

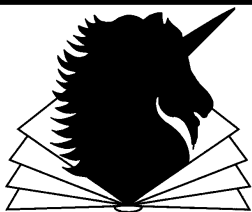
New Braunfels ISD EDUCATION EXPO

INSPIRING LEARNING

ENRICHING TEACHING

ENHANCING OPPORTUNITIES

New Braunfels ISD



Education Foundation

Tuesday, August 22, 2017

10am—4pm

New Braunfels Civic and Convention Center

EVENT INFORMATION

The New Braunfels ISD Education Expo will be held at the New Braunfels Civic and Convention Center: 375 S. Castell Ave., New Braunfels, TX 78130.

The New Braunfels Civic and Convention Center is located in the downtown district of New Braunfels, TX. If you need overnight accommodations, please visit the link below to see many of our local hotels.

[NB - Where to Stay](#)

FREQUENTLY ASKED QUESTIONS

What are the benefits of exhibiting?

This show is designed to offer a one-stop showcase for employees of the New Braunfels ISD by providing exhibitors with a great return on your marketing dollars. Our exhibitor rates make sense financially for your company to increase your exposure to educators. We know you will see the value and results through this type of face-to-face marketing.

How do I submit a booth application?

All booth applications must be submitted electronically or by mail. You have the option to scan and email your contract to nbisdeducationfoundation@gmail.com or you may mail your contract to New Braunfels ISD Education Foundation, 430 W. Mill Street, New Braunfels, TX 78130.

Once I submit a booth application, am I guaranteed an exhibit space?

The number of booth spaces will be limited and the NBISD Education Foundation reserves the right to decline any application to ensure a wide range of vendors and services available to our attendees.

The NBISD Education Foundation also reserves the right to decline, prohibit or cease any exhibit which, in its judgment, does not meet guidelines or is inappropriate.

Where can I find a floor plan?

Due to the limited number of exhibitors, the NBISD Education Foundation will make all booth assignments to ensure fair placement of similar vendors and service providers.

Are sponsorship opportunities available?

Absolutely! Sponsorships are a great way to remind our educators of your organization's dedication to the NBISD Ed Foundation and District.

(Please contact Heidi Aleman at 830-237-1075 or nbisdeducationfoundation@gmail.com for more information.)

APPLICATION INFORMATION

Exhibit Fees

10x10 standard - **\$400** 10x10 corner - **\$500**

10x20 standard - **\$800** 10x20 corner - **\$900** (no double corner booths offered)

(includes exhibitor table, skirting, chairs and exhibitor I.D. sign)

Advertising Opportunities

Unicorn - Group e-Blast to Employees -**\$150**

Blue - Exclusive e-Blast to Employees -**\$250**

Silver –Name on conference bags, brochure in bags-**\$1500**

Show Information

Heidi Aleman, Coordinator
nbsidedfoundation@gmail.com
830-237-1075
430 West Mill Street, New Braunfels, TX 78130

Cancellations

Cancellations must be submitted in writing. Any cancellation requests received on or before June 26, 2017 will be eligible for a refund of 50% of the booth fee.

No refunds will be made as a result of cancellation after July 15, 2017.

EXHIBITORS TIMELINE

Set-Up Hours

Monday 8/21/2017

2:00—5:00 pm

Tuesday 8/22/2017

7:00 am—10:00 am

(All exhibits must be in place by 9:30 am on Tuesday, August 22.)

Exhibit Hours

Tuesday 8/22/2017

10:00 am—4:00 pm

Lunch will be available, to purchase, on-site, from Pavlock's Café.

Tear Down

Tuesday 8/22/2017

4:00 pm—7:00 pm

EXHIBITOR'S CONTRACT

New Braunfels Civic & Convention Center

Tuesday, August 22, 2017

10:00 a.m. – 4:00 p.m.

Business Name: _____

Tax ID# (if applicable) _____

PRINT Exhibitor/Owner Name: _____

Address: _____

City/State: _____ Phone: _____

Email Address: _____ Website: _____

Exhibitor Choice: _____ **\$400** 10x10 Standard _____ **\$500** 10x10 Corner

 _____ **\$800** 10x20 Standard _____ **\$900** 10x20 Corner

Sponsor Opportunities: _____ **Unicorn \$150**

 _____ **Blue \$250** _____ **Silver \$1500**

*** Full Payment Due with Contract ***

_____ Check enclosed, payable to **New Braunfels ISD Education Foundation**

_____ Pay by CC – Please email direct on-line invoice for payment to this email: _____

This agreement will become effective when signed and the full payment of booth fee has been received.

