



## State Sponsorship Opportunities



2023 Institute and Expo | February 28 – March 3

### Champion Level Opportunities for Year-Round Benefit

Benefits Available January 2023 - December 2023

	Texas Star	Texas Bluebonnet	Texas Pecan	Texas Two-Step
	\$20,000	\$15,000	\$10,000	\$7,500
Agency & director contacts mailing labels (twice/year)	■	■	■	■
Champions recognition in Institute Addendum	■	■	■	■
Customized and dedicated email to all TRAPS members	4 times	3 times	2 times	1 times
Logo on Champion “banner” in Texas Talks e-newsletter	10 months (1 month = 2 issues)	10 months (1 month = 2 issues)	7 months (1 month = 2 issues)	5 months (1 month = 2 issues)
Announcement on TRAPS social media accounts	■	■	■	■
Recognition at 2023 Institute Awards Event	■	■	■	■
Display space at Regional Workshops and/or Maintenance Rodeo	5 times	4 times	3 times	2 times
Logo on Institute & Expo signage	■	■	■	■
Logo on Institute mobile app	■	■	■	■
Invite to the 2023 Institute President’s Reception	6 tickets	5 tickets	4 tickets	3 tickets
Booth space in the Institute Expo Hall (10x10 booth with 1 table & 2 chairs)	2 spaces	1 space	1 space	1 space
Logo on TRAPS website	11 months	11 months	11 months	6 months
Complimentary team entry at the State Golf Tournament	1 team of 4 players	1 team of 4 players		
Article in TRAPS Magazine	2 issues	1 issue		
Complimentary Institute Registration with Event Tickets	4 tickets	2 tickets		

