



Exhibiting in 2018

## KINDERGARTEN TEACHERS OF TEXAS

35th Annual Conference

September 28 & 29, 2018 • Mesquite Convention Center • Mesquite, Texas

Mark your calendar today to join other exhibitors for a full weekend of learning and sharing together.

As a business serving the needs and interests of teachers of young children, we are sure you will want to be a part of this premier trade show event. Displays of educational materials have always been an integral and successful part of KToT conferences. Attendees appreciate the opportunity to view and purchase a wide array of new products and talk with company representatives. This trade show provides an excellent opportunity to showcase your products and services to an eager market.

We encourage the exhibition of educational materials, which directly relate to early childhood classrooms and the teaching of young children. **Exhibit space, therefore, will be offered first to exhibitors of teacher resources and teaching materials.** The following pages contain all necessary information and the form needed to apply for exhibit space. Please review them before submitting your full payment which must accompany your signed application to reserve space. **Nothing will be processed until a completed and signed application is received with FULL PAYMENT.**

My goal is to provide you with a successful show and I welcome any questions or comments you may have about exhibiting at KToT. Contact me:

### By mail at:

231 Ridgewood Drive  
Shepherd, Texas 77371

### By phone at:

936-628-6939 (Home)  
281-468-6420 (Cell)

By e-mail: [ceilbialkowski@aol.com](mailto:ceilbialkowski@aol.com)

Sincerely yours,

Cecelia M. Bialkowski (Ceil), Exhibits Chairperson

## BOOTH FEATURES

KToT will supply the following for each booth fee:

- An 8X10 (80 sq. ft.) floor space with an 8' back drop drape and 3' side drapes in hunter green.
- The booth will contain 2 side chairs, a 6'x30" skirted table, and a wastebasket.
- Alphabetical listing in the conference program. Due to printing deadlines, a signed exhibit application with full payment must be received by August 15, 2018 to insure listing.
- Wifi services are complimentary.

## PAYMENT

- Full payment of the booth reservation fee must accompany the application to reserve the space.
- Cancellations must be in writing at the following additional rates:
  - 10% processing fee if received by 6-30-18
  - 25% processing fee if received by 7-31-18

**NO REFUNDS after 7-31-18**

## SECURITY

Security will be provided in the exhibit area on Friday evening after exhibits close.

## USE OF SPACE

- All activities must be confined to the booth parameters. Height cannot exceed the 8' back drop and cannot unreasonably obstruct the view to either of the 3' curtained side rails.
- Use of the booth shall not interfere with other exhibitors (no loud music or noise).
- The exhibitor assumes full responsibility for complying with city, county, or state laws, sales tax and regulations.

## EXHIBIT HOURS

Exhibitor Setup: Friday, September 28, 2018  
From 11:00 am – 3:00 pm

Exhibits Open: Friday, September 28, 2018  
3:30-7:30pm

Saturday, September 29, 2018  
7:30 am-5:00 pm

Exhibits Move-out: Saturday, September 29, 2018  
After 5:00 pm

In making application, the exhibitor agrees to remain until the Saturday 5:00 pm move-out time.

No move-out will be allowed from 3:45-5:00 pm.  
There will be a performance in the ballroom.

## DECORATOR

Exhibitors may use the services of the Mesquite Convention Center for additional tables, electricity and shipping services. An order form will be sent after Kindergarten Teachers of Texas has received your Exhibitor form and payment.

The costs for pre-orders:

\$5.00 for each additional table

\$50.00 for electricity (power cords and extension cords available for extra fees)

Shipping services available

Wifi services are complimentary

## CONFERENCE PROGRAM ADVERTISING

Use this opportunity to reach teachers of pre-k through first grade with your ad! Rates are listed on the application. Ads are due by 8-15-18.

Specifications:

- Program size: 8 1/2x11"
- Trim size: 8x10
- All advertisements MUST BE CAMERA READY (High Resolution File 300 DPI, JPEG, PDF, or TIFF File) and sent to [dianne.patt@yahoo.com](mailto:dianne.patt@yahoo.com).

