



Central Texas Business Resource Center

Presents the **SIXTH** Annual



February 1, 2012

Killeen Civic & Conference Center
3601 South WS Young Drive, Killeen TX 76540

The Sixth annual Fort Hood Region Government Vendor Conference & Expo is an exciting area event designed for corporations and government entities to platform their vast small business, woman-owned, minority-owned, and veteran and disabled veteran-owned business programs. The Expo will provide the opportunity for military, federal, state and local government agencies and their prime contractors to interconnect and build future relationships with the small businesses in the Greater Killeen and Fort Hood area.

Seminars and workshops for small business owners will be conducted to further inform and provide the tools needed to expand their business opportunities. Contacts and government contract information will be provided. **Visit www.fthoodgovexpo.org for more details.**

Set-up is January 31st and 8' x 10' spaces (with skirted table & 2 chairs) are available for \$300*

Event sponsorship information is also available.

For more information contact Diane Drussell at the Central Texas Business Resource Center,
Phone (254) 200-2001 or e-mail DianeD@workforcelink.com

www.fthoodgovexpo.org

**** Early exhibitor registration fee – price good through December 31, 2011.
Booth price increases to \$400 thru Jan. 15th, and \$500 per booth after that date.***

FOUR STAR SPONSOR:



Management and Training Consultants, Inc.
"Maximizing Human Potential"

THREE STAR SPONSOR:



TWO STAR SPONSOR: *Your name/logo here!*

ONE STAR SPONSORS:



CENTRAL TEXAS BUSINESS RESOURCE CENTER
Sixth Annual Fort Hood Region Government Vendor Conference & Expo

Information and Guidelines

Cancellations: Absolutely no refunds for cancellations after January 1st, 2012. Conference will be held regardless of weather.

Exhibit Space: All inside exhibit spaces are approximately 8' x 10' and will include an 8-foot skirted table with 2 chairs. Electrical outlets are provided, however, exhibitors must provide their own extension cords. Special power requirements must be arranged in advance.

Wireless Internet: Access will be made available during the event, at no cost.

Additional Furniture: The cost for an additional 8-foot skirted table with 2 chairs is \$50.00. You must specify your needs on your application form. Furniture required on the day of the event will be charged an additional \$5.00 bringing the total cost to \$55.00 and possibly not be skirted. You are welcome to bring your own furniture in addition to what has been provided.

Lunch & Hospitality: Exhibitors receive only two lunch tickets with each space. Additional lunch is \$15.00 per person; limit 4. Lunch will be served from 11:30-1:00 pm. ***Lunch Reservations must be made by Friday, January 27th, 2012 to guarantee a meal.*** Continental breakfast may be provided to exhibitors before the event and is available only while the food lasts.

Set-Up Requirements: Set-up time for exhibitors will be on Tuesday, January 31st from 12:00-5:00 pm. A company representative must be at the booth space at all times during exhibition hours the day of the event. The front of the building can be used for loading and unloading only during setup.

Removal of Displays from Spaces: All displays must be completely cleared out by 6:00 pm on Wednesday, February 1st. If additional time is needed for dismantling your space, please contact Diane Drussell at (254) 200-2001. **There will be absolutely no dismantling of displays prior to 4:00 pm on Wednesday during the event.** To do so will eliminate participation in future Fort Hood Region Government Vendor Conference & Expo events.

Door Prizes: Free prizes and promotional items entice visitors to your space. All drawings for door prizes being awarded by exhibitors must be conducted before the close of the event on Wednesday. Prizes must be awarded with "*no strings attached.*" Participating exhibitors must provide the event prize space with the prizes and their own basket/bowl for entries. Winners may be announced over the PA system at designated times. Exhibitors are responsible to draw the name and get the prize to the winner.

