



Texas Court Clerks Association

Annual Conference – Abilene, Texas

October 5 - 7, 2009



The Conference you'll want to attend!

*Teresa Borcik, Vendor Committee Chairperson 325.676.6302 Abilene Municipal Court
Elaine Brown, CMCC Vendor Committee Coordinator 281.391.4823 Katy Municipal Court*

Texas Court Clerks Association Annual Conference



Abilene, Texas
October 5 – 7, 2009

Dear Supporter:

On behalf of the Texas Court Clerks Association (TCCA) and the City of Abilene Municipal Court, we invite you to join us in Abilene, Texas for the 2009 TCCA Annual Conference.

Each conference attendee represents a variety of court issues, which may be resolved by a product or service you provide. Therefore, we invite you to become a part of the conference by educating attendees with your products and services. We encourage you to take advantage of this fantastic networking and marketing opportunity.

Your registration fee includes the following:

- **Vendor Exhibit:** We have a very vendor-friendly arrangement for vendor booths at this year's event. Extra Booths will be available for purchase. It is an open atrium with the ability to have Vendor hotel rooms within feet of the vendor tables.
- **Networking:** Extra time will be allocated for court personnel to visit with vendors and all breaks will be held in the Vendor area.
- **Conference Vendor Guide:** Your Company will be listed in the Vendor Guide, which is distributed to each conference attendee. You will be contacted prior to the printing of the Vendor Guide to supply all information on your company to be used in the Guide

To secure a space for your company, please complete and return the enclosed registration form by **July 15, 2009**. Also, if you wish to sponsor an event, please fill out the enclosed sponsorship form and include the sponsorship amount with your registration. Exhibit space and sponsorship will be assigned on a **FIRST PAY FIRST SERVE** basis. You are encouraged to submit your reservation early to ensure that you do not miss this marketing opportunity. It will be your responsibility to make your reservations at the Hotel to ensure accommodations at the Conference Facility. We sincerely appreciate your involvement with our organization and look forward to seeing you in Abilene, Sweet Abilene.

Send checks, registration
and/or sponsorship forms to:

**Texas Court Clerks Association
c/o Mr. David Preciado, Treasurer
P. O. Box 90403, MS 63-0100
Arlington, Tx. 76004**

For questions regarding vendor
registration, booths or sponsorships,
please contact:

**Elaine Brown, CMCC
Katy Municipal Court
TCCA Vendor Committee Coordinator
281.391.4823 or ebrown@cityofkaty.com**

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VENDOR EXHIBIT REGISTRATION FORM

Please complete the following registration form and return it with your payment no later than **July 15, 2009**. Exhibit space will be assigned on a first come first paid basis. Vendor exhibit space is limited. Only written agreements will be honored. **Please type or print legibly.**

Company Name: _____

Contact Person: _____

Please list names of all persons operating exhibit: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Vendor Booth Exhibit Registration fee \$ 450.00

(Tickets must be purchased in advance-Please indicate which event you will be attending)

Event	Complimentary	Additional Tickets Needed	
Sunday President's Reception		_____ tickets @ \$ 40.00	\$ _____
Monday Luncheon	2	_____ tickets @ \$ 20.00	\$ _____
Monday Evening		_____ tickets @ \$ 35.00	\$ _____
Tuesday Evening Banquet		_____ tickets @ \$ 45.00	\$ _____
Total Registration/Meal Tickets			\$ _____

Two tickets to the Monday luncheon event will be available with your registration fee.

Tickets must be purchased for all other events.

Make checks payable to Texas Court Clerks Association.

Mail checks and registration form to:

Texas Court Clerks Association

c/o Mr. David Preciado, Treasurer

P. O. Box 90403, MS 63-0100

Arlington, TX 76004

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VENDOR SPONSORSHIP FORM

Please complete the following form and return it with your sponsorship check as soon as possible. All sponsorships are invaluable as they are all important to the success of our conference. Special recognition will be given at the sponsored event and in all written materials.

Please type or print legibly.

Company Name: _____

Contact Person: _____

Number of employees attending conference _____

Please list names of all persons to be recognized: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Please check the appropriate box on the following pages and return with this form to make your sponsorship request.

Enclosed Amount for Sponsorship: \$ _____

Sponsorship events will be assigned on a **first paid basis**.
Only written agreements will be honored.

In case the requested event has already been booked, you will be contacted and informed of events still available to sponsor.

