



## TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

61st Annual Convention — February 21-23, 2008  
Fairmont Hotel — Dallas, Texas

### Information For Prospective Exhibitors

**You are invited** to attend and participate as an exhibitor at the 61st Annual Convention of the Texas Community College Teachers Association to be held February 21-23, 2008, at the Fairmont Hotel, located at 1717 N. Akard Street, in Dallas, 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 Regency Ballroom 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, February 21. Exhibit hours are scheduled as follows: Friday, February 22 — 8:00 a.m.–6:00 p.m.; Saturday, February 23 — 8:00 a.m.–11:30 a.m. Dismantling will begin at 11:30 a.m., Saturday, February 23.

**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, 2007, 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. All freight and parcel shipments for delivery to the hotel should be addressed to: *Exhibiting company's name, booth number(s), Texas Community College Teachers Association, C/O Freeman, 5130 Cash Road, Dallas, TX 75247.*

For further information, please contact:  
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