

All Roads Lead to Texas!

TAMP Annual Convention & Marketplace

September 10-12, 2009 • Hilton Austin Hotel



Texas Association of Mortgage Professionals



Exhibitor Prospectus

EXHIBITOR INFORMATION



Dates and Location

The Texas Association of Mortgage Professionals (TAMP) is hosting its 2009 Annual Convention and Marketplace September 10-12, 2009 at the Hilton Austin Hotel in Austin, Texas. The Marketplace will be held at the Hilton Austin Hotel on Saturday, September 12th, 2009 from 10:00 am – 4:00 pm.

Exhibitor registration will be held as follows:

Thursday, September 10, 2009
at the Hilton Austin
4:00pm-6:00 pm

Friday, September 11, 2009
at the Hilton Austin
7:30 am-6:00 pm

Saturday, September 12, 2009
at the Hilton Austin
8:00 am-3:00 pm

Education sessions, and receptions will be held at the Hilton Austin located at 500 East 4th Street, Austin, Texas 78701. The phone number of the Hilton Austin is (512) 482-8000.

The purpose of the Marketplace exhibit program is to serve as an integral part of the educational experience at the TAMP 2009 Annual Convention and Marketplace. Exhibitors should plan to provide registrants with useful information about products and services related to the mortgage professionals industry.

Application and Fees

The enclosed Exhibitor Agreement & Registration Form must be completed and accompanied with full payment in order to reserve exhibit space.

The total fee per 10' x 10' booth is:

TAMP Member – \$2000.00

Non-Member – \$2500.00

All exhibitor registrations must be received with payment in order to be processed. Any registration that is not accompanied with payment will not be accepted. The deadline to receive exhibitor registrations and payment is August 1, 2009.

Exhibitors will not be permitted to install or assemble any exhibit at the TAMP 2009 Annual Convention and Marketplace until the exhibit fee has been paid in full. Submission of the Exhibitor Agreement & Registration Form constitutes the applicant's consent to be bound by the provisions of the TAMP regulations concerning exhibits.

Each exhibiting company will be given two (2) Exhibitor Badges for each 10' x 10' booth.

Exhibit Specifications

The Hilton Austin Hotel has been reserved for TAMP's 2009 Marketplace. Booths are 10' wide by 10' deep and consist of 8' draped backdrops and 3' high draped side rails. A uniform one-line sign will be provided for each exhibit, along with 1 (one) 6'x30" table, and two standard chairs. In the rear 3' of the exhibit booth, display materials may not exceed 8' in height (measured from the floor.) In the remaining booth space, display materials may not exceed 8' in height (measured from the floor.) In the remaining booth space, display materials may not exceed the 3' height of the side rails. TAMP reserves the right to make changes at any time in the placement, size, display limits, etc., of any booth if, in TAMP's sole judgment, it is for the best overall interest of the exhibit program. A final floor plan of the exhibit hall will be provided to you with your exhibitor service kit in August.

Please note that booth space does not include furniture, special carpet, electricity, or Internet. Exhibitors must order these amenities and incur all associated costs. Exhibitors will be sent all decorating forms from Freeman Decorating Company in early August in order to complete booth furnishings.

Assignment of Space

Booth space will be allocated at the discretion of the TAMP Convention Planning Committee with due regard to the history of support for the Association. Assignment preference will be given to convention sponsors, previous exhibitors and companies in the Statewide Sponsorship Program. All other exhibitors will receive placement based on the date that the signed Exhibitor Agreement & Registration Form is received with the required fee. The decision of the TAMP Convention Planning Committee with respect to the allocation of booth space will be final and binding upon all exhibitors.

Exhibit Staffing and Personnel

Exhibits must be staffed during exhibit hours. Each person staffing an exhibitor's booth is required to register at the TAMP Registration Desk and must wear the furnished TAMP exhibitor badge. No one will be allowed on the Exhibit Hall floor without an official TAMP exhibitor name badge.

Each exhibiting company will be given two (2) Exhibitor Badges for each 10' x 10' booth. These Exhibitor Badges provide access to all events including the Friday welcome lunch and the Friday evening party. If an exhibiting company requires more booth personnel passes than the two Exhibitor Badges provided with the Exhibitor Registration, additional Exhibitor Badges may be purchased at the TAMP Registration Desk at a discounted cost of \$175.00 per person or by registering on the Exhibitor Registration Form. An exhibiting company must register all representatives attending as additional company personnel at the \$175 per person rate.

Exhibitor Badges are non-transferable and must be worn at all times, including during set-up and dismantling. For security reasons, non-exhibitor personnel will only be permitted to enter the Exhibit Hall during Marketplace hours of 10:00am to 4:00pm. Registered Exhibitors will be allowed into the Marketplace during setup on Friday and 30 minutes before the start of Marketplace on Saturday.

EXHIBITOR INFORMATION

Cancellation

An Exhibitor intending to cancel participation in the Marketplace must notify TAMP Headquarters in writing (no exceptions) as soon as possible. Notification of cancellation and requests for refunds may be sent via mail: TAMP, 14901 Quorum Drive, Suite 435, Dallas, Texas 75254; fax (530)-484-2906; or email: tamb@tamb.org.

Cancellations received after August 1, 2009 will not receive a refund. Written cancellation must be received by TAMP on or before the date listed below to receive a refund.

