



May 7, 2019

TO: Business Partners of the Houston Chapter of Credit Unions

FM: Ben Newcomb, Chapter Board Director - 2019 Chapter Expo Co-Chairman

RE: 2019 Business Partner Expo - August 13, 2019

Don't miss this opportunity to showcase your products and services at the Houston Chapter of Credit Unions Annual Business Partner Expo.

Tuesday, August 13, 2019
5:00 p.m. - 8:00 p.m.
Minute Maid Park

Over 300 credit union professionals attend this annual event. So mark your calendars and register today!

Deadlines and Important Dates

June 14, 2019

Early Bird Registration Deadline
\$50 off Standard Registration

July 12, 2019

Standard Registration Deadline
Booth availability is not guaranteed
and a late fee of \$25 applies after this date

July 26, 2019

Final Payment Deadline

August 13, 2019 - Expo

We sincerely appreciate your participation in this Business Partner Expo and your continued support of Houston's Credit Unions.

Business Partner Registration Process

Confirmation of registration, with confirmed booth number assignment, will be sent to Business Partners by August 1, 2019.

Early Bird Registration Discount

Register by June 14, 2019, and save \$50!

Booth Preference Requests

Your organization will be able to identify preferred booth locations during the registration process. Some booths, as outlined in the Registration Packet, are considered "Premium" booths and are an additional \$100.

Non-Exhibiting Partner Package

Non-Exhibiting Partners will be allowed entrance with registration and payment of the non-exhibiting partner fee. Otherwise, a booth is required for participation. Non-Exhibiting Partners must wear name badges at all times. Partners not paying registration fees will not be allowed in the Expo.

Tote Bag Sponsorship

All attendees will receive a tote bag upon entry to the Expo.

Sponsorship Cost: \$500.00 (up to four available)

HOUSTON'S CREDIT UNION'S 2019 BUSINESS PARTNER EXPO

REGISTRATION PACKET

For registration to be considered “complete”, and for a booth to be assigned (if exhibiting), please complete and return the following:

1. Complete Registration Form. Incomplete registration forms will delay processing.
2. Representative Listing
3. Completed Sponsorship Form (if applicable)
4. Payment – Check for appropriate amount made payable to:
Houston Chapter of Credit Unions

Booth Space Will Not Be Confirmed or Assigned Until A Complete Packet Is Received!

Send Completed Packet and Payment To:

Houston Chapter of Credit Unions
c/o Ben Newcomb
BP Federal Credit Union
580 Westlake Park Blvd., Suite 150
Houston, Texas 77079

2019 BUSINESS PARTNER EXPO REGISTRATION FORM

Company Name _____
 Contact Name _____
 Mailing Address _____
 City, State Zip _____
 Phone () _____ Fax: () _____
 Email _____ Website: _____

Booth Number Request (in preferred order, booth map on last page)

First _____ Second _____ Third _____

Expo Booth Prize Donation

We will donate: _____

Auction Donation

We will donate: _____

Payment Worksheet

		Total
Exhibiting Partner Fees		
a) Chapter Member (2019 Annual Dues Paid)	\$675.00	\$ _____
b) Non-Member** (2019 Dues Not Yet Paid)	\$825.00	\$ _____
"Premium" Booths (<i>Booths #23-#34 Only</i>)	+ \$100.00	+ \$ _____
<i>Early Bird Discount*</i>	- \$50.00	- \$ _____
Late Fee***	\$25.00	+ \$ _____
Non-Exhibiting Partner Fees (No Booth, 2 people Maximum)		
Chapter Member	\$750.00	\$ _____
Non-Member**	\$850.00	\$ _____
Booth Amenities		
Electrical (each outlet requested)	\$100.00	Qty: _____ \$ _____
Additional Table	\$25.00	Qty: _____ \$ _____
Additional Chairs	\$5.00	Qty: _____ \$ _____
Additional Representative Tickets[†]		
Additional Tickets	\$15.00	Qty: _____ \$ _____

Payment Due with Registration: \$

* To qualify for the Early Bird Discount, the registration package must include payment and be postmarked by June 14, 2019.

** Fees for non-members include annual membership dues of \$150.00 for 2019.

*** Late fees apply to all registrations dated after July 12, 2019.

[†] Two Representatives are included with Exhibitor and Non-Exhibitor Registration. Please provide the name(s) of representatives who will attend on the attached form. If not known at the time of registration, please advise by August 1, 2019.

