

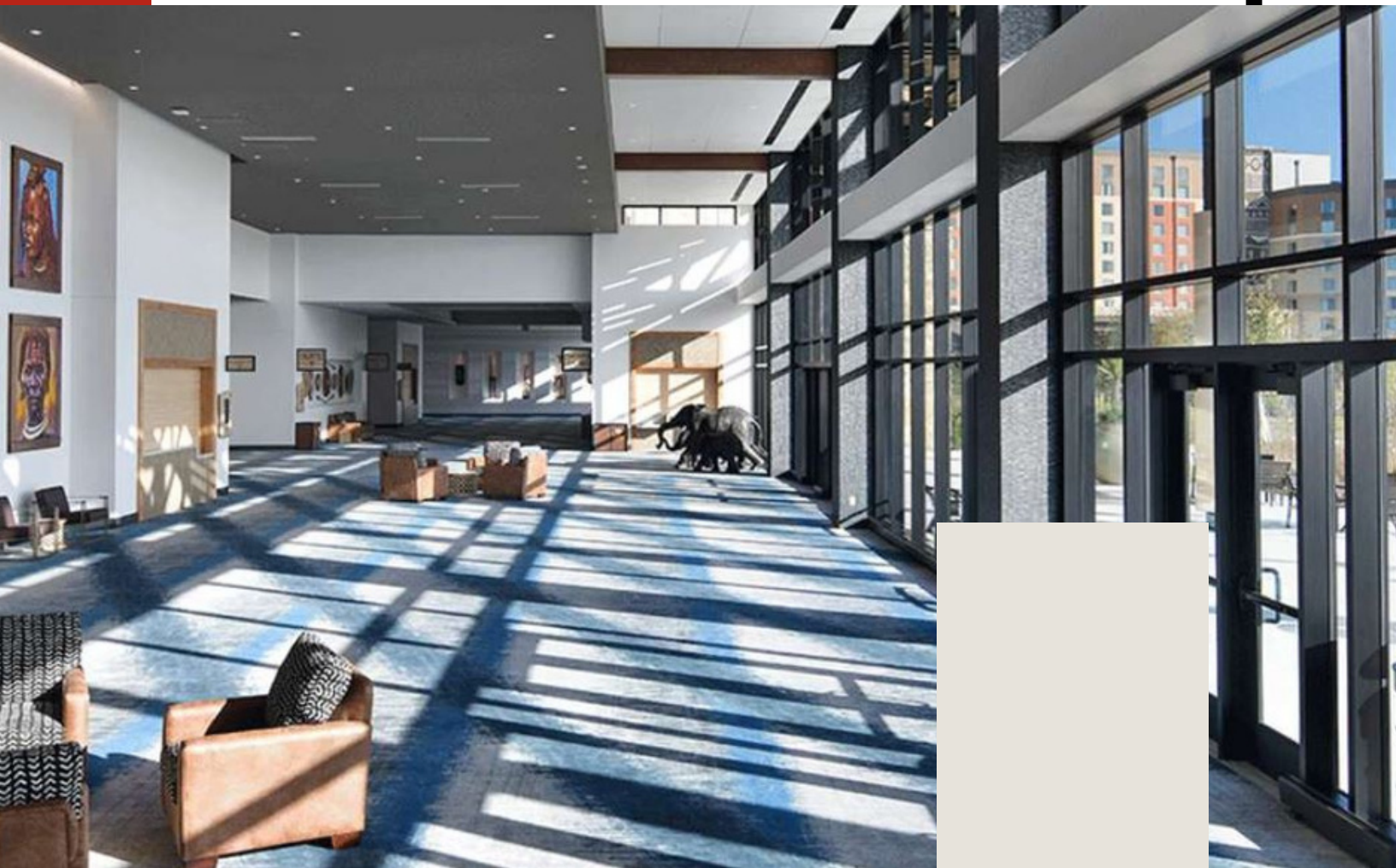
2024 TITLE III SYMPOSIUM

United **WE THRIVE**
*Celebrating and Supporting
Emergent Bilingual Students' Excellence*

2024 Title III Symposium

EXHIBITOR

Guidelines



2024

2024 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 2024 Title III Symposium to be held this year in Round Rock, Texas. 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 2024 conference is 1,000 to 1,200 attendees. The attendees are largely from state, regional, and local educational agencies and serve the emergent bilingual and immigrant student population.

Join us, July 14th-16th, in Round Rock, Texas to showcase your products and services to this group of dedicated educators and program personnel!



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 Thursday, February 1st. Exhibitors must apply no later than, **Friday, April 19, 2024**. Any submissions received after the deadline will only be considered upon space availability. On Monday, April 29th, 2024, 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.



EXHIBITOR GUIDELINES

EXHIBITOR BOOTH BENEFITS

Exhibitor booths will be placed in high-traffic areas just outside the breakout session doors. Booth spaces will consist of one six-foot table with black draping and two chairs.

