



TEXAS ADVANCED PARALEGAL SEMINAR

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

VENDOR HANDBOOK

ON SILVER STARS WE SOAR
★ INTO ★

TAPS
2024

1999★2024

CELEBRATING 25 YEARS

**EMBASSY SUITES DENTON CONVENTION CENTER
3100 TOWN CENTER TRAIL
DENTON, TEXAS 76201
OCTOBER 2-4, 2024**

Welcome

We are very excited that you will join us at TAPS 2024. 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

August 18, 2024 – Deadline for Title Sponsor to provide Mobile App Splash Screen and Rolling Banner Ads – (see specs and requirements in attached A, TAPS App Specifications)

August 18, 2024 – Deadline for Platinum, Gold, Silver and Bronze Sponsors to Provide Rolling Banner Ads – (see specs and requirements in attached A, TAPS App Specifications)

August 18, 2024 – 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 TAPSVendors@txpd.org

September 15, 2024 – 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)

August 22, 2024 - Cancellation Policy Deadline - If a vendor cancels prior to August 22, 2024 there is a 30% cancellation fee. There are **NO REFUNDS** after this date. **All cancellations must be in writing via email to TAPSVendors@txpd.org you must receive confirmation email from the TAPS Meeting Planner for cancellation to be effective.**

September 10, 2024 – HOTEL RESERVATIONS – The Embassy Suites Denton Convention Center, 3100 Town Center Trail, Denton, Texas 75034. The reservation deadline is September 10, 2024. Hotel reservations must be booked and cancelled through The Embassy Suites. Guest room rate is \$157.00 for single/double. All guest rooms are listed under Texas Advanced Paralegal Seminar. To reserve a guest room, either call 1-940-243-3799 or online as follows:

To book online go to [TAPS 2024 Embassy Suites and Convention Center - Denton](#).

Complimentary Self- Parking.

September 10, 2024 – 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. **SEE ATTACHED EXHIBIT B**

September 11, 2024 – 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.

On-Site Socials and Meeting Scheduling

Your TAPS 2024 Vendor Chair and TAPS Meeting Planner are available to assist you at the event and can be contacted on-site as follows:

Jennifer Barnes, Vendor Chair and Rhonda Brashears, TAPS Meeting Planner
TAPSVENDORS@txpd.org

Wednesday, October 2 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 do not make it by 5:00 pm come see us at the Wednesday social and we will have your packet there along with your social ticket.

5:15 pm – 6:45 pm WEDNESDAY EVENING 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, October 3, 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 – 1:30 pm Exhibit Hall Open.

7:00 am – 9:00 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. Our attendees are early risers, and you will not be disappointed with the number of attendees you will see this morning.

9:00 am – 10:00 am Attendee Classes

10:00 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.

11:00 am – 12:00 am Attendee Classes

12:00 pm – 1:30 pm There will be a Cash Concession inside the Vendor Hall for Exhibitors and Attendees. That means that you do not even have to leave your booth to find lunch if you purchased a box lunch. The attendees will be grabbing a bite right there in the exhibit hall and will be visiting the attending exhibitors.

1:30 pm Exhibit Hall Closes. Exhibitors will breakdown and move out.

Additional Information for Sponsors and Exhibitors

Exhibit Booth Description

Provided in the booth fee: Interior Exhibit Hall Booths: 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. Premium Exhibit Hall Booths: 6' 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 is a part of this handbook. See Attachment B, additional costs set by the hotel will be charged.

Final reservation application and payment must be received no later than **Monday, September 5, 2023**. 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. Additional name badges can be purchased during your online registration. 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 Vendor Handbook. The Vendor Handbook will outline 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 are contained in Attachment B of this handbook.

