and
 - iv. This is your individual time to shine!

3. Platinum Sponsor

As a Platinum Sponsor, you will need to provide the following information to Misti Janes at TAPSVENDORS@txpd.org:

- a. July 9 - Scrolling banner ads .png file (640x150, 552x150 pixels)
- b. August 27 - Morning Welcome YouTube Video
 - i. We do not have size or time limitations, but you want to keep the attendee's attention and since it will be pulling from the internet you don't want download issues
 - ii. Remember to tell the attendees what booth you are in and invite them to come by and see you

4. **Gold Sponsor, Silver Sponsor, and Bronze Sponsors**

As a Gold, Silver, or Bronze Sponsor, you will need to provide the following information to Misti Janes at TAPSVENDORS@txpd.org:

- a. July 9 - Scrolling banner ads .png file (640x150, 552x150 pixels)

ATTACHMENT B

ELECTRICAL ORDER INFORMATION

Electrical Information

Please contact Melody Coker of the Crowne Plaza-Addison (214-259-0090) to order any of the following:

All exhibitor charges (i.e. electric, wired internet, engineering assistance, power strips, or banner hanging will be charged to the individual exhibitor and arrangements must be made by September 5, 2018.

Electrical hook up – 120 volt single past 20 amp @ \$30.00**

Internet hook up T1 line - \$150.00 ** per day

Telephone line “Dial 9” - \$35.00 per day**

Telephone line “DID” - \$150.00 per day**

Dropbox - \$200**

Engineering Assistance - \$35.00 per hour with 3 hour minimum**

Power strip - \$7.50**

Banner hanging - \$10.00**