



# • TITLE III SYMPOSIUM • EXHIBITOR GUIDELINES

Education Service Center,  
Region 20

## Title III Symposium

### EXHIBITOR GUIDELINES

# ABOUT THE SYMPOSIUM

The Texas Education Agency in conjunction with Education Service Center, Region 20 are excited to offer exhibit booth opportunities at the Title III Symposium. The Title III Symposium provides valuable instructional tools and research-based strategies to ensure that emergent bilingual students attain English proficiency while learning academic content that will ensure they meet the state's academic achievement standards. Statewide practitioners, including TEA staff, will offer sessions on innovative approaches for supporting our emergent bilingual students.

The estimated attendance for the 2025 conference is 1,200 to 1,400 attendees. The attendees are largely from state, regional, and local educational agencies and serve the emergent bilingual and immigrant student population.

Join us, July 15th-17th, in San Antonio, Texas to showcase your products and services to this group of dedicated educators and program personnel!



Title III Symposium

## EXHIBITOR GUIDELINES

# CRITERIA FOR EXHIBITOR BOOTH SELECTION

All exhibits must be focused on student educational achievement, and increasing and strengthening family, parent, and community engagement. All booth applications submitted will be reviewed and approved using the following criteria:

### SERVICES AND/OR PRODUCTS SHOULD DIRECTLY OR INDIRECTLY:

- Improve the English language skills of emergent bilingual students.
- Assist parents and families in helping their children to improve their academic achievement.
- Assist parents in becoming active participants in the education of their children.

### APPLICATION PROCESS

Exhibitor applications will open on **Monday, October 14, 2024**. Exhibitors must apply no later than, **Friday, May 30, 2025**. Any submissions received after the deadline will only be considered upon space availability. On Friday, June 13th, 2025, final notifications will be sent to selected exhibitors.

Each application will be reviewed based on the criteria listed. Once approved, the Exhibitor Booth Contact person will be notified and payment options will be sent.

Please complete this [form](#) to complete your application.