2019 BUSINESS PARTNER EXPO
REPRESENTATIVE LISTING

COMPANY NAME: _____

Representative Name: _____
Included

Representative Name: _____
Included

Representative Name: _____
Additional \$15.00 Fee

Representative Name: _____
Additional \$15.00 Fee

Representative Name: _____
Additional \$15.00 Fee

Representative Name: _____
Additional \$15.00 Fee

As a reminder, each Booth includes two (2) Representatives (included in the booth rental fee). If you would like to purchase additional Representative tickets, please indicate the total number of ADDITIONAL tickets you need on the Expo Registration Form.

HOUSTON'S CREDIT UNIONS' 2019 BUSINESS PARTNER EXPO

GENERAL INFORMATION

CONFERENCE SCHEDULE

Tuesday, August 13, 2019

12:00 p.m. – 4:00 p.m. Business Partner Exhibitor Check-In & Booth Set-Up (Free Parking in Diamond Lot and Lot A on the East side of Minute Maid Park – enter the ballpark through the Clock Tower entrance)

5:00 p.m. – 8:00 p.m. Business Partner Expo

5:00 p.m. – 7:30 p.m. Silent Auction

8:00 p.m. – 9:00 p.m. Business Partner Booth Tear Down

REGISTRATIONS WILL NOT BE ACCEPTED AFTER AUGUST 1st.

PARTNER PACKAGES

Exhibiting Partner Packages Includes:

10' x 10' Booth with Amenities

Admission for 2 Representatives at Expo[†]

Non-Exhibiting Partner Packages Include:

Admission for 2 Representatives at Expo[†]

[†] Additional Partner Representatives may be purchased at \$15.00 per person for access to the Expo.

BOOTH PREFERENCE

Booths are assigned based on preference requests; type of business; and date the *complete* Registration Package is received, including payment (so hurry and send your registration package and payment soon!). A map is enclosed to help identify your top three location preferences on the Registration Form. All efforts will be made to accommodate requests. However, the Chapter reserves the right to assign as needed.

BOOTH AMENITIES

All booths are 10'x10' in size and are enclosed with drape and piping. Business Partners are to supply signage. Each booth comes standard with a 6-foot table and two chairs. Requests for additional tables, chairs, or electrical must be indicated on the Registration Form.

Additional 6' Table:	\$25.00/each
Additional Chairs:	\$5.00/each
Electrical:	\$100.00/each outlet provided

Requests for additional amenities cannot be accommodated after August 1st!

BOOTH DISPLAYS

All signage and displays are the sole responsibility of the Exhibiting Partner. Please be kind to your exhibiting neighbor. All displays should remain within the confines of the booth provided. If your signage causes damages, you will be billed for those damages.

CHAPTER EXPO BOOTH PRIZES

The Chapter gives away door prizes to encourage attendees to visit all Exhibiting Partner booths. Preprinted tickets are provided to each attendee. Booths are provided with hole punchers to indicate attendee has visited their respective booth. Only tickets that are fully punched are eligible to win. Cards not completely punched will be discarded if drawn.

If you will be providing a door prize for this drawing, please indicate this on the Registration Form. It is helpful if you can identify this prize well before the event, in order to get proper recognition in the Auction Program and signage.

Winners of Exhibiting Partner booth drawings may be announced from the auction stage. Proper arrangements must be made in advance, either through this registration process, or upon check-in at the Expo. Please be kind to the Auction/Expo staff – asking for this accommodation at the last minute adds unnecessary stress. Drawings for all prizes will take place after close of Silent Auction. Attendees must be present to win.

BUSINESS PARTNER CHECK-IN AND SET UP

Upon arrival, a Business Partner representative must visit the check-in table before proceeding to the Expo area. Final information packages and Expo programs will be distributed at this time. Additional dinner tickets may be purchased at this table for anytime during check-in hours.

Check-in and set up begins at 12:00 pm. All booths must be set up and ready for visitors by 4:00 p.m.

Check-In Hours: 12:00 p.m. – 4:00 p.m.

There will be dedicated representatives available to assist Business Partners with check-in and set up issues until 4:00 p.m. However, remember that adding electrical or additional tables and chairs will not be possible on Expo day. These arrangements must be made in advance.

TAKE DOWN & REMOVAL

All booths should remain intact until 8:00 p.m. and must be removed by 9:00 p.m. The Expo area is relatively secure; however, personal items should not be left in unattended areas. Neither the Chapter nor Minute Maid Park is responsible for any items left unattended.

PROMOTIONAL GIVEAWAYS

Giveaways from individual booths are encouraged. However, food items are not allowed in the Expo area, with the exception of wrapped candy.

AUCTION DONATIONS

Donations for the silent auctions are gratefully accepted. The money earned through this activity is used to promote Houston's Credit Unions as an industry. In the past, funds have been used to sponsor the Texas Children's Hospital Kids' Fun Run and purchase various advertising. A separate correspondence will be sent regarding donations.

