

EXHIBITOR PROSPECTUS

Welcome to the 2009 Texas Workforce Conference!

The 13th Annual Texas Workforce Conference will be held December 2-4, 2009 at the Gaylord Texan Hotel and Convention Center, in Grapevine Texas. Our strong identity makes this a key conference in Texas and we can't imagine doing it without YOU!

Who Should Exhibit:

- ★ State and National Workforce Professionals
- ★ Contractors
- ★ Economic Development Professionals
- ★ Partners in the Workforce System

Previous exhibitors include: Companies offering assessment and occupational skills training, workforce service delivery, workplace skills, education and life skills software and products, on-line training and certification, employment and training assistance, services to dislocated workers, one-stop services to individuals, educational technology, classroom performance training systems, audio visual training products, career development, publishers, federal and state partners, higher education diploma programs, and other services and products that promote workforce development efforts.

Attendee Profile:

Last year's conference attracted over 1,500 participants from Local Workforce Development Boards, the Texas Workforce Commission, and related organizations from around the state and beyond.

Booth Fees and Package:

Booth fees are \$1000 per 10'x10' booth, and \$1750 per 20'x20' booth. Each 10'x10' booth includes: One eight-foot skirted table, two chairs, carpeting, back and side drapes, one waste basket, and one company ID sign. Exhibitors also receive dedicated time with attendees, two complimentary Full Conference Exhibitor Passes (excluding luncheon ticket), and description of your company in the conference program and agency website.

Our State/Federal Partner booth fees are \$500 per 10'x10' booth as described above and includes one complimentary Full Conference Exhibitor Pass (excluding luncheon ticket).

Additional Full Conference Exhibitor Pass & Discounted Exhibitor Pass:

Two complimentary Full Conference Exhibitor Passes (excluding employer luncheon) are included for each exhibiting organization. Additional exhibitor staff can purchase either a **Full Conference Exhibitor Pass** (excluding employer luncheon) at the conference registration fee of \$450, or a **Discounted Exhibitor Pass** at the special rate of \$300.

- **Full Conference Exhibitor Pass** includes: Full participation in all conference activities (excluding employer luncheon), including keynote & workshops, full participation in all Exhibit Hall activities, entry to the Wednesday evening dinner buffet, entry to the Thursday evening networking reception, as well as two continental breakfasts and any food breaks in the Exhibit Hall.
- **Discounted Exhibitor Pass** includes: Full participation only in Exhibit Hall activities, entry to the Wednesday evening dinner buffet, entry to the Thursday evening networking reception, two continental breakfasts, and any food breaks in the Exhibit Hall.

Facility Coordinator:

Once you are confirmed as an exhibitor, your contact information will be passed on to our facility contractor, for additional services such as electrical, Internet connectivity, shipping instructions, and more.

Hotel:

The conference headquarters hotel will be the Gaylord Texas Hotel and Convention Center in Grapevine, Texas. For reservations at the special conference rate of \$85/single, please call (866) 782-7897. Be sure to reference the **Texas Workforce Conference room block**.

Door Prize Drawings:

This year, exhibitors are eligible to participate in door prize drawings. All door prize drawings will be held in the Exhibit Hall during exhibit events. Participants must be present to win!

Door Prize Donations:

Attendees love door prize drawings and this year's conference is offering multiple door prizes donated by exhibiting organizations and/or the Local Workforce Development Boards. It's a great way to meet more attendees and promote your product or services. Donor companies will be recognized in the conference material.

2009 Tentative Exhibit Hall Schedule:

Tuesday, December 1	12:00 pm - 7:00 pm	Early Exhibitor Move-In
Wednesday, December 2	7:30 am - 3:00 pm	Exhibitor Move-In
	5:30 pm	Exhibit Hall Grand Opening
	5:30 pm - 8:00 pm	Awards Reception and Exhibitor Displays
Thursday, December 3	7:30 am - 8:30 am	Continental Breakfast
	7:30 am - 6:30 pm	Exhibit Hall Open
	5:00 pm - 6:30 pm	Exhibitor Networking Reception
Friday, December 4	7:30 am - 8:30 am	Continental Breakfast
	7:30 am - 10:00 am	Exhibit Hall Open
	10:00 am - 2:00pm	Exhibitor Teardown

We respectfully request that you not begin dismantling your booth or moving out prior to 10:00 am on Friday. Early move-out takes away from the overall look of the trade show, distracts other vendors who may be talking to attendees near your booth, and may create a dangerous situation for attendees and other exhibitors. Please honor this scheduled move-out time.

An electronic copy of the registration form and a pdf of the exhibit hall floor plan is available for download under "Upcoming Events" at <http://www.twc.state.tx.us/events.html> (you may have to copy the URL to your web browser). The floor plan should be used for reference only. To inquire about booth availability, please contact us by email at exhibit.committee@twc.state.tx.us, or by phone (512) 936-3188. Please note that booth selections will be made based on the order in which the attached application is received, so send your application in today to guarantee your organization a prime space at this premier event!