



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

62nd Annual Convention — February 19-21, 2009
Renaissance Hotel — Austin, Texas

Information For Prospective Exhibitors

You are invited to attend and participate as an exhibitor at the 62nd Annual Convention of the Texas Community College Teachers Association to be held February 19-21, 2009, at the Renaissance Hotel, located at 9721 Arboretum Boulevard, in Austin, 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 Rio Grande 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, February 19. Exhibit hours are scheduled as follows: Friday, February 20 — 8:00 a.m.–6:00 p.m.; Saturday, February 21 — 8:00 a.m.–11:30 a.m. Dismantling will begin at 11:30 a.m., Saturday, February 21.

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, 2008, 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: **Warehouse, exhibiting company's name, booth number(s), Hold for TCCTA, c/o FDC/Yellow Freight Systems, Inc., 10001 Middle Fiskville Road, Austin, Texas 78753.**

For further information, please contact:
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