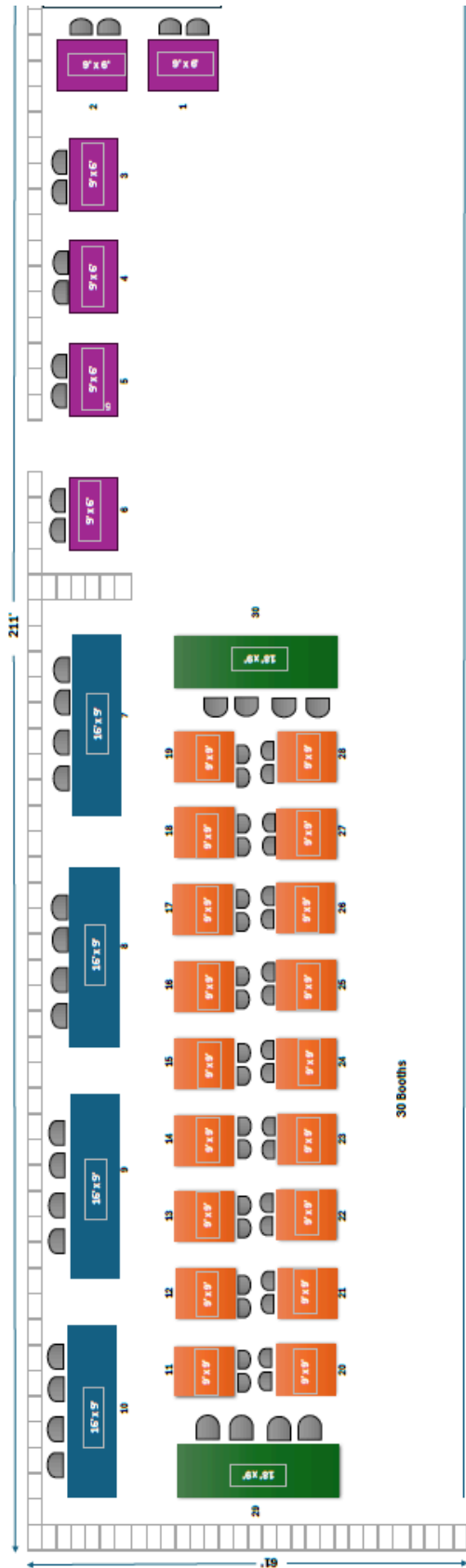
# TITLE III SYMPOSIUM EXHIBITOR LEVELS

	Superintendent Level Booth size: 18x9 \$2500	Principal Level Booth size: 16x9 \$2000	Scholar Level Booth size: 9x9 \$1800	Innovator Level Booth size: 9x6 \$1500	Learning Partner* \$750
2 Booth Badges	✓	✓	✓	✓	✓
Breakfast and Lunch for 2 Booth Workers	✓	✓	✓	✓	✓
Access to Symposium App with Lead Capture	✓	✓	✓	✓	✓
Onsite Symposium Signage	✓	✓	✓	✓	✓
Logo on Symposium T-Shirt	✓	✓	✓	✓	
Scrolling Banner on Symposium App	✓	✓	✓		
30 Minute Presentation in Breakout Session Time (Only 12 Available)	✓	✓	✓		
30 sec promo video on Symposium Website and Symposium App	✓	✓			
Full page color ad in Symposium Program	✓	✓			
Sponsorship of 1 Awardee's Registration including Awardee Meet & Greet and photo with Awardee	✓	✓			
Half page color ad in Symposium Program			✓		

\*Only open to IHE's

# EXHIBITOR GUIDELINES

## EVENT SPACE



*Please note exhibit booths are assigned on a first-come, first-served basis.*

## EXHIBITOR GUIDELINES

# EXHIBITOR QUICK GUIDE



### Exhibit Hours

Wednesday, Jul 16, 2025 -  
7:30 a.m. to 5:30 p.m.

Thursday, Jul 17, 2025 -  
7:30 a.m. to 5:00 p.m.



### Cost

Depending on booth selection, each booth includes one (1) 6' x 30" draped and skirted table, two (2) side chairs, one (1) 7" x 44" identification sign, and one (1) wastebasket, two (2) exhibitor passes, and WiFi Access.



### Accommodations

Hotel Accommodations can be found on the Symposium Venue Page:  
<https://www.txel.org/conference/>

Exhibitors must make their own lodging arrangements. There are multiple hotels to choose from at the state rate of **\$184** a night plus taxes and fees. Room availability is on a first-come, first-serve basis, and the block rate is only available until Friday, June 6, 2025.



### Location

Henry B. Gonzalez Convention Center  
900 E. Market Street  
San Antonio, TX 78205



## EXHIBITOR GUIDELINES

# EXHIBITOR QUICK GUIDE



### Breakdown

Thursday, Jul 17, 2025  
5:00 p.m. to 7:00 p.m.

Exhibitors are asked not to break down early so that attendees have ample time to visit your booth. Breakdown may begin at 5:00 p.m. and must be completed by 7:00 p.m. Materials not removed by this time will be put in storage at Exhibitor's expense.



### Onsite Resources

The UPS Store  
Phone: 210.258.8950  
Email: [store4180@theupsstore.com](mailto:store4180@theupsstore.com)  
Web Site: [www.theUPSstore.com](http://www.theUPSstore.com)

With THE UPS STORE on site, you can ship, mail, fax, photocopy or create a last-minute presentation. All the small details are taken care of, so you can focus on the big picture.



