



TACAC 28th Conference – Exhibitor Registration Form

Omni San Antonio Hotel, San Antonio – April 27-29, 2008

Registration Deadline *(to be included in official conference program): February 8, 2008*

November 2007

Dear Colleague:

On behalf of the Texas Association for College Admission Counseling (TACAC), we would like to invite you to join us at our 28th Annual Conference scheduled for April 27 – 29, 2008, at the Omni San Antonio Hotel at the Colonnade, San Antonio, Texas. TACAC consists of over 1,000 high school and college counseling professionals, and half of the members are estimated to attend this year's conference. Your presence at our conference will provide a vital professional contact for our members and allow you the opportunity to meet those interested in the services your company provides.

Enclosed you will find the exhibit registration material. The Basic Package is \$500 and includes exhibit space of one 6 foot skirted table, conference registration for one participant, company listing in the conference program (if submitted by the deadline of February 8, 2008), and a copy of the conference attendee mailing list. The conference registration includes admission to all scheduled professional events, scheduled conference meals, and admission to the conference social event on Monday night. There are additional packages at the \$750, \$1000, and \$2000 levels, each with more amenities to help ensure your company's success at our event. Additionally, an opportunity is offered at the \$3800 level to sponsor the Conference Social.

Registration Procedure:

1. Determine desired participation level: basic, premier, executive, or sponsorship.
2. Check one appropriate level of participation on attached Exhibitor Registration Form.
3. Send payment and registration form to TACAC (Attention: Conference Exhibit/Sponsor Committee).
 - a. To be included in the official conference program, registration must be postmarked by **February 8**. Any registration received after this date will not be included in the official conference program and will be charged a \$50 late fee.
 - b. *All companies will go through a review process for approval.*
 - c. Registrations received after February 8, 2008, are subject to a \$50 late fee.
 - d. Registration space is limited and may be cut off if space fills !
4. If participating at the premier, executive, or either of the sponsorship levels, submit a brief description of the services your company provides for inclusion in the TACAC conference program.
5. Submit session proposal form to program chair by **January 8** if you desire to participate at the executive or sponsorship level and plan to present a conference session. The session proposal forms are included in this registration packet and can be found at www.tacac.org. *All proposals must go through a review process; you will be notified if your session is accepted.*
6. If you wish to include additional representatives, there is an additional fee of \$130 per person.

Following receipt of your conference exhibitor registration and fee, confirmation will be sent detailing exhibit information such as booth/table assignment, information to request electricity/internet access, assigned sponsorship, and other necessary pre-arrival information. Since sponsorships are limited, the sooner your registration is received, the better chance of getting your first choice of sponsorship activity. **Accommodations at the Omni San Antonio Hotel (210-691-8888) are the responsibility of each exhibitor.** Make sure to request the TACAC room rate of \$139 per single/double room. For general questions or concerns, please do not hesitate to contact us, as your TACAC Conference Exhibitor/Sponsor Co-Chairs (see contact information below).

We are excited to have you as a colleague and look forward to working with you this year!

Stephanie P. Bierman, TACAC Exhibitor/Sponsor Co-Chair

Austin College – Dallas Office

Work Phone: 214-373-1070

Email: sbierman@austincollege.edu

(on maternity leave until February 2008)

Kycia Spriggins, TACAC Exhibitor/Sponsor Co-Chair

Texas Tech University – Dallas/Ft Worth Regional Center

Work Phone: 214-630-8324

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EXHIBIT FEE STRUCTURE*

Basic Package = \$500

- Exhibit space of **one** six foot table
- Conference registration for **one** staff member
- Company listing in the conference program
- Conference attendee mailing list

Premier Package = \$750

- Exhibit space of **one** six foot table
- Conference registration for **two** staff members
- Company listing in the conference program **plus** brief description of services (Note: You must submit description of company.)
- Conference attendee mailing list

Executive Package = \$1,000

- Exhibit space of **one** six foot table
- Conference registration for **two** staff members
- Company listing in the conference program **plus** brief description of services (please submit description!)
- Conference attendee mailing list
- Conference session presenter (please submit session proposal form* to Program Chair by January 8, 2008; form is included in registration packet and at www.tacac.org.)

Sponsorship Package = \$2,000

- All amenities of the **Executive** Package
- Web link to your company site from the TACAC web page for one year
- Sponsorship of one of the following conference events:
 - Exhibitor Happy Hour Reception
 - Local Educator's Day Luncheon
 - Keynote Speaker
 - Conference Social – Food & Decorations specifically
 - ...or do you have another idea for sponsorship?

Includes signage at the specified event, mention at the event, as well as a listing in the conference program.

Conference Social Entertainment Package = \$3,800

- All amenities of the **Sponsorship** Package
 - Sponsorship of Conference Social
- Includes signage at the specified event, mention at the event, as well as a listing in the conference program.*

Registration for each additional staff = \$130 per person

Late Fee (if registering after February 8, 2008) = \$50

*Each exhibit/sponsor registration and each session proposal are subject to a review process for approval.



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REGISTRATION INFORMATION (This contact information will be included in Conference Program, unless you indicate otherwise.)

Company Name

Contact Person

Contact's Title

Contact's Email Address

Mailing Address

City, State, Zip

Contact Phone Number

Toll-Free Number (if applicable)

Company Fax Number

Names, titles, and e-mail addresses of those attending conference: (include more on a separate sheet if necessary)

Please check one category that best describes your product or service that you will be exhibiting:

_____ Audio/visual
_____ Internet/software
_____ Communications/marketing
_____ Educational organization
_____ Computer/data processing
_____ Publisher/printer
_____ Financial/lending organization
_____ Other: _____

Primary audience:
_____ Secondary _____ College

EXHIBIT FEES STRUCTURE

(Please check the appropriate payment option.)

_____ \$500 Basic Package

_____ \$750 Premier Package

_____ \$1000 Executive Package

_____ \$2000 Sponsorship Package

Website: _____
Please RANK the events 1-4 in order of preference with 1 being the most preferred!

_____ Exhibitor Happy Hour Reception

_____ Local Educator's Day Luncheon

_____ Keynote Speaker

_____ Conference Social – Food & Decorations

_____ Other ideas: _____

_____ \$3800 Conference Social Entertainment Package

Website: _____

_____ \$130 per person Registration for additional staff

_____ \$50 Late Fee (if registering after February 8, 2008)

\$ _____ TOTAL

PAYMENT OPTIONS

(Please check the appropriate payment option.)

_____ Paying by check. Please make checks payable to:
Texas Association for College Admission Counseling

Check number, company name on check
(if different from exhibit registrant)

_____ Paying by credit card. Please complete the following information: Visa MasterCard

Name (as it appears on credit card)

Billing address (if different from address for exhibit registrant)

Credit card number

Expiration date

Signature

Don't forget – If participating at the Premier, Executive, or either of the Sponsorship levels, please attach a brief company description with your registration form.

Submit registration and payment no later than February 8, 2008.
Please send registration form and payment to:
Texas Association for College Admission Counseling
Attn: Conference Exhibit/Sponsor Committee
PO Box 808 – Whitewright, TX 75491