



**37th ANNUAL R.T. GARCIA  
EARLY CHILDHOOD WINTER CONFERENCE**  
FEATURING KEYNOTE SPEAKER MARC BRACKETT, PH.D.  
SATURDAY, JAN. 28, 2023

## 2023 SPONSOR EXPO APPLICATION

**Harris County Department of Education's (HCDE) R.T. Garcia Early Childhood Winter Conference (ECWC)** is an annual event for early childhood educators throughout Harris County. For many teachers, ECWC is the first time they are exposed to our organization, therefore it is an excellent opportunity to introduce your organization as a party invested in their success.

This document serves as an official acknowledgment form between HCDE Center for Educator Success (CES) and participating organizations within the scope of the ECWC Sponsor Expo.

### **BOOTH ASSIGNMENTS**

*Diamond, Platinum* and *Gold* package sponsors will pre-select their booth location via the registration site. *Silver* and *Bronze* package sponsors will select their preferred package level and will be assigned a booth location by HCDE. A limited number of booths are available in each package level. Booths are available on a first-come, first-served basis, and will be assigned upon registration and receipt of payment. Accommodations for electricity at booths will not be provided by HCDE.

### **RELOCATION**

HCDE reserves the right to change booth location at the venue's request or in case of emergency, hazard, or unexpected circumstances. If, in the event, a booth must be reassigned at the venue's request, HCDE will ensure the sponsor impacted by the relocation will receive comparable accommodations.

### **RESTRICTIONS**

CES reserves the right to restrict or prohibit booths that are deemed unacceptable for any reason. This may include people, items, conduct, printed materials, or anything else objectionable to participants. If such restriction occurs, CES is not liable for any refunds, rentals, or sponsor expenses. **Decisions regarding Sponsor Expo booths are final.**

### **PAYMENT**

Sponsors requesting a package or sponsorship opportunity prior to Dec. 1, 2022, must submit payment via check or money order within 10 business days of reserving space. Reservations received after Dec. 1, 2022, require payment and application within five business days for consideration. Should your organization require more time for payment, notify HCDE to request

an extension. If payment is not received within allotted time, the reservation will be made available to other organizations. Sponsors will have two business days from receipt of payment to request a refund.

HCDE will not accept payment on the day of the event. No late payments will be accepted. Sponsors will not be allowed to exhibit if full payment has not been received by the deadline set by CES.

Checks or money orders should be made out to **Harris County Department of Education** and should be sent (via UPS, FedEx, or USPS Priority Mail ONLY) or delivered in person to:

**Harris County Department of Education**

Center for Educator Success

Attention: Isaac Carrier

6300 Irvington Blvd.

Houston, TX 77022

Phone Number: 713-696-2152

**CANCELLATION, DOWNGRADE & NO-SHOW POLICY**

***\*Refer to Sponsor Addendum for more details.***

Cancellation requests must be made to [isaac.carrier@hcde-texas.org](mailto:isaac.carrier@hcde-texas.org) in writing. Organizations will have two business days from receipt of payment to request a refund. All payment and refund requests will be documented for our records. No refunds will be provided after two business days have passed or the event has begun.

Although sponsors cannot downgrade their package selections, they may choose to upgrade and pay the difference between packages.

Sponsors who have reserved space at the Sponsor Expo and do not attend automatically forfeit 100% total cost of the assigned space and may not be invited to participate in future events. Sponsors will be considered a no show if the booth is unoccupied by **7 a.m.** on the day of the event.

**SPONSOR EXPO CODE OF CONDUCT**

Representatives who are running late or cannot attend must notify Isaac Carrier via text to 281-636-7496 by **6:45 a.m.** the day of the event. CES will determine whether late arrivals will be accepted on a case-by-case basis. Note that both HCDE or Kingdom Builders' Center (KBC) will not be responsible for providing staff to manage or occupy your booth.

Depending on package level, organizations will be limited to:

- **Bronze, Silver and Gold** – 2 Representatives
- **Platinum or Diamond** – 4 Representatives

This headcount includes ALL representatives present at any point during the event. Additional representatives will not be allowed to participate in the event and contact teacher participants or they may be asked to leave.

## **ATTIRE**

The attire of all personnel should be consistent with the professional atmosphere of the event.

## **SETUP**

Organizations are expected to be set up on Saturday, Jan. 28, 2023, between **6 to 7 a.m.**

**Setup must be completed by 7 a.m.** Those arriving after 7 a.m. are asked to contact Isaac Carrier via text to 281-636-7496 with your name and vendor name. Those not in attendance by 7 a.m. on the morning of the event will be considered no shows and may forfeit their booth assignment.

## **CHECK-IN**

We recommend your organization's onsite point-of-contact (POC) check in at the information table by 7:15 a.m. to receive meal vouchers and updates. The POC will also be responsible for ensuring each representative signs and returns the **Participant Acknowledgment Form** to HCDE personnel at the information table or to Isaac Carrier via email at [isaac.carrier@hcde-texas.org](mailto:isaac.carrier@hcde-texas.org).