Use of the Exhibit Space: 1) Any entertainment, audiovisual presentations, etc. must be kept within bounds of the exhibit space and kept on a low volume. 2) Any live animal, bird, etc. must be approved in advance by the Central Texas Business Resource Center. 3) Only one business is allowed per space. 4) Items or products can be sold, but there are some limitations such as no selling of food and drink items. For further details contact Diane Drussell. The Central Texas Business Resource Center is not liable for any transactions. 5) It is suggested that all equipment and promotional give-aways be secured following setup. 6) **NO RICE, SEQUINS, ARTIFICIAL SNOW, CONFETTI, GLITTER, HAY OR SMALL FLAMABLE OBJECTS ALLOWED IN THE SPACE. To do so could result in a monetary fine by the Killeen Civic & Conference Center. Helium filled balloons must be secured, and a fine may result from any that float to the ceiling.**

Liability Insurance: Each exhibitor is responsible to carry liability insurance on his or her organization's own exhibit. The Central Texas Business Resource Center or its contributors, the Greater Killeen Chamber of Commerce and the City of Killeen cannot be liable for loss due to theft.

Parking: Free parking in the designated parking lot! There is no parking in front of the Killeen Civic & Conference Center entry except for loading and unloading purposes only.

Space Assignments: Space assignments will be based on first come, first served basis upon complete receipt of payment. Confirmation forms will be sent to the listed point of contact prior to the event.

Show Dates & Times: The Fort Hood Region Government Vendor Conference & Expo will be held on Wednesday, February 1, 2012. Expo will be held on Wednesday from 8:00 am until 4:00 pm. Conference is all day Wednesday. Complete schedule details will be available on www.forthoodgovexpo.org. Event is conducted at the Killeen Civic & Conference Center, 3601 South W.S. Young Drive, Killeen TX 76540, (254) 501-3888.

The event will be held regardless of the weather. Absolutely no refunds after January 1st, 2012.

Point of Contact: Diane Drussell; office number (254) 200-2001. E-mail: Dianed@workforcelink.com.

Website: www.fthoodgovexpo.org

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

Sixth Annual Fort Hood Region Government Vendor Conference & Expo

Sponsor Information

Deadline for commitment to be a sponsor/exhibitor extended to January 17th, 2012.** Payment must be received in full by this date. Sponsorship opportunities are available for a company that wants to show and represent commitment to supporting programs that foster, develop and mentor the small businesses of the Greater Killeen and Fort Hood Region. A sponsor gains additional identity and direct exposure of all the conference attendees. Below are sponsorship levels and benefits. ** The later you wait to commit to sponsorship – the less exposure your company will get due to sponsorship logos and names being featured on all materials and communications sent out. THE SOONER THE BETTER.

Four Star Sponsor: \$5,000 Provides the best opportunity to highlight your organization with this major area event

Includes:

- Logo included in all print advertising and appear on our dedicated event website as a link for your business and in our printed directory
- Mention on all media where applicable (news releases, television, radio, newspapers, billboards, and magazines)
- Name and logo prominently displayed on 3,000 plus flyers, street banners, and on mark-the-date cards
- Articles in the biweekly chamber of commerce newsletter (*Hot Links!*)
- Name and logo on event mass e-mails sent to 10,000 plus regional business owners
- Receive 10 complimentary lunch tickets

During event:

- Prime space location in available central aisle of your choice, 8' by 30' space
- Comments from company spokesman at networking lunch
- Name and logo on event banners and on event web site
- Large ad in event program

After event:

- Thank you in the biweekly chamber newsletter (*Hot Links!*)
- Logo remains on our dedicated event website with a link to your business until next year

Three Star Sponsor: \$3,000 Co-sponsor this event in a big way

Includes:

- Logo included in all print advertising, and appear on our event website as a link for your business and in our printed directory
- Mention on all media where applicable (news releases, television, radio, newspapers, billboards, and magazines)
- Name or logo prominently displayed on 3,000 plus flyers, street banners, and on mark-the-date cards
- Articles in the biweekly chamber newsletter (*Hot Links!*)
- Name or logo on event mass e-mails sent to 10,000 plus regional business owners
- Receive 6 complimentary lunch tickets

During event:

- Prime space location in available central aisle of your choice, 8' by 20' space
- Name or logo on event banners and on event web site
- Medium ad in event program