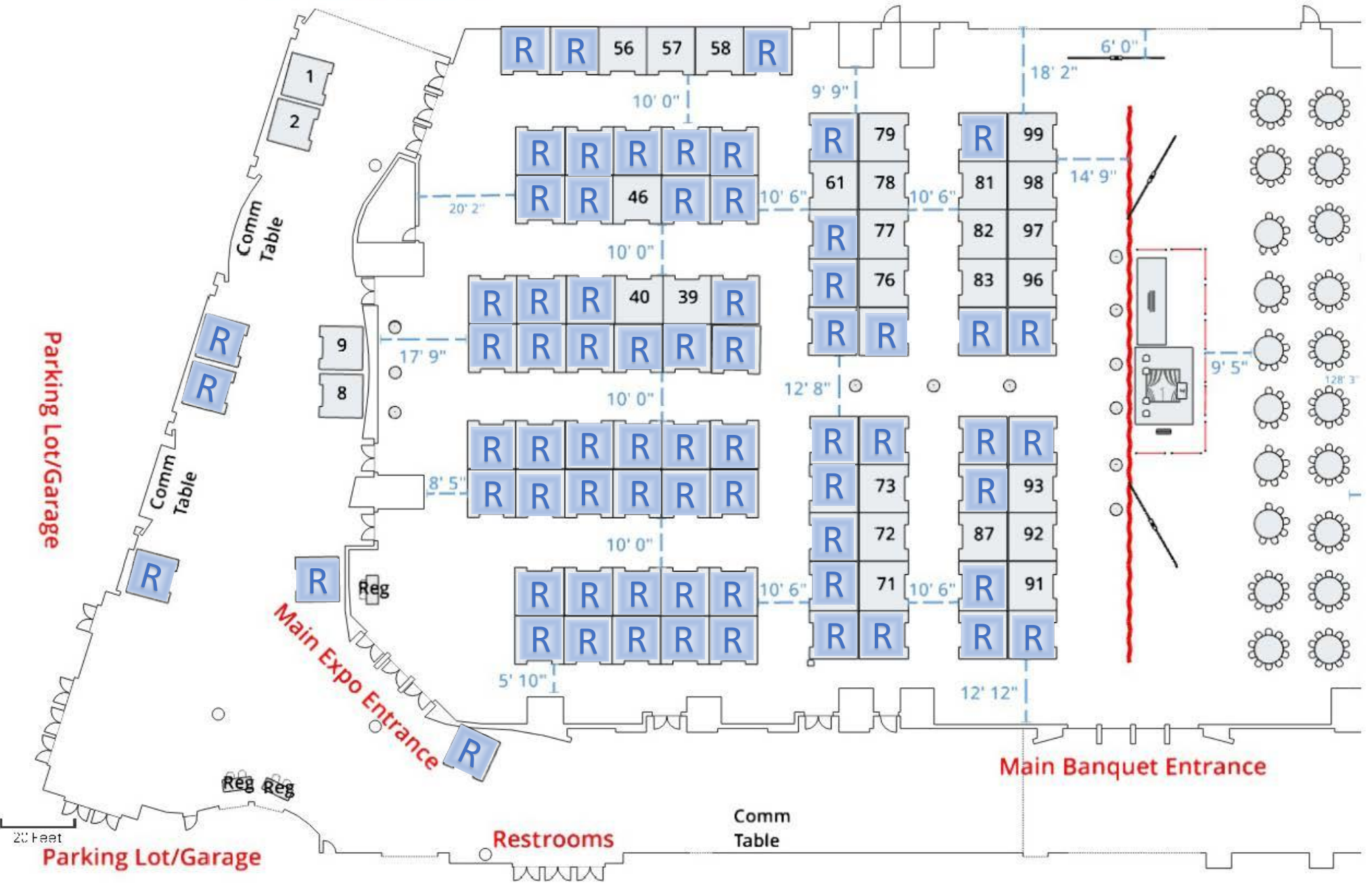




Hotel Lobby Entrance

R = Reserved

Parking Lot/Garage





# 2023 Institute & Expo Display Space Contract

Frisco, TX | Feb 28 - Mar 3

Expo Dates: Mar 1-2

## Exhibitor Company Information & Show Directory Information

Information provided below will be printed in the Institute & Expo show directory & provided on the mobile app. Company name will appear on the booth ID sign as indicated below.

COMPANY \_\_\_\_\_ WEBSITE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

Description of products or services (15 word max)

\_\_\_\_\_  
\_\_\_\_\_

## Exhibitor Contact Information

Service kit, name badge registration, event/meal tickets and show updates will be directed to this person.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

## Booth Selection

Please list the number of each preferred booth, up to six, in order of preference.

1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_ 4.) \_\_\_\_\_ 5.) \_\_\_\_\_ 6.) \_\_\_\_\_

List those companies you prefer not to be near. TRAPS will try to honor requests.

1.) \_\_\_\_\_ 3.) \_\_\_\_\_ 5.) \_\_\_\_\_

### TRAPS Member Booth Rates

Standard 10 X 10 | \$1,100  
Educational 10 X 10 | \$250

### TRAPS Non-Member Booth Rates+

Standard 10 X 10 | \$1,300  
Educational 10 X 10 | \$450

Educational booths ARE NOT guaranteed expo hall placement and DO NOT include all exhibitor benefits. (See back page, section 3)

### FOR OFFICE USE ONLY

Total \$ Amount \_\_\_\_\_

Deposit Payment \_\_\_\_\_

Method \_\_\_\_\_

Date \_\_\_\_\_

Deposit/Payment \_\_\_\_\_

Method \_\_\_\_\_

Date \_\_\_\_\_

\*Booth deposit: \$200 per booth\*

\*\*2023 rates include 8-foot backdrop drapes, 3-foot high side divider drapes, one identification sign, one WIFI connection, one draped table and two chairs.\*\*

An invoice will be emailed to the provided address which details payment options.

EXHIBITOR REPRESENTATIVE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

TRAPS REPRESENTATIVE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# State Rules & Regulations

1. This contract is made and entered into by and between the Texas Recreation and Park Society, Inc., a Texas nonprofit corporation, hereinafter called TRAPS, and \_\_\_\_\_ (Company or Organization Name), hereinafter called Exhibitor.

This contract shall not be binding until it is signed by the Exhibitor (or authorized agent) **and** cosigned by a TRAPS representative.

2. It is understood that space will not be assigned to an Exhibitor unless both the deposit and the signed Display Space Contract are received by TRAPS. The deposit amount is \$200 per booth. Membership must be current through 2023 show dates to receive member discount.

Final payment for the booth is due on or before January 5, 2023. After January 5, 2023, TRAPS shall have the right to cancel and resell the booth, or change the booth number if fee is not fully paid.

### 3. Exhibitor Benefits:

- Included with each booth purchased – Three name badges
- Included with each booth purchased – Three event/meal tickets **\*\***(does not apply to educational booths)**\*\***
- Receive a mailing labels list of Institute attendees in PDF format, 30-45 days after the Institute
- Receive four guest passes to the Exhibit Hall

4. **Standard booth equipment includes 8-foot backdrop drapes, 3-foot high side divider drapes, one identification sign, one WIFI connection, one table and two chairs.**

5. TRAPS has contracted with **Superior Expo Services ("SES")** to provide **exhibitor support services**. Each exhibitor will receive information including order forms for booth furnishings, shipping instructions, production information and order forms for all services needed during installation, exhibition and removal. All freight service will be provided by Embassy not TRAPS.