EXHIBITOR – Signature of Authorized Agent

Date

Printed Name of Business – *as it is to appear on booth sign and in advertising*

SEND CONTRACT TO: NBISD Education Foundation

c/o Education Expo

430 W. Mill Street

New Braunfels, Texas 78130

OR EMAIL TO: nbisdedfoundation@gmail.com

For questions, please contact:

Heidi Aleman, Coordinator

nbisdedfoundation@gmail.com

830-237-1075

430 West Mill Street, New Braunfels, TX 78130

Please, only return pages 1 and 2!

Education Expo will be open during the following hours:

Monday, August 21	Exhibitor move in 2:00 p.m. – 5:00 p.m.
Tuesday, August 22	Exhibitor move in 7:00 a.m. - 10:00 a.m. Open to District Employees – 10:00 a.m. – 4:00 p.m. Exhibitor move out 4:00 p.m. – 7:00 p.m.

PART A. The **New Braunfels ISD Education Foundation (NBISDEF)** agrees to furnish the Exhibitor with suitable space for the display and sale of the Exhibitor's merchandise at the Education Expo, subject to the conditions set forth herein. The NBISDEF will:

1. Request no commission fee.
2. Provide 10' x 10' draped booth with Exhibitor's identification sign.
3. Provide a reasonable number of tables and chairs.
4. Reserve the right to assign Exhibitor location for the maximum benefit of the show.
5. NBISDEF shall have no responsibility or liability of any kind for any loss or damage to the Exhibitor's property, merchandise, equipment or employees. All expenses of any kind connected with transportation, packing, unpacking, and insuring the Exhibitor's property or merchandise shall be borne exclusively by the Exhibitor.
6. Provide event organization and auditorium rental.
7. Arrange and maintain insurance for the common areas; however, the Exhibitor agrees to indemnify and hold harmless the NBISDEF and the City of New Braunfels from any loss or damage arising out of or related to the Exhibitor's activities at the show.
8. Agree to obtain any license or permit required by the City of New Braunfels and to pay any charge or fee in connection with obtaining such a license or permit in connection with the operation of the show. All other licenses and permits shall be the responsibility of the Exhibitor.
9. Reserve the right to remove, or require the removal of, any merchandise from any Exhibitor's display, which, in the sole and exclusive judgment of NBISDEF or representatives, may be of a potentially offensive nature or may otherwise be deemed inconsistent with the nature of the Education Expo.
10. May cancel the show at any time at its sole option. The only liability the NBISDEF has to the Exhibitor in the event of such cancellation prior to the opening of the show shall be the refund of all rent paid by the Exhibitor.
11. Make no warranties with respect to the collection of unpaid accounts, the return of merchandise, or returned checks.

PART B. In addition, the **Exhibitor** agrees as follows:

1. To move in and arrange his/her space between the hours of:
2:00 p.m. – 5:00 p.m. on Monday, August 21 or 7:00 a.m. – 10:00 a.m. on Tuesday, August 22.
2. To have booth set-up and fully ready by 10:00 a.m. Tuesday, August 16, for the Expo, during which time the booth will be attended by the Exhibitor or representative.
3. To be present or have a representative in his/her booth during all open hours.
4. To not pack up or remove any merchandise before 4:00 p.m. on the day of the show.
5. To remove all materials by 7:00 p.m. on Tuesday, August 22.
6. Will be responsible for any damage to walls, draped booths, ceilings or floors caused by his/her display or merchandise.
7. There will be no storage facilities available on site. Any storage such as Exhibitors' vans or trailers for merchandise shall be parked at the back of the two parking lots provided for the event.
8. If providing food samples of any kind, must meet Health Department requirements and obtain Food Sampling Permit from City of New Braunfels. This is the sole responsibility of the Exhibitor to obtain prior to 5 business days of the start of the event.
9. Assume responsibility for Workman's Compensation, FICA or Withholding Taxes for any and all agents or employees that work in the booth, and shall be responsible for collection and payment of sales taxes.
10. Provide NBISDEF with a current sales tax and/or business tax identification number, as indicated on this contract.
11. Due to fire regulations, **merchandise, displays and check outs** must be confined to booth space and **may not extend into the aisles**. Booth Space shall be defined with standard pole supports and all booths will be configured in the same manner, with no alterations or changes allowed. Curtains provided can be pulled back and secured if desired.
12. Smoking is not allowed on the event premises.
13. If more than one Exhibitor desire to occupy one booth, approval must be obtained in advance from the Exhibitor Committee.
15. **If booth is not show-ready by 10:00 a.m. Tuesday, August 22, then all money is subject to forfeiture, and Exhibitor may not display his/her exhibit.**