# BOOTH COSTS

DESCRIPTION	SINGLE BOOTH	DOUBLE BOOTH	TRIPLE BOOTH	QUADRUPLE BOOTH
Regular Price @ \$300 per booth...	\$300	\$600	\$900	\$1,200
Discount for multiple booths.....	_____	<\$50>	<\$125>	<\$225>
<b>SUBTOTAL</b> ..... (This amount due if paid after July 31, 2018)	\$300	\$550	\$775	\$975
Discount for early application & Payment by July 31, 2018	< \$25>	<\$50>	<\$75>	<\$100>
<b>Total</b> ..... (This amount due if paid by July 31, 2018)	\$275	\$500	\$700	\$875
Surcharge for requested locations Corner (1 corner).....	\$50	\$50	\$50	\$50

## HOTEL RESERVATIONS

The Hampton Inn and Suites is the official site for housing during the conference. Reservations can be made through the following link or by calling (800) 506-5459:

[http://hamptoninn.hilton.com/en/hp/groups/personalized/D/DALHSHX-KTT-20180927/index.jhtml?WT.mc\\_id=POG](http://hamptoninn.hilton.com/en/hp/groups/personalized/D/DALHSHX-KTT-20180927/index.jhtml?WT.mc_id=POG)

Please be sure to mention you are with KToT to receive the special conference rates. The special conference rates will be available until Thursday, September 6, 2018. The Hampton Inn and Suites is located at 1700 Rodeo Drive, Mesquite, Texas 75149

## GENERAL INFORMATION

- Exhibit materials shipped directly to the convention center will be delivered to the exhibit area in a timely manner and after the show shipped out as you specify. Once your exhibitor form and payment has been received, shipping information will be sent with order forms for tables, electricity, etc.
- We will be using Grand Texan Ballroom and the Ballroom Foyer at the Mesquite Convention Center for the Exhibits. The exhibit area is carpeted.
- The Texas Sales and Use Tax Rate for the City of Mesquite is 8.25%.
- Visit us at our Website [www.ktot.org](http://www.ktot.org).

**KINDERGARTEN TEACHERS of TEXAS**  
Serving Pre-K through 1st Grade Programs

**APPLICATION AND CONTRACT FOR EXHIBIT SPACE 2018**  
**35TH ANNUAL STATE CONFERENCE**  
**MESQUITE CONVENTION CENTER, MESQUITE, TEXAS**  
**SEPTEMBER 28 & 29, 2018**

Please be sure to completely fill out 2 page application, sign it, and send it with your payment.  
The signed application will be processed when payment is received.

**PLEASE PRINT OR TYPE**

One "Exhibitor" Ribbon will be provided for each company representative listed below:

Exhibitor's Firm Name

Exhibit Contact Person & Title

Street Address/P.O. BOX

City, State, Zip

Voice Area Code/Telephone No.

Facsimile Area Code/Telephone No.

www. \_\_\_\_\_  
Website

\*\*E-Mail address of contact person

Representative #1

Representative #2

Representative #3

Representative #4

**Booth Choices: (indicate Booth # from diagram)**

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_

\*\* To assist with placement give type of business or product line to be exhibited.

**PLEASE PRINT OR TYPE YOUR NAME AS YOU WISH TO BE LISTED IN OUR KTOT 2018 CONFERENCE PROGRAM**

Company Name: \_\_\_\_\_

Address, City, State, Zip Code: \_\_\_\_\_

Telephone (Voice): \_\_\_\_\_ (Fax) \_\_\_\_\_ (website) www. \_\_\_\_\_

**REGULAR PRICE:**

Single (80sqft)  Double (160sqft)  Triple (240sqft)  Quadruple (320sqft) \$ \_\_\_\_\_  
**\$300.00                      \$600.00                      \$900.00                      \$1200.00**