Make checks payable to Texas Court Clerks Association.
Mail checks and sponsorship form to:
Texas Court Clerks Association
c/o Mr. David Preciado, Treasurer

**P. O. Box 90403, MS 63-0100
Arlington, TX 76004**

Sponsorship Levels – 2009

*******FIVE STAR DIAMOND SPONSOR - \$10,000:**

includes:

- Complimentary exhibit booth;
- Full page ad for the back cover of attendees' conference binders;
- Full page ad in *Vendor Guide* distributed to all participants;
- Special recognition in the next edition of the *Scribe*; and
- Special recognition of sponsorship at the Tuesday evening TCCA Banquet, which includes Dinner and Special Entertainment.

******FOUR STAR DIAMOND SPONSOR - \$8,000:**

includes:

- Complimentary exhibit booth;
- Full page ad in *Vendor Guide* distributed to all participants;
- Special recognition in the next edition of the *Scribe*; and
- Special recognition at the Monday evening visit to the Perini Ranch event, including bus transportation to the Ranch from the MCM Elegante Hotel for a Bar-B-Que and Special Entertainment.

*****THREE STAR DIAMOND SPONSOR - \$3,500:**

includes:

- Complimentary exhibit booth;
- Full page ad in *Vendor Guide* distributed to all participants;
- Special recognition in the next edition of the *Scribe*; and
- Special recognition at the Sunday evening President's Meet & Greet, including an endless 'Hors d'oeuvres' buffet

****TWO STAR DIAMOND SPONSOR - \$3,000**

EDUCATIONAL PACKAGE includes:

- Full page ad in *Vendor Guide* distributed to all participants;
- Special recognition in conference educational binders and in the next edition of the *Scribe*;
- Announcement of your company's sponsorship for the Speaker prior to and after their presentation. Special sign at door entrance naming the Sponsor for the event.

DIAMOND SPONSOR - \$2,500

LUNCHEON PACKAGE includes:

- Full page ad in *Vendor Guide* distributed to all participants;
- Recognition in the next edition of the *Scribe*; and
- Special recognition at the luncheon:

Monday Luncheon

Tuesday Luncheon

GOLD SPONSORS - \$1,000

- Half page ad in *Vendor Guide* distributed to all participants;
- Recognition in the next edition of the *Scribe*; and
- Special recognition at the event you choose below:
 - Monday afternoon Break
 - Tuesday afternoon Break
 - Wednesday morning Break

SILVER SPONSORS - \$500

- Quarter page ad in *Vendor Guide* distributed to all participants;
- Recognition in the next edition of the *Scribe*; and
- Special recognition at the event you choose below:
 - Monday morning break
 - Tuesday morning break

CHAPTER SPONSORSHIP

- Honorable mention in *Vendor Guide* distributed to all participants; and
- Recognition in the next edition of the *Scribe*.

ALL SPONSORSHIPS ARE DETERMINED IN THE ORDER OF RECEIPT OF PAYMENT.

In case the requested event has already been booked, you will be contacted and informed of events still available to sponsor.

Additional Exhibitor and Sponsor Benefits for the 2009 TCCA Conference

- ❖ Specified area designated for vendor exhibit located around an atrium setting with attendee break area located in the middle of the atrium;
- ❖ Direct interaction with court personnel to better utilize the presentation of vendor products;
- ❖ Numbered booth layout to identify the vendor's specific area for court personnel to locate when looking for a specific type of vendor;
- ❖ Specific 2 1/2-hour Vendor Break designated to introduce each vendor who may present their products and/or services and provide the attendees time to visit each vendor one-on-one;
- ❖ Door prizes will be presented during the 2 1/2-hour Vendor Break;
- ❖ Vendors will have special recognition in appreciation for all types of sponsorships; and
- ❖ Booth area will be located in the open atrium setting.

If you are interested in sending promotional items for the conference such as tote bags, etc. for the attendees, please contact

Teresa Borcik, Abilene Municipal Court, Vendor Committee Chairperson
325.676.6302 or teresa.borcik@abilenetx.com

Thank you.



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HOTEL INFORMATION FOR THE CONFERENCE:

*MCM Elegante Suites
4250 Ridgemont Drive
Abilene, Texas 79606
325.698.1234
888.897.9644 Toll Free*

Website: www.mcmelegantesuites.com

Please contact the MCM Elegante Suites for your reservation and you may contact Kenneth Murphy who will assist you with all of your electrical and equipment needs. Set-Up times will be 7:00 am Monday, October 5th with the Tear-Down scheduled after the Vendor Show Tuesday afternoon approximately 5:00 pm.

Vendor Packets will be available at the Vendor Registration Table beginning at 7:00 am and will include name tags and meal tickets. Please make sure the names are printed legibly on your registration form for accuracy.

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