Booth Pricing Includes:

- 6' x 6' space
- Access to Wi-Fi
- 5+ hours dedicated to exhibitors built into our schedule
- Two exhibitor passes
 - Two additional exhibitor passes are available for \$50.00 each
- Promotional Banner on Symposium Platform

***Symposium Program Ad Space available**



EVENT SPACE



EXHIBITOR GUIDELINES

EXHIBITOR OPPORTUNITIES

ADDITIONAL AD SPACE

Advertisement space is available in the 2024 Title III Symposium Program which is provided to each one of the attendees upon check-in. The deadline for ad space is Monday, April 22.

1/4 Page (3 ¾" w x 5" h) B&W	\$100.00
1/2 Page (7 ¾" w x 5" h) B&W	\$300.00
Full Page (7 ¾" w x 10 ½" h) B&W	\$500.00
Inside Back Cover (Full Page) Color	\$800.00
Back Cover (Full Page) Color	\$1,000.00

SYMPOSIUM T-SHIRT

This year, each attendee will receive a Symposium t-shirt upon check-in. Please consider advertising your company name and logo on the back of the shirt. Each logo will be printed in black or white for just \$250. See the mockup below of what the shirt will look like:

FRONT



BACK



EXHIBITOR QUICK GUIDE



Exhibit Hours

Sunday, Jul 14, 2024 -
5:00 p.m. to 7:00 p.m.

Monday, Jul 15, 2024 -
7:30 a.m. to 5:30 p.m.

Tuesday, Jul 16, 2024 -
7:30 a.m. to 5:00 p.m.



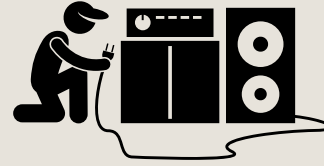
Cost

\$750 for a 6' x 6' exhibit booth which 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, WiFi Access, promotional banner on symposium platform, name and logo on conference posters and program.



Location

Kalahari Convention Center
3001 Kalahari Blvd,
Round Rock, TX 78665



Set Up

Sunday, Jul 14, 2024 -
10:00 a.m. to 4:00 p.m.

All exhibits must be in place no
later than 4:00 p.m.

Please note exhibit booths are assigned on a first-come, first-served basis. Refreshment stations will be set in the exhibit area during break times.

EXHIBITOR QUICK GUIDE



Breakdown

Tuesday, Jul 16, 2024
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.



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 2, 2024.



Onsite Resources

FedEx Office - You can have your event materials shipped on-site directly to Kalahari.

- FedEx Office Contact - 512.651.4650
- Address: 3001 Kalahari Blvd, Round Rock, TX 78665
- Fax: 512.276.2383 Email: usa2862@fedex.com

Kalahari Electricity - If you need electricity, please fill out the form at the end of the document and send to rrcatering@kalahariresorts.com or call 512-582-4760

2024 TITLE III SYMPOSIUM AGENDA

Sunday, July 14th

Time	What	Location
4:00pm-7:00pm	Early Check-In	Registration
5:00pm-7:00pm	Networking Social - NEW	Prefunction Area
5:00pm-7:00pm	Exhibitor Time	Prefunction Area

Monday, July 15th

Time	What	Location
7:30am-9:00am	Light Breakfast & Exhibitor Time	Prefunction Area
9:00am-10:15am	Welcome and Awards	Ballroom
10:15am-10:45am	Break - Exhibitor Time	Prefunction Area
10:45am-12:00pm	Breakout Session 1	Breakout Rooms
12:00pm-1:00pm	Lunch	Ballroom
1:00pm-2:15pm	Breakout Session 2	Breakout Rooms
2:15pm-2:45pm	Poster Session & Exhibitor Time - Snacks	Prefunction Areas
2:45pm-4:00pm	Breakout Session 3	Breakout Rooms
4:00pm-5:30pm	Exhibitor Time	Prefunction Area

EXHIBITOR GUIDELINES

2024 TITLE III SYMPOSIUM AGENDA

Tuesday, July 16th

Time	What	Location
7:30am-8:30am	Exhibitor Time	Prefunction Area
8:30am-9:15am	Welcome and TEA Updates	Ballroom
9:15am-10:15am	Keynote	Ballroom
10:15am-10:45am	Break - Exhibitor & Poster Session Time - Snacks	Prefunction Area
10:45am-12:00pm	Breakout Session 4	Breakout Rooms
12:00pm-1:00pm	Lunch	Ballroom
1:00pm-2:15pm	Breakout Session 5	Breakout Rooms
2:15pm-2:45pm	Break - Exhibitor & Poster Session Time	Prefunction Area
2:45pm-4:00pm	Breakout Session 6	Breakout Rooms
4:00pm-5:00pm	Exhibitor Time	Prefunction Area

EXHIBITOR GUIDELINES

2024 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

2024 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(s) 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 \$50.00 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 Kalahari Resorts & Conventions, 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 Kalahari Resorts & Conventions, 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 Kalahari Resorts & Conventions or any part thereof.

