

Project Back to School Roundup Exhibitor Information
Saturday, August 12, 2017
MPEC Ray Clymer Exhibit Hall A– 1000 5th St
9:00 a.m. to Noon

This Back-to-School Community Event is to provide free school supply kits and backpacks for disadvantaged children in addition to health services and community resource information focusing on child education, adult education, youth programs, living assistance, health and safety. *Project Back to School reserves the right to limit the number and type of exhibitors allowed.*

Booths are a 10' x 10' space with an 8' table and chairs. If you need more space, please indicate the number of adjoining booths you require. *Tablecloths are not provided; exhibitors are required to cover their table.*

Restrictions:

- Exhibitors may promote their services by providing informational materials, however no monetary transactions are allowed. Exhibitors may only distribute materials from their assigned booth.
- The MPEC prohibits the distribution of any outside food, however packaged candy and gum are acceptable.
- The MPEC does not allow any animals on the premises.
- Exhibitors are limited to 6 people per booth due to the booth size. If you have more, consider working shifts.
- Children accompanying exhibitors must stay at their booth. They are not to wander around without an adult and are not allowed in the Hospitality room.

Booth Registration Fees are required for inside booths to cover a portion of the MPEC rental costs.

- **Pay by July 1 for the discounted rates:**
Nonprofit and governmental organizations \$60; Businesses and other organizations \$100
- **Pay between July 1 – August 1, regular rates are:**
Nonprofit and governmental organizations \$100; Businesses and other organizations \$150
- **No registrations will be accepted after August 1.**
- **Booth fees are nonrefundable and nontransferable.**

Outside: The MPEC will not allow any outside exhibit booths. Only “invited” vehicles will be allowed to park in front of the MPEC. Booth registration forms from these outside exhibitors must be received before August 1.

Giveaways: Exhibitors should have practical giveaways or a prize for a drawing to encourage attendees to visit their booth. Attendees will be required to visit booths prior to receiving school supplies. **We are expecting 3,500 – 4,000 people to attend this year!**

Early Set Up is available on Friday from 11 a.m. to 5 p.m. Early set up is highly recommended. However, please do not leave any items of value, since we cannot be responsible for them.

Parking is available in the west parking lot. Parking is limited and on a first come basis. If you need to unload items, pull up to the west entrance to unload, then find a parking space.

Exhibitor Check In begins at 7:30 a.m. Saturday morning.

- **Setup must be completed before 9:00 a.m.** when the doors open to the public.
- For inside booths and entertainment, enter through the marked door on the west side of the MPEC.
 - Check in to receive an "Exhibitor" badge to have access to the Hospitality room.
 - Volunteers will be available to help carry in your supplies.
- Outside vehicles, check in with the PBTS representative in the front of the MPEC.

Drinks and Snacks will be provided in the Hospitality room across from the exhibit halls for adults. MPEC does not allow any outside food or drink to be brought inside the building.

Closing: Exhibitors must stay until noon (*even if you run out of giveaways.*) Please remove any trash from your booth area before leaving.

For additional information, contact admin@projectbacktoschool.org

Project Back to School Roundup 2017

Booth Registration Form

Organization: _____
Type your organization's name as you want it to appear in our newsletter. If you are sharing a booth, please list both names.

Mailing Address: _____

City: _____ State: _____ Zip: _____

Brief description of your organization and the service you will be promoting: _____

Number of people representing your organization at the Roundup (*must be age 18 or older*): _____

You must provide email information to receive reminders and information about the Roundup.

Main Exhibitor to contact:

Name: _____ Email: _____ Phone: _____

Additional Exhibitors:

Name: _____ Email: _____

Name: _____ Email: _____

Booth Registration is required for everyone attending. Please check one below:

Exhibit Booth _____ **Number of Booths requested**

Mail your registration form as soon as possible to reserve your booth!

Fees received before July 1 are discounted to \$60 for nonprofit and governmental organizations and \$100 for other organizations for each 10' x 10' booth space.

Fees received between July 1 and August 1 are \$100 for nonprofit and governmental organizations and \$150 for other organizations.

Mail your registration form with your check payable to "Project Back to School" before August 1 to:

Project Back to School • P.O. Box 9700 • Wichita Falls, TX 76308

Sponsor Booth - Complimentary with your sponsorship of \$1,500 or more.

Entertainment Characters will roam exhibit area. No registration fee.

Email your registration form to admin@projectbacktoschool.org before August 1.

Outside Vehicles are by invitation due to limited space. No registration fee. You must provide your own table and chairs. Email your booth registration to admin@projectbacktoschool.org before August 1.

Please read the Exhibitor Information first. In signing below, you agree to adhere to all requirements.

Signature: _____ Date: _____

Upon receipt of your booth registration form, your organization name will be added to the list of "Registered Organizations" on our monthly email reminders.