



TRAPS-East Region is one of a kind; it offers the only annual workshop event where you can connect face-to-face with decision makers in parks and recreation in your own back yard! The workshop is scheduled for January 10, 2022 in Conroe! This year's signature event will bring together over 300 professionals from across our region and state.

Exhibiting the East Region Workshop is an ideal way to profile your organization and increase your corporate visibility with key leaders and decision makers in our profession. This workshop is known for its vibrant and interactive atmosphere, which gives you ample opportunity to maximize your time with delegates.

Workshop Chair: Sarah McClure
City of Conroe | 936-522-3931 (o) | 832-492-3577 (c)
smcclure@cityofconroe.org

Exhibitor Guidelines

BOOTH INCLUDES:

Indoor booth spaces are 10' x 10', 10' x 20', and 10' x 30' in size. There is no size limit to outdoor booth spaces. Exhibitors are provided with one (1) table, two (2) chairs and two (2) meal tickets. Exhibitors must furnish their own displays, equipment, supplies, and shade (if outdoors). For indoor booth spaces, please ensure that your booth activities remain within the confines of your booth space and do not interfere with neighboring exhibitors. Any product demonstrations must be performed in a safe manner, and within a sufficient amount of space. All copies of handouts and materials must be made prior to the event.

SET-UP AND UNLOADING:

All move-ins and move-outs must be accomplished through the back loading docks of the convention center. Exhibitors will be able to set-up their booth space(s) between 1 pm and 4:30 pm on Monday, January 9th and between 6 am and 8 am on Tuesday, January 10th. Exhibitors must be set-up and ready by 8 am on Tuesday, January 10th and remain open until 4 pm. The Workshop host site reserves the right to make adjustments to booth arrangements in the event of facility issues and/or equipment needs. Please note that exhibitors will not be allowed to break down their booth(s) until 4 pm and must be completely moved out by 6 pm on Tuesday, January 10th.

LAYOUT:

Since some of our Exhibitors may provide similar products and services, we will do everything possible to not arrange like booths in close proximity to each other. Please note that due to the limited number of spaces available, this may not always be feasible.

INDOOR BOOTHS:

No butane/propane bottles of any size will be allowed or used within the convention center. All vehicles, machinery and equipment, with combustible type engines, that are to be used or displayed in the convention center must have the battery cables (if any) disconnected and taped. All fuel tanks must be completely filled with caps locked and/or taped.

SECURITY:

The convention center will be secured for the evening after 5 pm on Monday, January 9th. There will not be any additional security guards provided. There will not be any security for outdoor booths. The property and materials in each booth space shall be at all times the responsibility of the Exhibitor.

REFUND POLICY:

Refunds will only be given if the booth space(s) is cancelled in writing within seven (7) days prior to the Workshop date of Tuesday, January 10th.



Exhibitor Information

Name _____ Title _____

Company _____ Phone _____

Address _____

City _____ State _____ Zip _____

E-mail address _____

Exhibitor's signature _____ Date _____

BOOTH SPACE *(please check appropriate line)*

_____ 10' x 10' Indoor (\$175.00)

_____ 10' x 30' Indoor (\$350.00)

_____ 10' x 20' Indoor (\$250.00)

_____ *Outdoor Space (\$100.00)

Electricity Needed? ___ Yes ___ No

* No Electricity Available For Outdoor Space

Booth fee includes two (2) meal tickets. Additional meal tickets are \$10 each. # additional Tickets: _____

Please list ALL persons who will be staffing your booth:

PAYMENT INFORMATION:

If paying by check: mail this form, along with payment, to attached address.

Please make checks payable to: **TRAPS EAST REGION**

If paying by credit card: please return this form via email to smcclure@cityofconroe.org and a payment link will be sent too you from the TRAPS office

All credit card payments will be processed through TRAPS state office

Texas Recreation and Parks Society

PO Box 5188

Jonestown, Texas 78645

Fax: (512) 267-5557

E-mail: traps@traps.org

For Office Use Only

Accepted by: _____

Date: _____

Printed Name and Title: _____