**DISCOUNT** for multiple booth spaces if Double, Triple or Quadruple \$ < \_\_\_\_\_ >

**DISCOUNT** (IF ANY) for signed application and full payment no later than July 31, 2018 \$ < \_\_\_\_\_ >

**SURCHARGE FOR REQUESTED:**  Corner (\$50) \$ \_\_\_\_\_

2018 Conference Program Advertising:

**Due by August 15, 2018. Send camera ready files via email to:** dianne.patt@yahoo.com

\_\_\_\_\_ full page, 8x10 1/2" **\$150.00**

\_\_\_\_\_ 1/2 page Horizontal, 8x5 1/4" **\$100.00**

\_\_\_\_\_ 1/4 page Vertical, 2 1/2 x 8" **\$50.00**

\_\_\_\_\_ 1/4 page Horizontal, 8 x 2 1/2" **\$50.00**

**Total for Advertisement** \$ \_\_\_\_\_

**TOTAL PAYMENT TO ENCLOSE WITH THIS COMPLETED  
AND SIGNED APPLICATION** \$ \_\_\_\_\_

**MAKE CHECKS PAYABLE TO "KToT" AND SEND TO: Cecelia M. Bialkowski, KToT  
231 Ridgewood Drive  
Shepherd, Texas, 77371**

X \_\_\_\_\_  
Applicants Signature and Title

**APPLICATION ACCEPTED FOR KINDERGARTEN TEACHERS OF TEXAS**

By \_\_\_\_\_  
Cecelia M. Bialkowski, Exhibit Chairperson

**FOR KToT USE ONLY**

Date Received \_\_\_\_\_ Date Entered \_\_\_\_\_

Check Number \_\_\_\_\_ Date on Check \_\_\_\_\_

Amount \_\_\_\_\_ Booth Assigned \_\_\_\_\_

## **LIABILITY**

Exhibitor shall be fully responsible to pay for any and all damages to property owned by The Hampton Inn and Suites, Mesquite Convention Center, their owners, or managers, which result from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Kindergarten Teachers of Texas, the Mesquite Convention Center, The Hampton Inn and Suites, the City of Mequite, Texas, and all owners, managers, officers and directors, agents, employees, subsidiaries, guests and affiliates of those named entities, from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from out of or by reason of any accident of bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises or any part thereof. It is further agreed that loss of, or damage to, person or property within the space allocated to the exhibitor from fire, theft, pilferage, or otherwise, shall be the sole risk of the exhibitor. KToT urges each exhibitor to obtain proper and adequate liability insurance to protect against such risk.

## **OTHER CONDITIONS**

- Space will be assigned to meet your first, second, and third choices. Priority will be given to sponsors of conference events provided sponsorship is confirmed prior to July 31, 2018.
- Placement in the exhibit hall will endeavor to provide a variety of products and services in all locations. Booth reservations and assignments will be confirmed prior to the conference.
- Flammable liquids, substances, or materials, the use of which is a violation of laws or regulations of jurisdiction, may not be used in any booth.
- In case the premises of the conference site shall be destroyed or damaged, or the KToT exhibitions fail to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by KToT. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of KToT shall be to return to each exhibitor his or her payment for exhibit booth space. KToT shall not be liable for shipping charges, construction costs, labor charges, expenses for preparation of exhibits, or any other expenses or indemnity in the event that this conference is postponed or canceled, or because personal injury, property damage, or economic loss is incurred by the exhibitor as the result of transit, storage, setting up, or operation of the exhibitor's exhibit.
- Advertising, canvassing, solicitation of business, and conference programs in the interest of business, etc. are not permitted except by firms that have engaged space to exhibit and then only in the space assigned.
- KToT reserves the right to refuse any exhibitor or require the withdrawal of any exhibit which it deems objectionable or injurious to its purposes.
- Exhibitors and/or their representatives who fail to observe these conditions of contract or who, in the opinion of KToT, conduct themselves unethically, may be dismissed from the exhibit hall without refund or appeal for redress.
- The accompanying application for exhibit space, if completed and signed by the applicant, becomes a contract between the parties when accepted for KToT by its exhibit chairperson.

MESQUITE CONVENTION CENTER, MESQUITE, TX

Grand Ballroom & Prefunction