EXPO CONTACT

Ben Newcomb
BP Federal Credit Union
281-966-6065 - Direct
281-496-8633 Fax
benn@bpfcu.org

HOUSTON'S CREDIT UNIONS' 2019 BUSINESS PARTNER EXPO SPONSORSHIP OPPORTUNITIES

Every year, efforts are made to provide more value to organizations participating in the Annual Business Partner Expo. In this regard, additional opportunities are being offered for Business Partners to gain exposure before, during, and after the Expo. This includes the ability to sponsor some of the activities associated with the Expo. Sponsorships range from \$100 to \$2,500 to fit any budget!

If interested, please contact:

Ben Newcomb 281-966-6065 or email at benn@bpfcu.org

A completed Expo Sponsorship Form (attached) must be provided to award a sponsorship.

Payment deadline for all sponsorships is July 26, 2019[†]

[†] Sponsors making payments after this deadline cannot be guaranteed all sponsorship privileges. Specifically: a) printed items will not include sponsors' logo/name, if payment is not received before items go to print; and b) sponsors' logo/name will not be added to the website until after payment is made.

Event Sponsorships

Title Sponsor (2 Available)

- Pricing:
 - \$1,500 – Expo Partner*
 - \$2,500 – Non-Expo Partner**
- This sponsorship includes:
 - Company logo on:
 - Entrance sign
 - Expo Hall signage
 - Program
 - If a Non-Expo Partner – Two representatives' admissions to the Expo (as a Non-Exhibiting Sponsor)

Unlimited Supporting Sponsors

- Pricing:
 - \$100 – Expo Partner*
 - \$250 – Non-Expo Partner**
- This sponsorship includes:
 - Company listing on sign within Expo
 - Sponsor Logo in Program

*An "Expo Partner" is any Business Partner paying registration fees to attend the Expo; Exhibiting or Non-Exhibiting.

**A "Non-Expo Partner" is any Business Partner *not* paying registration fees to attend the Expo. Unless otherwise stated in the Sponsorship Package, sponsorships do not include Expo admittance.

Tote Bag Sponsor

Tote bags will be distributed to all attendees upon check-in. This sponsorship is limited to Expo Partners*.

Tote Bag Sponsor (4 Available)

- Pricing: \$500.00

The sponsorship includes:

- ***Company name/logo*** on Expo marketing materials:
 - Tote bags distributed to every attendee (and Business Partner) upon check-in at the Expo
 - Expo Program

Silent Auction Sponsor

Silent auction sponsor will have their name/logo located in the silent auction area. This sponsorship is limited to Expo Partners*.

Silent Auction Sponsor (2 Available)

- Pricing: \$500.00

The sponsorship includes:

- ***Company name/logo*** on silent auction banners and in:
 - Expo Program

Volunteer T-Shirts Sponsor

Volunteer T-Shirt sponsor will have their name/logo printed on the t-shirts of all the volunteers working the business expo that night. This sponsorship is limited to Expo Partners*.

Volunteer T-Shirt Sponsor (2 Available)

- Pricing: \$500.00

The sponsorship includes:

- ***Company name/logo*** on business expo volunteer's t-shirts and in:
 - Expo Program

Program Sponsor

Program sponsor will have their name/logo printed on the event program handed out to all participants as the sponsor of the program. This sponsorship is limited to Expo Partners*.

Program Sponsor (1 Available)

- Pricing: \$500.00

The sponsorship includes:

- ***Company name/logo*** on the event program.

Food & Beverage Sponsor

Food and Beverage sponsor will have their name/logo printed on the event program handed out to all participants as the sponsor of the food and beverage (including cash bars). This sponsorship is limited to Expo Partners*.

Program Sponsor (1 Available)

- Pricing: \$750.00

The sponsorship includes:

- ***Company name/logo*** on the event program and on:
 - Signage at bars
 - Signage at food/beverage stations

2019 BUSINESS PARTNER EXPO
SPONSORSHIP FORM

Company Name _____
Contact Name _____
Mailing Address _____
City, State Zip _____
Phone () _____ Fax: () _____
Email _____
Website _____

Please check the appropriate sponsorship:

Tote Bag Sponsorship (four available) - \$500 each

Title Sponsor (two available)

Expo Partner* - \$1,500 each

Non-Expo Partner** - \$2,500 each

Supporting Sponsor (unlimited availability)

