



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

**63rd Annual Convention — March 4-6, 2010
Westin Galleria Hotel — Houston, Texas**

Information For Prospective Exhibitors

You are invited to attend and participate as an exhibitor at the 63rd Annual Convention of the Texas Community College Teachers Association to be held March 4-6, 2010, at the Westin Galleria Hotel, located at near IH-610 and Westheimer Road, in Houston, Texas.

Educators from all 80 community and technical college campuses in Texas, representing all academic and technical/vocational fields, are expected at this convention. Educators from the neighboring states of New Mexico, Oklahoma, Arkansas, and Louisiana also attend the annual TCCTA meetings. Thus, you may be assured that your materials will reach a wide audience.

Exhibit booths in the Woodway Exhibit Hall of the hotel will be assigned on a first-come, first-served basis. Booth spaces will be 10'x10' and will be rented at the rate of \$1,400 each. Certain spaces are sold as multiple booths, as indicated on the floorplan. All spaces will be decorated with the standard 8' background drapes, 36" side dividers, and appropriate headsigns. Each space will be furnished with one 6' table with a white plastic cover and appropriately colored skirt and two side chairs.

Exhibits will be set up beginning at 8:00 a.m., Thursday, March 4. Exhibit hours are scheduled as follows: Friday, March 5 — 8:00 a.m.–6:00 p.m.; Saturday, March 6 — 8:00 a.m.–11:30 a.m. Dismantling will begin at 11:30 a.m., Saturday, March 6.

A floor plan is enclosed for your booth selection. It is suggested that you *indicate at least three preferences* on the enclosed contract form. You may call the TCCTA State Office to inquire about available spaces. Space may be reserved by telephone, to be confirmed by contract within 10 days. Full payment must accompany each contract or follow within 30 days. Cancellations will be accepted through November 30, 2009, and the amount of the rental fee, less \$100 per contract, will be refunded. *No refunds will be permitted after that date.*

Freeman Decorating Company, the official decorating contractor, will provide you with an Exhibitor's Service Kit, describing all optional services and charges.

For further information, please contact:
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