EXHIBITOR GUIDELINES

2024 TITLE III SYMPOSIUM TERMS AND CONDITIONS CONT.

BANNERS, SIGNAGE AND DECORATIONS

Exhibitors, speakers, clients, and other event participants must have prior approval from the Catering or Banquet Manager before affixing any decorations on ceilings, floors, walls, or painted surfaces. Only approved types of tape may be used. You can work with FedEx 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 Kalahari. 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.

NO SOLICITING TO KALAHARI GUESTS

Kalahari Resorts does not permit clients or any agent of your event to solicit resort guests or staff. No materials can be displayed outside of the area of your event.

STORAGE, DELIVERY AND SHIPPING

Kalahari Resort will charge handling fees for packages being shipped to exhibitors. Kalahari Resort will not accept freight deliveries for tradeshow. Freight and drayage must be arranged through your decorating company. After your event, exhibitors and the decorating company are responsible for arranging the shipping of any freight. The FedEx Office will work with the drayage/decorator for shipping and handling needs as well as storage. Kalahari Resort is not responsible for outgoing shipments or shipping fees.

UTILITIES

Wall and building outlets can only be used by clients or exhibitors with the assistance of Kalahari 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.

EXHIBITOR GUIDELINES

2024 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

Meals and snacks are not provided and are not included in your exhibitor fee. Kalahari has various restaurants and cafés on site for purchase. A list of surrounding restaurants can be provided on request. Kalahari Resort does not permit outside food and beverages to be brought into any function space. All food and beverage served or consumed on the premises must be purchased, prepared and served by Kalahari Resort.



QUESTIONS?

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

t3sympinfo@gmail.com





Kalahari Resorts Round Rock Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at 512.651.4650. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Kalahari Resorts Round Rock
3001 Kalahari Blvd
Round Rock, TX 78665
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Kalahari Round Rock
3001 Kalahari Blvd
Round Rock, TX 78665

Phone: 512.651.4650

Fax: 512.276.2383

Email: usa2862@fedex.com

Operating Hours

Mon.-Fri.: 7:30 a.m. - 6:00 p.m.

Saturday: 9:30 a.m.-4:00 p.m.

Sunday: CLOSED

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/cratebreakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Kalahari Resorts Round Rock Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **512.651.4650** a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling And Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0–1.0 lb.	\$2.00	\$5.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$20.00	\$30.00
30.1–40.0 lbs.	\$25.00	\$40.00
40.1–50.0 lbs.	\$25.00	\$50.00
50.1–60.0 lbs.	\$35.00	\$50.00
60.1–150.0 lbs.	\$35.00	\$70.00
Pallets & crates*	–	\$150.00 or \$0.75/lb. > 200 lbs.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



Exhibitor Order Form

Pricing expires 12/31/24

Show Name: _____ Show Date: _____

Vendor/Exhibitor Name: _____ Booth #: _____

Vendor/Exhibitor Phone: _____ Email: _____

AUDIO VISUAL

QTY

DAYS

TOTAL

27" TV Monitor w/stand & 25ft. HDMI _____ \$100 _____

43" TV Monitor w/stand & 25ft. HDMI _____ \$250 _____

65" Monitor w/rolling stand & 25ft. HDMI _____ \$300 _____

High Speed Broadband Line (5MB) _____ \$180 _____

Laptop Computer _____ \$350 _____

Flipchart w/Markers _____ \$70 _____

Easel _____ \$20 _____

AV Cart w/extension cord _____ \$55 _____

Power strip/extension cord _____ \$30 _____

ELECTRICAL

PRE ORDER CHARGE

120 Volts – Standard 20 Amps _____ \$140 _____

208 Volts – Single Phase - 30 Amps _____ \$350 _____

GENERAL INFORMATION: Electrical and Exhibitor Order forms must be received at least ten (10) days prior to set up day. The electrician and AV technician will have a copy of your order. Cancellations within 24 hours of install date will be subject to a 50% charge.

ELECTRICAL ORDERS: Kalahari Resort requires that no electrical equipment or apparatus be connected unless it is UL listed. All splices must be installed in a metal closure to prevent emission of sparks. Please check your equipment for the amount of amps required. Divide the number of watts by the voltage (current) to determine amount of amperage.

TAX/SERVICE CHARGE: Please note that all orders are subject to 8.25% tax and 25% service charge.

METHOD OF PAYMENT:

I hereby authorize Kalahari Resorts & Conventions to use the credit card for full payment of order as indicated above.

Exact Name on Card _____ Company: _____

Credit Card Number: _____ Expiration: _____

Phone: _____ Email: _____

Billing Address: _____

Authorized Signature: _____ Print Name: _____

RETURN TO: CONFERENCE SERVICES Kalahari Resort & Convention Center 3001 Kalahari Blvd. Round Rock, TX 78665

EMAIL TO: RRCATERING@KALAHARIRESORTS.COM

For assistance please call 512-582-4760