**38th Annual Conference ~ Pflugerville, Texas ~ February 20-22, 2020**

# Conference Exhibitor/Sponsor Contract

## Name of Exhibitor

Contact Person Title

E-Mail

Address

City, State, Zip

Telephone Fax

Exhibit Personnel (name(s) for badges)

|  |  |
| --- | --- |
| **Exhibitor Packages:** | **Sponsorships:** |
| * **Partner Exhibitor Level - $750+ donated door prize**
 | * **Conference App Sponsor - $400 (1 available)**
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| * **Patron Exhibitor Level - $450 + donated door prize**
 | * **Banquet Sponsor - $400 (1 available)**
 |
| * **Friend Exhibitor Level - $300 + donated door prize**
 | * **Lanyard Sponsor - $500 (1 available)**
 |
|  | * **Welcome Kit - $150**
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**NOTE: ALL PACKAGES ARE SOLD ON A FIRST COME / FIRST SERVED BASIS**

**Location Details and Access Hours:**

**Courtyard by Marriott Pflugerville**

**16100 Impact Way**

**Pflugerville, TX  78660**

**512-220-2525**

 Setup: Thursday, Feb. 20, 2019 at 10:00 a.m.

 Open Hours: Thursday, Feb. 20, 2019 at 1:00 p.m. – 7:30 p.m.

Friday, Feb. 21, 2019 at 7:15 a.m. – 6:30 p.m.

 Saturday, Feb. 22, 2019 at 7:15 a.m. – 12:30 p.m.

 Dismantle: Friday, Feb. 21, 2019 after 6:30 p.m. or

Complete by Saturday, Feb. 22, 2019 at 1:00 p.m.

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# Conference Exhibitor/Sponsor Agreement

## Agreement: All exhibitors must abide by all specifications and rules of CCT, Inc. and the Courtyard by Marriott Pflugerville. Additional equipment, electricity, or other special needs must be arranged and paid for by the exhibitor.

## CCT and the hotel do not have insurance on exhibitor’s property. Loss, damage, or injury is the responsibility of the exhibitor. This exhibitor space is directly across from the keynote rooms and open to the conference center hallway. There will be a secure location to store items overnight if needed.

## In order to provide the most information and support to our conference attendees, CCT, Inc. desires that all exhibitors remain on-site during the exhibitor hours for the duration of the conference. If an exhibitor needs to vacate their space before the end of the conference, please notify the Exhibitor Coordinator, Kezia Drake, prior to your departure.

## CCT welcomes exhibitors that are in alignment with CCT’s purpose and goals. CCT has the right to accept/reject any application or re-assign those not paid by deadline. All applications are reviewed for final approval. Deadline for submission is Jan. 17, 2020.

##### Exhibitor’s Signature of Agreement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete and email this agreement to Exhibitor@cctx.org**

## Payment:

## Pay online once your application is approved. You will receive registration instructions via email once your application is approved.

**CONFERENCE EXHIBITOR PACKAGES**

* **Partner Exhibitor Level - $750 + donated door prize\***

Benefits include the following:

* + 1- 6’ draped tables with chairs
	+ Featured in the Conference Notebook
	+ One conference registration included (with CEs)
	+ Exhibitor logo image in the CCT annual conference app
	+ Exhibitor logo image and web link on the following pages:
		- Home page, for a period of one (1) year, starting day 1 of the conference
		- Directory Search page, for a period of one (1) year, starting day 1 of the conference
	+ Exhibitor logo image and web link in the CCT quarterly Newsletter, “Shrink Rap.”
	+ 2 social engagement posts to all attendees within the conference app (2-3 sentences)
* **Patron Exhibitor Level - $450 + donated door prize\***

Benefits include the following:

* + 1-6’ draped table with chairs
	+ Featured in the Conference Notebook
	+ Able to attend conference workshops (NO CEs awarded)
	+ Exhibitor logo image in the CCT annual conference app
	+ Exhibitor logo image and web link on the following page:
		- Home page, for a period of six (6) months, starting day 1 of the conference
* **Friend Exhibitor Level - $300 + donated door prize\***Benefits include the following:
	+ 1-6’ draped table with chairs
	+ Featured in the Conference Notebook
	+ Able to attend conference workshops (NO CEs awarded)

**\*Door Prize Drawing**

* May include a 1-2 minute live intro or preapproved video at one of 4 scheduled times
* Times will be preassigned and exhibitors will be notified of their drawing presentation slot
* Exhibitor is responsible for attendee contact collection and selection prior to your marketing moment

***Please Note:***

* *The exhibitor logo image must be provided to CCT, Inc. by the exhibitor in .jpg format. If at all possible, the exhibitor is to also supply a vectored .eps format.*
* *There are a limited number of Partner and Patron Exhibitor levels available.*
* *All exhibitor levels include meals for Thursday and Friday breakfasts and Friday lunch. Thursday night banquet is* ***NOT*** *included but may be purchased individually during your website registration.*
* *All exhibitor levels include attending conference workshops but only Partner Level is awarded CEs.*

**SPONSORSHIPS**

**(EXHIBITOR TABLE NOT INCLUDED)**

* **Conference App Sponsor - $400 (1 available)**Benefits include the following:
	+ A welcoming slide announcing your sponsorship on the initial presentation screen of keynotes
	+ Featured in the Conference Notebook
	+ Exhibitor logo image in the CCT annual conference app
	+ Announcement from the podium by the CCT president of your sponsorship
* **Banquet Sponsor - $400 (1 available)**Benefits include the following:
	+ A welcoming slide announcing your sponsorship on the presentation screen in the room
	+ Place marketing materials on each chair (not on the tables)
	+ Announcement from the podium by the CCT president of your sponsorship
	+ Approximately 80 banquet attendees
* **Lanyard Sponsor - $500 (1 available)**
	+ Sponsor provides the lanyards to meet specifications to be provided
	+ Provided to approximately 150 conference attendees
* **Welcome Kit - $150**
	+ You may provide one (1) paper marketing item such as a brochure and (1) hospitality item like a snack or other small marketing item for inclusion in a conference welcome kit for attendees. Additional items may be approved upon request.
	+ An estimated number of conference attendees will be communicated one month in advance of the conference.
	+ The marketing items must be received by February 15, 2020. All items are shipped or delivered to:

CCT, Inc.

6409 Creekbend Court

Arlington, TX 76001

Attn: Kezia Drake