## **EVENT POLICIES**

Failure of your team to abide by these conditions will result in removal from the premises for the remainder of the event and may be subject to barring from future CES events. No refunds will be provided for organizations removed from the event. We will implement a three-strike rule, allowing each organization TWO (2) documented complaints from attendees, staff or other sponsors throughout the duration of the event prior to removal. The third complaint will result in removal from the event.

- All communication with teachers, staff, volunteers, other sponsors and attendees must be conducted in a positive, polite, professional and respectful manner. Booth must be occupied during scheduled hours for the sponsorship level purchased unless otherwise approved by our team.
- Sponsors are highly encouraged to promote and market their booth to attract attendees. However, sponsors are prohibited from distributing items away from their assigned booths. Sponsors may NOT distribute marketing or literature during general sessions or outside of the Sponsor Expo designated areas. This includes hanging signs or banners.
- All literature must display your organization's logo and contact information for the representative. Organizations may not represent themselves as exclusive, preferred or premier partners or part of HCDE.
- Sponsors are responsible for the safekeeping of their belongings. Neither HCDE nor KBC will be responsible for lost or stolen items
- Sponsors using music in conjunction with their booth are responsible for maintaining compliance with the appropriate music licensing organizations. Audio must not interfere with other sponsors or sessions in progress. **We reserve the right to request the reduction in volume or cessation of use of any system that creates such interference.**
- Requests for accommodations not specifically noted in this document must be expressed in writing and approved by HCDE prior to changes.

## PROHIBITED

The following actions are prohibited and may result in your organization's removal from the event:

- Pulling attendees from sessions or delaying/preventing them from attending their sessions.
- Interfering with normal traffic flow or infringing on neighboring booths. Promotional activities will not be permitted outside of the Sponsor's assigned space.
- Canvassing or distribution of advertising material by a sponsor or anyone representing a non-exhibiting organization outside of the Sponsor Expo designated areas. Sponsors may not distribute material outside of their assigned space. Non-exhibiting organizations will not be allowed on ECWC premises.
- Hanging signs or banners from the ceiling, railings, walls or doors.
- Entering another Sponsor's space without permission.
- Photographing or examining another Sponsor's equipment without permission.
- Noisy electrical or mechanical apparatus interfering with other booths.
- Sponsors shall not represent themselves as HCDE employees, official representatives, or exclusive partners.
- Use of facility Wi-Fi for streaming purposes (audio or video).

## SPONSORS MUST PROVIDE

Sponsors will be expected to supply their own equipment, display materials, signage and promotional materials. Sponsors will also provide their own staff to manage booths, including the *Make-and-Take* tables on the second level. Booths and *Make-and-Take* tables must always be fully staffed. HCDE and KBC will not provide staff to manage or occupy either space. Note that neither HCDE nor KBC will provide decorating supplies, extension cords or copies of your marketing materials.

## WHAT IS PROVIDED?

HCDE will provide the designated number of table(s) and chairs per the package purchased. We reserve the right to restrict the number of representatives and team members at each booth. All additional representatives will be asked to leave. We will also provide the designated number of meal vouchers based on the selected package. Free Wi-Fi is available and provided as a courtesy of KBC.

- **Bronze, Silver and Gold Packages** – 1 Table, 2 Chairs, 2 Lunch Vouchers
- **Platinum or Diamond Packages** – 2 Tables, 4 Chairs, 4 Lunch Vouchers

## AGREEMENT AND SIGNATURE

I, \_\_\_\_\_, acknowledge that I have read and agree to all clauses of the HCDE Early Childhood Winter Conference Sponsor Expo Application. Additionally, I agree that my actions are representative of my organization and that my representatives and I may be asked to leave if we are found in violation of this agreement. If I have questions, I will contact Isaac Carrier, sponsorship/vendor fair coordinator, via email at [Isaac.Carrier@hcde-texas.org](mailto:Isaac.Carrier@hcde-texas.org) or via phone at 713-696-2152.

**PAYER:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**ALL SPONSORS-  
ON-SITE POINT-OF-CONTACT:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# SPONSOR ADDENDUM

## **Sponsor Entrance:**

Sponsors will enter/unload through the south entrance of the building

## **Sponsor Setup:**

6 – 7 a.m.

We encourage sponsors to complete their setup by 7 a.m.

## **Sponsor Registration:**

6 - 7:30 a.m.

Sponsor meal vouchers and updates will be available at the information desk.

Doors Open: 7:30 a.m. (for attendees)

Breakfast: 6 – 7:30 a.m.

## **Sponsor Move-Out:**

2:30 – 3:30 p.m.

To facilitate and ensure a cohesive execution of the conference and related events it is encouraged that sponsors inform Isaac Carrier if they are running late or will not attend the conference via phone 281-636-7496. Sponsors who have not arrived by 7:00 a.m. and have not provided notification will be considered no show.