

E-Records 2008
Thursday, October 9, 2008
 Austin, Texas

Registration Procedures

To reserve exhibit space for this event:

1. Complete exhibit form, Fax to: (512) 475-4759
2. Complete credit card information or prepare check made payable to:
Texas Department of Information Resources
3. Send form (with payment to DIR) via email, fax, or mail.

Note: DIR Tax ID # is 74-2225691

Send to:

E-Records 2008
 Texas Department of Information Resources
 P. O. Box 13564, Austin, TX 78711-3564

Fax: (512) 475-4759
 E-mail: irm.education@dir.state.tx.us

Designated Contact Information

Note that conference listings based on information below. Please print clearly.

Company Name:			
Contact Person:			
Address:			
City, State, Zip:			
Phone:		Fax:	
E-mail Address:			
Web Address:			

Please mark (X) the options desired and place the charges in the Amount column.

Participation			Amount
Exhibit space includes one 5-foot table, floor length drape, 2 chairs, conference admission for 2 company representatives, and event roster. Approximate exhibit area floor space is 8' wide by 8' deep).			
<input type="checkbox"/>	"Early bird" exhibit reservation - received by 9/9/08 (includes 2 booth reps)	\$395	
<input type="checkbox"/>	Regular exhibit reservation - received after 9/9/08 (includes 2 booth reps)	\$450	
<input type="checkbox"/>	Additional exhibit staff (max 2 extra, 4 total – subject to space avail.)	_____ ppl x \$40 ea =	
Exhibit Booth Options (all items below have limited availability)			
<input type="checkbox"/>	Electrical Outlet	No fee – but must be requested	n/a
<input type="checkbox"/>	Placement by Building Wall (tell WHY in description on p. 2)	No fee – but must be requested	n/a
<input type="checkbox"/>	Internet Connection <input type="checkbox"/> Ethernet or <input type="checkbox"/> Wireless	\$10	
<input type="checkbox"/>	Sponsorship of break, meal, A/V, etc. (contact DIR for opportunities/fees)		
<input type="checkbox"/>	Other (as arranged with the conference Staff):		
Total Due:			\$

Payment Type

<input type="checkbox"/>	Check enclosed	Check #	
<input type="checkbox"/>	Please invoice		
<input type="checkbox"/>	Credit Card (If paying by credit card, company will be contacted separately to provide information.)		

Provide contact information if someone other than person designated above will provide credit card information.

Name _____

Title _____

E-mail _____

Phone _____

Space is limited! Please read and complete ALL pages of this form.
No reservation is accepted until confirmed by the conference manager.
 Call 512-475-2346 for more information.

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Exhibit Description (REQUIRED)

Provide a description of your exhibit so that we can adequately arrange placement.

- Exhibit display** sits on top of the table. Dimensions: Height: Width: Depth:
- Table is generally **pushed towards back of space** and booth representatives stand in front of or beside it.
- Table is typically left in line with others. Booth representatives stand or sit **behind** the table.
- We prefer to be placed by a building wall because

The best and easiest signage for this event is a tablecloth printed with your company name or logo.

Remember – simple table displays are preferred (literature, laptop, small signage, etc.). Please indicate if you will have projection equipment, large monitors, etc. If you plan to use freestanding floor signage, list dimensions.

Description:

General Exhibit Information

DIR has held many successful events at the **Commons Conference Center** at the J.J. Pickle Research Campus (PRC). It offers well-designed meeting rooms in various formats, convenient parking, experienced staff, and pleasant surroundings. However, it is not a full-service trade-show location. Experience suggests the best solution is to focus on the service/products each exhibitor offers and to keep exhibit space relatively simple. Artificial back walls, table skirting, area rugs, drayage, pipe-and-drape services, and special furniture are not available at this location.

Exhibit spaces will be placed throughout the atrium as the configuration of the building allows rather than arranged in a rigid side-by-side trade-show style. Each exhibit space will include a **5-foot table** with a floor-length tablecloth and 2 chairs. The **approximate** floor space of a single area is **8' wide by 8' deep**. Exhibit locations are assigned by conference staff.

Walls/Banners – NOTHING may be affixed to the walls in the conference center.

Detailed logistical information will be sent to each exhibitor as part of the confirmation process.

For questions about exhibiting at this conference, please contact:

Joy Hall Bryant
Texas Department of Information Resources
Phone: 512-475-2346 Fax: 512-475-4759
joy.bryant@dir.state.tx.us

Martha Richardson
Texas Department of Information Resources
Phone: 512-475-4728 Fax: 512-475-4759
martha.richardson@dir.state.tx.us

Additional Needs, Comments, Questions

Please list any additional needs or questions. Some services may require an extra fee.

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Exhibit Staff/Name Tags:

Please print clearly and list names as they should appear on the nametags. If addresses are the same, you may write "same" after the first one. An exhibit space includes conference registration for 2 staff members. Additional exhibit staff may be registered for \$35 each.

Booth Representative #1 (Included)

Name:	
Title:	
Company:	
E-mail:	
Phone:	
Address:	
City/St/Zip:	
Notes	

Booth Representative #2 (Included)

Name:	
Title:	
Company:	
E-mail:	
Phone:	
Address:	
City/St/Zip:	
Notes	

Exhibit space includes registration for 2 staff members. Additional exhibit staff may be registered for \$40 each. Inclusion of extra staff is subject to space availability.

Booth Representative #3 (\$40)

Name:	
Title:	
Company:	
E-mail:	
Phone:	
Address:	
City/St/Zip:	
Notes	

Booth Representative #4 (\$40)

Name:	
Title:	
Company:	
E-mail:	
Phone:	
Address:	
City/St/Zip:	
Notes	

Agreement of Terms and Conditions

The vendor assumes the entire responsibility and liability for losses, damages, and claims arriving out of injury or damage to vendor's displays, equipment, or other property brought upon the premises of the event site and shall indemnify and hold harmless the J. J. Pickle Research Center, DIR, conference partners, agents, servants and employees from any and all such losses, damages, and claims. Additionally the vendor authorizes conference staff to disclose business contact information, including email addresses, in the routine administration of the event. Cancellations or any change that affects the cost must be submitted in writing. **Exhibit fees for registrations cancelled after the early bird registration deadline for this event are not refundable.**

Signature verifying all information is correct and agreeing to terms stated: _____

If sending form by e-mail, name can be typed.

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