



TCDLA

Exhibitor & Sponsorship Opportunities



Get in the Spotlight!

What are you looking to achieve? Whatever it is, we can help! Market your company by taking advantage of sponsorship and exhibiting opportunities with TCDLA on your side!

Sponsorship Opportunities Per Seminar:

All sponsors receive their company logo and information blast e-mailed to attendees

- ☐ **Flyer in all Packets = \$300**
Flyer placed in all seminar packets for both in-person and virtual attendees
- ☐ **Commercial Slide = \$150**
A slide advertising your company runs throughout the seminar. Your company can provide the slide or our internal communications can create one for you.
- ☐ **Morning Breakfast/Coffee = \$500**
An eye-catching acrylic sign will be placed next to the breakfast item you sponsor—reminding everyone who's fueling their morning.
- ☐ **Lunch Sponsor = \$1000**
This event packs them in, as the new mixes with the old. Get a leg up letting the new folks know who you are and what you can do for them. Give a 3 minute intro and show off your services.
- ☐ **Afternoon Break Social = \$500**
Have break snacks served from your booth or a sign where the snacks are served
- ☐ **Sponsor Signs—Individually Priced**
Add your logo next to ours
- ☐ **Sponsor an Electrical Outlet at Tables = \$500**
Multiple 8½ x 11-inch signs will give you constant presence for those front-row patrons who need to charge their devices
- ☐ **Sponsor Session = \$100**
Your company will be mentioned at the beginning of the seminar to present your company pitch/commercial to the main audience.
- ☐ **Sponsor WiFi = \$750**
Let's be real. Internet access is a crucial variable in all of our lives, but specifically the modern law practitioner. Your company name will be listed/displayed alongside signage listing the WiFi name and password
- ☐ **Donation Sponsor**
Donate an amount of your choice to go towards TCDLA expenses

Exhibitor Guidelines:

To ensure a successful collaboration, please review the following guidelines for participating in our seminars and/or being a sponsor. Your agreement to participate, either via email or paid invoice, confirms that you and anyone onsite representing or working your booth understand and agree to comply with these rules and guidelines.

Exhibit Space:

- Includes one (1) table and two chairs outside the meeting room.
- Space is limited and assigned based on function space, banquet, and traffic flow requirements.
- Exhibitor is responsible for providing any specific requests and hotel room arrangements through the hotel directly.
- All banners, company displays, advertising materials, etc. are to be within the booth's assigned space.
- Exhibitor space is non-transferable to any third-party exhibitor.

Transportation/Setup/Electrical/Audiovisual:

- Exhibitor is responsible for all transportation, setup, audiovisual costs, and any other costs related to exhibit setup.
- The hotel will handle all electrical, audiovisual, booth internet service, booth food items, package handling, banner hanging, easels, dock move-in, and storage. All charges are to be dealt with directly through the hotel.

Promotions/Giveaways/Drawings:

- The course director will thank exhibitors daily from the podium and encourage attendees to visit the exhibit area.
- Exhibitors can make an announcement if they add this on to their package.
- For announcements regarding prize drawings, let onsite TCDLA staff know and they will make the announcement.
- Exhibitors are encouraged to promote on social media.
- Handouts may be distributed from your booth but are NOT permitted in the meeting room or at the registration area. They can be included in attendee packets by adding on to your package.

Exhibitor Displays and Marketing Materials:

- Exhibitors are limited to selling products/services associated with their business only.
- Please refrain from disparaging other organizations in your marketing materials or display.

Name Badges:

- TCDLA will provide printed name badges for (2) exhibitors displaying the company name – not individuals.

Meals and Food Functions:

- Exhibitors are not included in food/social functions unless they have registered for them.

Course Registration:

- Individual course registration is not included in the exhibitor fee. Member fee for registration is available if exhibitor is a member of TCDLA.

Attendee List & Contacting Attendees:

- Customer lists are considered proprietary and cannot be shared.
- Attendees at each event are not to be solicited unless given consent by the individual to be contacted.
- We suggest having a business card drop off or sign up sheet at your booth.

Liability/Security:

- Texas Criminal Defense Lawyer's Association and its employees are not responsible for exhibitor property loss or damage.
- Please do not leave valuables unattended in the exhibition area.

Payment and Cancellation:

- Booths and sponsorship are not secure until a deposit or payment has been made. Invoices should be paid upon receipt or no later than 30 days after receiving the invoice.
- Cancellations made 60 days in advance will incur a 10% deduction. If canceled between 60 and 10 days before the event, you have the option to transfer to another event. However, within ten days of the event, no refunds or event transfers will be possible.

Non-Compliance with Rules and Guidelines:

- Texas Criminal Defense Lawyers Association reserves the right to change these rules and guidelines without notice.
- Non-compliance may result in exclusion from future events.
- Your participation agreement affirms compliance with these guidelines and Texas Criminal Defense Lawyers Association Event Terms and Conditions.

Exhibitor & Sponsorship Agreement:

Note: Booth placement is dependent on space availability. Book early to reserve your spot.

Exhibit Space: (please type or print)

• One 6-foot table and two chairs

	Seminar Date	Cost
<input type="checkbox"/> TCDLA Seminar (\$500)	_____	_____
<input type="checkbox"/> Rusty Duncan Advanced Criminal Law Seminar (\$1000)	_____	_____
<input type="checkbox"/> Mastering Scientific Evidence (MSE) Seminar (\$750)	_____	_____
<input type="checkbox"/> Hospitality Suite/Reception (\$500)		

Sponsorship & Additional Marketing Opportunities:

	Seminar Date	Cost
<input type="checkbox"/> Advertising Inserts (\$150 general/\$300 Specialty)	_____	_____
<input type="checkbox"/> Pen/Pad Distribution (\$300 general/\$500 Specialty)	_____	_____
<input type="checkbox"/> Other	_____	_____

Total Amount Due: \$ _____

Still don't see what suits your needs? Let us know, we would be happy to create a tailor-made exhibition experience for you!

Exhibitor Contact/Onsite Person Information:

Contact Name: _____
Name for Signs: _____
Company: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____ Website: _____

Payment Information: Total: \$ _____

- ☐ Credit card* (Mastercard, Visa, Discover, or American Express) ☐ Check Payable to TCDLA
* 4% Convenience Fee will be applied

Name on Card: _____ Authorized Signature: _____

Card Number: _____ Expiration Date: _____

The undersigned agrees to the terms of this agreement on behalf of their company/organization.

On behalf of the exhibitor (authorized signature)

Printed Name _____

Authorized Signature _____ Date _____

Items Exhibiting _____ Nature of Business _____

Submit this form by mail to : 6808 Hill Meadow Dr., Austin, TX 78736, fax to 512.469.0512, or email to mschank@tcdla.com
Questions? Inquiries? We would be happy to help. Contact Melissa Schank at 512. 646.2729 or mschank@tcdla.com