Shipping Parcels

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 48 hours prior to the first scheduled event. **All packages sent to Hotel must include the responsible party's name, Group (TAPS 2024) name, plus HOLD FOR ARRIVAL DATE OF Wednesday, October 2, 2024. Please use the attached form to complete your package shipping. See attachment C.**

The Handling Charges are as follows:

0-5 lbs.	\$5
5 - 20 lbs.	\$10
20 - 50 lbs.	\$25
50 - 75 lbs.	\$50
75 - 100 lbs.	\$70

Please contact the sales office to receive pricing for items that exceed the weight listed or for items that will be secured on pallets and require additional handling and separate storage.

First Name Last Name

[EVENT]

Embassy Suites by Hilton Denton Hotel and Convention Center
3100 Town Center Trail Denton, TX 76201

Vendors/sponsors are responsible for packing and labeling all outgoing shipments, as well as communicating and arranging pickup with the carrier. Packages can be passed off to the front desk to be held for carrier pickup. Hotel does not handle anything beyond secure storage of packages.

Hotel assumes no liability for the delivery, security, or condition of the packages. If shipping to the hotel, call the hotel and make arrangements with the Hotel directly for shipping details and to pay your charges.

Alternatively, Exhibitors may use **Total Media Solutions (TMS)**, the Paralegal Division exhibit hall set up vendor, for shipping and storing of exhibit materials or products. To contact TMS, please email pz@tmsevents.com or call 210.731.9200. **Drayage rates can be obtained by contacting TMS.**

Cancellation Policy

If canceled prior to August 22, 2024 there is a 30% cancellation fee; no refunds of booth rental will occur for any space that is **not canceled by August 22, 2024**. All cancellations must be in writing to Paralegal Division via email to TAPSVendors@txpd.org, you must receive confirmation email from the TAPS Meeting Planner for cancellation to be effective.

Certificate Of Insurance

[GROUP NAME] and any third-party vendors contracted by or participating in [EVENT] must certify that the entity has insurance to cover the event to be conducted by Group at the Hotel and/or Convention Center during the dates of the event and agrees to provide the Hotel with a Certificate of Insurance (COI) which reflects commercial general liability insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence. Said Certificate shall name the Released Parties as additional insureds using the Hotel information below:

O'Reilly Hotel Partners-Denton, LLC
dba Embassy Suites Denton Convention Center
3100 Town Center Trail
Denton, TX 76201

A certificate of insurance must be provided to the hotel no later than fourteen (14) days prior to the contracted event dates. Should the appropriate certificate of insurance not be received by the Hotel and/or Convention Center, the vendor and/or group may be subject to denial of the requested services and use of facilities of the Embassy Suites Denton Convention Center. Group agrees to indemnify and hold harmless the Released Parties from all damages and expenses (including attorneys' fees and expenses) arising out of any claims for personal injury or death during groups event.

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 (includes anyone associated with the Sponsoring/Exhibiting company) 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.

Speaking/Presenting at TAPS

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 to be a speaker at TAPS. If a TAPS Sponsor or Exhibitor (includes anyone associated with the Sponsoring/Exhibiting company) agrees to be a speaker, they will be contacted by the TAPS Meeting Planner to determine which role they would like to play in TAPS. If booth registration should be cancelled 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. Use of a booth will not interfere with other exhibitors. Exhibits will not project beyond the space allotted. They will not obstruct the view of or interfere with traffic to exhibits of other exhibit booths. 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.

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, which is completed during online registration, is irrevocable and becomes effective when a representative of the exhibiting company registers for the event.

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 Texas Comptroller's office for information regarding exhibiting in Texas and Texas sales permits. Each exhibitor is responsible for making the contact.

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.

ATTACHMENT A

TAPS APP SPECIFICATIONS

TAPS APP SPECIFICATIONS

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.

TAPS APP SPECIFICATIONS WILL BE SHARE DIRECTLY AT A LATER DATE

ATTACHMENT B

ELECTRICAL ORDER INFORMATION

WILL BE PROVIDED AT A LATER DATE

ATTACHMENT C

**SHIPPING AND PACKAGE HANDLING PROCEDURES
WILL BE PROVIDED AT A LATER DATE**