After event:

- Thank you in the biweekly chamber newsletter (*Hot Links!*)
- Logo remains on our dedicated event website with a link to your business until next year

Two Star Sponsor: \$2,000 Build your company branding with this new event

Includes:

- Logo included in all print advertising, and appear on our event website as a link for your business and in our printed directory
- Name or logo prominently displayed on 3,000 plus flyers, street banners, and on mark-the-date cards
- Articles in the biweekly chamber newsletter (*Hot Links!*)
- Name or logo on event mass e-mails sent to 10,000 plus business owners
- Receive 4 complimentary lunch tickets

During event:

- Prime space location in available central aisle of your choice, 8' by 10' space
- Name or logo on event web site
- Small ad in event program

After event:

- Thank you in the biweekly chamber newsletter (*Hot Links!*)

One Star Sponsor: \$1,000 Help to support this event in a grand way

Includes:

- Logo appear on our event website as a link for your business and in our directory
- Articles in the biweekly chamber newsletter (*Hot Links!*)
- Name or logo on event mass e-mails sent to 10,000 plus business owners

During event:

- Name or logo on event web site
- Space location in available central aisle of your choice, 8' by 10' space

After event:

- Thank you in the biweekly chamber newsletter (*Hot Links!*)

CENTRAL TEXAS BUSINESS RESOURCE CENTER
Sixth Annual Fort Hood Region Government Vendor Conference & Expo

Exhibitor / Sponsor Application

Please complete this form and make your payment to the *Central Texas Business Resource Center*
no later than ~~Friday, January 6th, 2012~~ **EXTENDED TO JANUARY 17th, 2012**

Company Name _____

Type/Industry _____

Contact Person(s) _____

Address _____ **City, State, Zip** _____

Phone _____ **EXT** _____ **Fax** _____

E-mail Address _____ **Website** _____

- Identify the number of space(s) needed. Each space is comprised of an 8-foot white-skirted table and two chairs.
 One - 8' x 10' space with 8-foot skirted table \$300.00*
(After Dec. 31st price is \$400.00, After Jan 16th price is \$500.00)
 ____ Additional 8' X 10' Space (\$175.00 each)
- Will you need additional space furniture? Please indicate quantity: Table(s) _____ Chair(s) _____
(\$50.00 for one table and two chairs)
- Will electrical power be needed? Qty of Plugs: _____ **(Exhibitor must provide own extension cords)**
- List names of all attendees this application covers. 2 Lunch tickets come with the price of the booth. **Additional lunch tickets \$15/person – limit 4.**

If more space is needed please contact Diane Drussell at 254-200-2001
*** No space is guaranteed until confirmation letters are sent to exhibitors.**

SPONSORSHIP: Please indicate sponsorship level (Optional)

- | | |
|---|---|
| <input type="checkbox"/> Four Star Sponsor - \$5,000 | <input type="checkbox"/> Two Star Sponsor - \$2,000 |
| <input type="checkbox"/> Three Star Sponsor - \$3,000 | <input type="checkbox"/> One Star Sponsor - \$1,000 |

****TOTAL AMOUNT ENCLOSED**** \$ _____

By signature and payment in full for exhibit space, exhibitor agrees to be bound by the terms and conditions set forth by the enclosed guidelines. Signature signifies adequate liability insurance.

Type of payment enclosed: Check Money Order Credit Card
Type of Credit Card (See below): Visa Master Card American Express

Customer Name as it appears on the credit card: _____

Billing address for card: _____

Credit Card #: _____ Expiration Mo/Yr.: _____ Security Code _____

Signature _____ Today's Date: _____

Spaces are on a first come, first serve basis upon receipt of payment in full.

Please return this completed form and payment by no later than **January 6th, 2012** to:

CENTRAL TEXAS BUSINESS RESOURCE CENTER
Government Conference & Expo
300 Cheyenne, Room 101 * Killeen, TX 76540

Phone: 254-200-2001 * Fax: 254-200-2002 * E-mail: Dianed@workforcelink.com
Point of Contact: Diane Drussell