**39th Annual Conference ~ Pflugerville, Texas ~ February 18-20, 2021**

# Conference Exhibitor/Sponsor Contract

## COVID-19 Statement: At this time, the CCT 2021 Conference will take place as planned in a hybrid fashion, with a maximum capacity of 130 in-person attendees and unlimited virtual attendees.

## Christian Counselors of Texas is actively monitoring the state guidelines and is following guidance from local health departments and the CDC regarding large gatherings. Exhibitors will be updated if any conference details change.

## Directions: *Please complete page 1 & 2 and email to* [*cctexhibitorchair@gmail.com*](mailto:cctexhibitorchair@gmail.com) *Once your contract has been reviewed you will receive an approval email with a link to register and pay for the conference & Thursday night banquet (if desired) online. In the event that it is determined that the exhibitor is not a good fit for the conference they will be notified via email.*

*Complete the following as you want it to appear in conference materials.*

## Name of Exhibitor

Address

City, State, Zip

Briefly state the service(s) provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Title

E-Mail Telephone (Circle: cell or office)

Exhibit Personnel (*name with credentials for badge* … *PRINT CLEARLY*)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To make your selection please see page 3 for details on each package/sponsorship.**

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| --- | --- |
| **Exhibitor Packages:** | **Sponsorships:** |
| * **Level 3 - $800 + donated door prize** | * **Banquet Sponsor - $300 (1 available)** |
| * **Level 2 - $500 + donated door prize** | * **Lanyard Sponsor - $400 (1 available)** |
| * **Level 1 - $300 + donated door prize** | *NOTE: SPONSORSHIPS ARE SOLD ON A FIRST COME / FIRST SERVE BASIS* |

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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. 15, 2021.

***Cancellation Policy:***

*In the event that the exhibitor needs to cancel this contract, you may send a written request to Kezia Drake at* [*cctexhibitorchair@gmail.com*](mailto:cctexhibitorchair@gmail.com) *for a full or partial refund. For cancellations made 15 or more days prior to the first day of the conference, a full refund less a 10% cancellation fee will be processed. For cancellations made 8-14 days prior to the first day of the conference, 50% of the exhibitor fee will be refunded. For cancellations made 0-7 days prior to the first day of the conference, 25% of the exhibitor fee will be refunded.*

## Payment:

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

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

**Please complete and email this agreement to** [**cctexhibitorchair@gmail.com**](mailto:cctexhibitorchair@gmail.com)

**EXHIBITOR PACKAGES**

* **Level 3 - $800 + donated door prize\***

Benefits include the following:

* + 1- 6’ draped table with chairs
  + Featured in the Conference Notebook
  + One conference registration included (in-person) (with CEs)
  + Present a 1-2 minute live commercial to all attendees and give away door prize provided by your company
  + Exhibitor provided 2 *live* commercial and introduction of breakout session presenter
  + Exhibitor logo image in the CCT annual conference app where virtual attendees can view your company
  + Exhibitor logo image with web link on the following pages:
    - [www.cctx.org](http://www.cctx.org) home page, period of one year, starting day 1 of conference
    - [www.cctx.org](http://www.cctx.org) directory search page, period of one year, starting day 1 of conference
* **Level 2 - $500 + donated door prize\***

Benefits include the following:

* + 1-6’ draped table with chairs
  + Featured in the Conference Notebook
  + One representative to attend conference workshops (virtually) (NO CEs awarded)
  + Present a 1-2 minute live commercial to all attendees and give away door prize provided by your company
  + Exhibitor provided 1 *live* commercial and introduction of breakout session presenter
  + Exhibitor logo image in the CCT annual conference app where virtual attendees can view your company
  + Exhibitor logo image and web link on the following page:
    - [www.cctx.org](http://www.cctx.org) home page, for a period of six (6) months, starting day 1 of the conference
* **Level 1 - $300 + donated door prize\***Benefits include the following:
  + 1-6’ draped table with chairs
  + Featured in the Conference Notebook
  + Present a 1-2 minute live commercial to all attendees and give away door prize provided by your company

**SPONSORSHIPS**

**(EXHIBITOR TABLE NOT INCLUDED)**

* **Banquet Sponsor - $300 (1 available)**Benefits include the following:
  + A welcoming slide or signage announcing your sponsorship
  + Marketing materials on each chair for 80 banquet attendees
  + Announcement from the CCT president at the banquet of your sponsorship
* **Lanyard Sponsor - $400 (1 available)**
  + Sponsor provides company lanyards (to specifications) for 130 attendees
  + Announcement from the CCT president at keynote session of your sponsorship

**\*Door Prize**

* All door prizes must have the capability of being delivered virtually (i.e. email a gift card, ship a gift basket, etc)
* Virtual attendees will have the capability of entering door prizes by emailing the contact info to the exhibitor
* Door prize ideas: $25+ Gift Card, themed basket (theme ideas: Easter, Coffee, Movie Night), Tumblers, services from your company, books (anything that can be shipped)
* Door prize give away times will be pre-assigned and exhibitors will be notified of their drawing presentation slot by Kezia Drake. Let Kezia know if you need your presentation to be on Friday vs. Saturday or vice versa.
* Please be prepared to verbally give a 1-2 minute introduction of your company including your location and services provided.
* Each exhibitor is responsible for having a jar/bucket/bowl at their table for attendees to place their business card. Before your designated time slot to give away your door prize, please draw 3 names in the event that an attendee is not present in the room or present virtually.
* Distinguish virtual entries (i.e. on a different color paper) so you are aware if the name selected should be present in person or virtually.

**Other details you need to know:**

* The exhibitor logo image must be provided by the exhibitor in .jpg format. If at all possible, the exhibitor is to also supply a vectored .eps format. Additionally, please provide a description of service offered (not to exceed 80 words). Send to [cctexhibitorchair@gmail.com](mailto:cctexhibitorchair@gmail.com) no later than January 15, 2021.
* Please bring your own extension cord (approximatley 6-30 ft) in the event that it is needed. If borrowed from the hotel there is a fee associated that the exhibitor will have to pay.
* All exhibitor levels include meals for:
  + Thursday lunch
  + Friday breakfast
  + Friday lunch

Thursday night banquet is **NOT** included but may be purchased during your website registration.

* Location Details and Access Hours:

Courtyard by Marriott Pflugerville 16100 Impact Way Pflugerville, TX  7866 512-220-2525

Setup: Thursday, Feb. 18, 2021 at 10:00 a.m.

Open Hours: Thursday, Feb. 18, 2021 at 1:00 p.m. – 7:30 p.m.

Friday, Feb. 19, 2021 at 7:15 a.m. – 6:30 p.m.

Saturday, Feb. 20, 2021 at 7:15 a.m. – 12:30 p.m.

Dismantle: Friday, Feb. 19, 2021 after 6:30 p.m. **or**

Saturday, Feb. 20, 2021 at 1:00 p.m.