Expo Partner* - \$100

Non-Expo Partner** - \$250

Silent Auction Sponsor - (two available) - \$500.00

Volunteer T-Shirt Sponsor - (two available) - \$500.00

Program Sponsor - (one available) - \$500.00

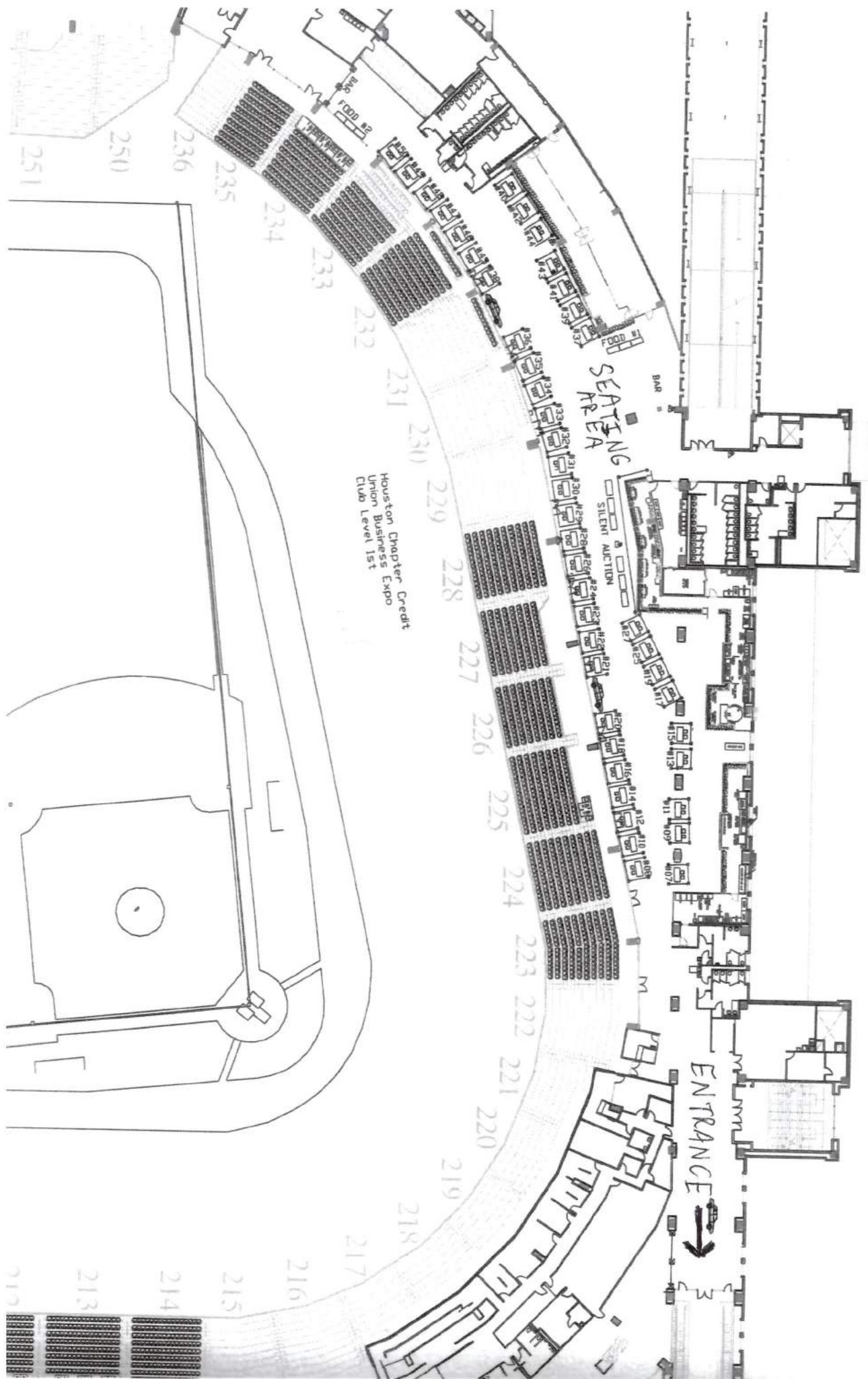
Food and Beverage Sponsor - (two available) - \$750.00

* An "Expo Partner" is any Business Partner paying registration fees to attend the Expo; Exhibiting or Non-Exhibiting.

** A "Non-Expo Partner" is any Business Partner *not* paying registration fees to attend the Expo. Unless otherwise stated in the Sponsorship Package, sponsorships do not include Expo admittance.

Payment deadline for all sponsorships is July 26, 2019[†]

[†] Sponsors making payments after this deadline cannot be guaranteed all sponsorship privileges. Specifically: a) printed items will not include sponsors' logo/name, if payment is not received before items go to print; and b) sponsors' logo/Name, will not be added to the website until after payment is made.



Houston Chapter Credit
Union Business Expo
Club Level 1st

SEATING
AREA

SILENT AUCTION

ENTRANCE →

BAR