### 6. 2023 Exhibitor Dates & Times

March 1-2 | Times TBD (TRAPS.org -> Events -> Partner with TRAPS)

7. **Assembling/Dismantling** - (TRAPS.org -> Events -> Partner with TRAPS)

8. **Care of Buildings and Equipment:** Exhibitors are cautioned that they are directly responsible for any damage to the convention center. Nothing may be affixed to any wall, ceiling or floor without express written permission from the convention center.

9. **Security Service:** The conference will provide security during published setup and dismantling hours, show hours and all hours that the show is closed during the show days. However, each exhibitor will be responsible for their exhibit at all times. The conference and the hotel/convention center shall not be liable for any loss, damage or displacement of any exhibitor's property due to any cause. Exhibitors are cautioned that small portable articles of value should be properly secured or removed for safekeeping after exhibit hours or whenever the booth is unattended.

10. **Cancellation Policy:** Space will be considered canceled by the exhibitor upon the date that a written notice of cancellation is received by TRAPS. Refunds for canceled space will be given as follows:

- Full Refund – if TRAPS receives written notification on or before November 15, 2022.
- A \$200 administrative fee per booth if TRAPS receives written notification on or before December 1, 2022.
- No refund – if TRAPS receives written notification after December 1, 2022.

11. **Special Regulations:** It is imperative that each exhibitor understands and agrees to the following:

A. That the TRAPS Show is an opportunity to network and build relationships so future sales opportunities develop.

B. That the purpose of the Show is the promotion and stimulation of interest in, and demand for, the industry's products and services in general, and is conducted in a manner reasonably calculated to achieve that purpose.

C. That the Show is presented as a service to the industry, for the education of members and visitors through contact with exhibit personnel and products. Your cooperation in this matter is solicited.

D. The exposition is limited to those persons, firms and corporations that have contracted and paid for exhibit space in exposition facility. No other persons, firms, or corporations will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the convention or exposition facility. All violators will be promptly ejected from the facility.

12. **Liability/Hold Harmless/Insurance:** Neither TRAPS, Inc., the Embassy Suites by Hilton Frisco Hotel & Convention Center, nor the City of Frisco will be responsible for personal injury to an exhibitor or exhibitor's agent, or for financial loss due to robbery, fire, accident or other causes. Exhibitors agree to save, keep and hold harmless TRAPS, Inc. and its official agents and employees for all damages to property; death or injury of persons received or suffered, or which may be occasioned by a negligent act or omission to act, which may amount to negligence on the part of the exhibitor, or defective condition of property, or the maintenance of a defective or dangerous condition of property.

Exhibitor agrees to name the Texas Recreation and Park Society as additional insured in the amounts of \$1 million each occurrence, \$1 million personal injury and \$2 million general aggregate. A Certificate of Insurance bearing this information must be submitted on or before January 4, 2023, and must remain in force through the 2023 TRAPS Institute & Expo.

EXHIBITOR REPRESENTATIVE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# Exhibitor FAQs

**When and where is the 2022-2023 Institute and Expo being held?**

February 28 – March 3, 2023

[Embassy Suites by Hilton Dallas Frisco Hotel & Convention](#)

7600 John Q. Hammons Drive

Frisco, Texas 75034

972-712-7200

**How many attendees are expected to attend?**

Approx. 800 attendees.

**What are the Expo exhibiting dates and times?**

Presidents Preview: Wednesday, March 1 (5:30pm – 6:30pm)

Exhibiting Hours: Thursday, March 2 (9:15am – 1:30pm)

**How large is a booth space?**

Single booth is 10'x10'

Double booth is 10'x20'

**What is included with booth space?**

8-foot backdrop drapes, 3-foot high side divider drapes, one identification sign, one draped table and two chairs.

**When will I be able to setup and dismantle my booth?**

Setup: Tuesday (TBD); Wednesday, March 1 (9:30am – 4:30pm)

Breakdown: Thursday, March 2 (1:30pm – 6:00pm)

**How many representatives can I bring?**

Each 10'x10' booth includes (3) full access name badges.

**Can I purchase additional name badges?**

Yes, contact [awilson@traps.org](mailto:awilson@traps.org) for more information.

**What do name badges give access to?**

Name badges provide access to TRAPS educational sessions, break refreshments, and events throughout the conference.

**Do you have a hotel room block?**

Yes, discounted rate is \$175/night. Use Group Code: "CESTRP"

**Is there complimentary WIFI?**

Yes, one standard WIFI connection is included. Additional connections can be purchased through hotel.

**Is there complimentary power?**

No, any power requirements will be an additional fee, purchased through the hotel.