On or before August 1, 2009

Should the Hilton Austin become unfit for occupancy or be materially affected for any reason or by any act beyond the control of the TAMP and the TAMP Convention Planning Committee, the Exhibitor Agreement will be terminated. In the event of such termination, the Exhibitor expressly waives all liability of TAMP and the TAMP Convention Planning Committee, the Exhibitor Agreement will be terminated. In the event of such termination, the Exhibitor expressly waives all liability of TAMP and the TAMP Convention Planning Committee arising out of or in any way relating to the cancellation. The Exhibitor also releases TAMP and the TAMP Convention Planning Committee from all claims for damages.

Official Decorator and Drayage Contractor

The official convention decorator and drayage contractor for the TAMP 2009 Annual Convention and Marketplace is Freeman Decorating Company. Freeman will furnish each exhibitor with an exhibitor's kit 21 days prior to the event date. Each kit includes prices on materials, drayage, furniture, electrical services, and exhibit information. Freeman Decorating is located in Austin at 2101 E. St. Elmo Road, Ste 340, Austin, TX 78744, (512) 502-1022.

Set-Up and Dismantling

Exhibitors are encouraged to allow sufficient time to finalize minor booth preparations, display literature and samples, etc., well before the exhibit hall opens. Setup may begin at 8:00 am on Friday, September 11, 2009 and must be completed by 9:00 pm. All exhibitors must be in the exhibit hall on Saturday, September 12, 2009 by 9:30 am. Dismantling or packing of exhibits may not begin before 4:00 pm on Saturday, September 12, and exhibits must be dismantled and removed from the exhibit hall by 10:00 pm on Saturday, September 12, 2009. Exhibitors who dismantle or pack before 4:00 pm will not be allowed to exhibit at future TAMP conventions.

IMPORTANT TIMES

Exhibit Set-Up Hours

Friday, September 11, 2009

8:00 am – 9:00 pm

Exhibit Staffing Hours

Saturday, September 12, 2009

9:30 am – 4:00 pm

Exhibit Dismantling Hours

Saturday, September 12, 2009

4:00 pm – 10:00 pm

HOTEL ACCOMMODATIONS



TAMP has secured the Hilton Austin as the headquarters hotel for the 2009 Annual Convention and Marketplace. The Hilton Austin will be the location for all TAMP-sponsored events. The Hilton Austin is located at 500 East 4th Street, Austin, Texas 78701. You may contact the hotel at (512) 482-8000. The single/double room rate is \$184.00 per night, plus occupancy tax (currently 15%). Hotel reservations and accommodations will be the responsibility of individual exhibitors. Reservations may be made by calling the Hilton Austin. Identify yourself with "TAMP" (or Texas Mortgage Professionals) to qualify for the TAMP special group rate.

DEADLINE FOR HOTEL RESERVATIONS – August 7, 2009

Make your reservations early as there is no guarantee of room availability after August 7th or once the room block is full.

General Restrictions

All exhibits must conform to the Exhibit Regulations. Exhibits which in the opinion of the TAMP Convention Planning Committee are found to be objectionable will be prohibited. Exhibitors agree to comply with all applicable federal, state, and municipal statutes, ordinances, regulations, and requirements relating to health, fire, safety, and use of the premises. Only non-flammable materials may be used. Exhibitors may not use the TAMP logo, the TAMP name, nor in any manner associate any exhibit or any activity with TAMP during the TAMP 2009 Annual Convention and Marketplace without express written consent of the TAMP Executive Management. Exhibits will not be open during education sessions. All exhibitor prize drawings must be done during the Marketplace on Saturday, September 12, 2009.

If an exhibitor chooses to provide food, beverages, and/or alcohol during the Marketplace, written permission from TAMP and the Hilton Austin Food and Beverage Director must be obtained by August 15, 2009. Exhibitors will be allowed to give away event-related novelty items for which the exhibitor will assume all responsibility including compliance with applicable health requirements. Please notify TAMP if you plan to distribute any sample-size food items during Marketplace for which approval must be obtained.

Due to regulations, liability, and safety concerns, children under the age of 17 years of age will not be allowed in Marketplace. The Liability and Security Agreement is printed on the reverse side of the Exhibitor Agreement & Registration Form.

Other Sponsorship

In addition to the exhibit displays at the Marketplace, there are other opportunities for exhibitor participation such as sponsoring receptions, hospitality functions, continuing education, or entertainment. These sponsorships are a major source of funding for the TAMP 2009 Annual Convention and Marketplace. If your company is interested in sponsoring any of these activities, please contact the TAMP office at 214-239-0192, toll free at (800) 850-8262, or email: tamb@tamb.org.



Texas Association of Mortgage Professionals

14901 Quorum Drive, Suite 435
 Dallas, TX 75254

SCHEDULE - AT - A - GLANCE *

THURSDAY, SEPTEMBER 10, 2009

4:00 pm-6:00 pm Convention Registration
 6:00 pm-7:30 pm Welcome Reception

FRIDAY, SEPTEMBER 11, 2009

7:30 am-6:00 pm Convention Registration
 8:00 am-5:30pm Education Sessions
 12 noon-1:30 pm Welcome Lunch
 7:00 pm-10:00pm "Celebrate Texas" Party

SATURDAY, SEPTEMBER 12, 2009

8:00 am-3:00 pm Convention Registration
 9:00 am-10:00 am TAMP Members Only Breakfast Meeting
 9:30 am-4:00 pm Exhibit Staffing Hours
 10:00 am-4:00 pm TAMP 2009 Marketplace
 4:00 pm-10:00 pm Exhibit Dismantling/Move-out
 Evening Opportunity to "Take Your Client to Dinner"

* Please Note: all convention activities will take place at the Hilton Austin Hotel



Austin Hilton Pool



Austin Hilton Finn & Porter

A U S T I N

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