## **EXHIBITOR GUIDELINES**

# **TITLE III SYMPOSIUM TERMS AND CONDITIONS**

- Exhibitors must confine their activities to the booth space. Exhibitor displays will not be allowed to extend beyond booth space into the aisle.
- Exhibitors and/or Booth Workers may not attend Breakout Sessions or General Sessions.
- Exhibitors are not permitted to sublet any part of their space or to display merchandise of other manufacturers or dealers where no direct business conditions exist between them.
- Each exhibitor must carry adequate liability and property insurance. Liability insurance should provide public liability coverage for bodily injury and property damage occurring from an accident in your exhibit booth. Property insurance should cover theft or damage of your property from the time materials leave their point-of-origin until they reach their post-show destination including the time on the show floor. Some exhibitors also insure against non-arrival of freight or exhibit material at the show site. The most economical and practical way to obtain this coverage is to contact your current insurance company and ask them for a rider on your existing policy.
- Due to the short time period of the exhibition, the frequently crowded condition of the exhibit facility, and the vital importance of avoiding any disruption in the orderly operation of the exhibition that might adversely affect other exhibitors, ESC-20 staff reserves the sole right to resolve any dispute or disagreement among exhibitors, and the decision made by the ESC-20 staff shall be final.

## **OFFICIAL EXHIBITOR CONTACT PERSON**

The contact listed on the Exhibitor Application Form is considered the official contact for the participating company/organization to receive all information regarding confirmation of events and activities. This person is responsible for assuring information is properly distributed to all Booth Workers. Once your application has been approved, the official exhibitor contact person will receive a packet from our contracted exposition services company regarding additional services you may require.



## **EXHIBITOR GUIDELINES**

# **Title III Symposium Terms and Conditions (cont.)**

### **CONFERENCE MATERIALS**

Each Exhibiting Organization will receive one complimentary conference program. Lost or misplaced books cannot be replaced.

### **BOOTH WORKERS – NAME BADGES**

A Booth Worker is the person in actual attendance at the conference working at the exhibit booth, who may be in addition to the conference attendee. Booth Workers should be listed on the application submitted. Each exhibit booth package includes two (2) complimentary exhibit badges for the Booth Workers. This badge is for identification purposes only and should be worn at all times while at your exhibit. Any additional name badges will be \$50 each.

### **SECURITY/LIABILITY**

The convention center provides standard security during official exhibitor hours. Additional security will not be hired to monitor the area during non-exhibit hours. Please do not leave valuables in your booth unattended at any time. A small storage area will be provided for overnight storage.

### **RELEASE OF LIABILITY**

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Henry B. Gonzalez Convention Center, TEA, or ESC-20, its owner's directors, officers, or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Henry B. Gonzalez Convention Center, TEA, or ESC-20, its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates, 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 or 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, the Henry B. Gonzalez Convention Center or any part thereof.

## **EXHIBITOR GUIDELINES**

# **Title III Symposium Terms and Conditions (cont.)**

### **BANNERS, SIGNAGE AND DECORATIONS**

Exhibitors, speakers, clients, and other event participants must have prior approval from HBGCC before affixing any decorations on ceilings, floors, walls, or painted surfaces. Only approved types of tape may be used. You can work with UPS for specialty branded opportunities. No stick pins of any kind can be used to affix signage or decorations. Please arrange the hanging of banners in advance with HBGCC. The hanging of banners will result in a labor charge. All decorative materials must be made from a nonflammable material or treated and maintained in a flame-retardant condition.

### **STORAGE, DELIVERY AND SHIPPING**

The facilities' do not provide any equipment for move-in/move-out such as tools, forklifts, dollies, etc. Each individual exhibitor is responsible for loading and unloading of booth materials.

### **UTILITIES**

Wall and building outlets can only be used by clients or exhibitors with the assistance of HBGCC staff. Electrical service supplied to an exhibitor shall not be shared with any other exhibitor. All equipment must comply with federal, state, and local safety codes. Requests for special electrical connections must be received a minimum of 14 days in advance.

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## **Title III Symposium Terms and Conditions (cont.)**

### **CANCELLATIONS-REFUNDS**

Exhibit booth fees and registration fees will not be refunded due to cancellation by the exhibitor.

### **ATTENDEE LISTS**

TEA and ESC-20 will not release attendee registration lists or information to any party or organization.

### **MEALS/SNACKS**

Included with booth registration.

## **QUESTIONS?**

Send any questions or items that need to be clarified to the Title III Symposium Planning Team at:

[t3sympinfo@gmail.com](mailto:t3sympinfo@gmail.com)



