



2025 Institute & Expo – State Rules & Regulations

Allen, TX | Expo Dates: Feb 26 - 27

1. This contract is made and entered into by and between the Texas Recreation and Park Society, Inc., a Texas nonprofit corporation, hereinafter called TRAPS, and _____ (Company or Organization Name), hereinafter called Exhibitor. **This contract shall not be binding until it is signed by the Exhibitor (or authorized agent) and an email confirmation from TRAPS Representative has been sent.**
2. **It is understood that space will not be assigned to an Exhibitor unless TRAPS receives the: full booth payment, signed Display Space Contract, signed Policies & Terms Agreement, and COI. Membership must be current through 2025 show dates to receive a member discount. After February 6, 2025, TRAPS shall have the right to cancel and resell the booth or change the booth number if the fee is not fully paid.**
3. **Exhibitor Benefits** included with each booth purchased:
 - (3) Expo name badges with Full Access to the Exhibit Hall on Wed., 2/26/25, and Thurs., 2/27/25. Official TRAPS Badges must be worn at all times while in the Expo Hall. (Additional Badges can be purchased online for \$100/each.)
 - Receive an electronic mailing list of Institute attendees in Excel format 30-45 days after the Institute.
 - **NEW** Unlimited Exhibitor access to PheedLoop event mobile app, including upgraded Exhibitor Lead Retrieval. (More details are in the attached document.)
4. **Standard booth equipment includes 8-foot backdrop drapes, 3-foot-high side divider drapes, one identification sign, one table, and two chairs.**
5. TRAPS has contracted with **Superior Expo Services (SES)** to provide exhibitor support services. Each exhibitor will receive information, including order forms for booth furnishings, shipping instructions, production information, and order forms for all services needed during installation, exhibition, and removal. SES, not TRAPS, will provide all freight services.
6. **2025 Exhibitor Dates & Times:**
 - **February 26 | Load-In: 1:00 - 4:00pm; Expo Hall Opens/President's Preview: 5:00 - 6:30pm**
 - **February 27 | Expo Hall Hours: 9:30am - 3:30pm; Load-Out: 3:30 - 7:30pm**
(*Booth must remain open through 3:30pm. Refreshments and lunch are not included.*)
7. **Care of Buildings and Equipment:** Exhibitors are cautioned that they are directly responsible for any damage to the convention center. Nothing may be affixed to any wall, ceiling, or floor without express written permission from the convention center.
8. **Security Service:** The conference will provide security during published set-up and dismantling hours, show hours, and all hours that the show is closed during the show days. However, each exhibitor will be responsible for their exhibit at all times. The conference and the hotel/convention center shall not be liable for any loss, damage, or displacement of any exhibitor's property due to any cause. Exhibitors are cautioned that small portable articles of value should be properly secured or removed for safekeeping after exhibit hours or whenever the booth is unattended.
9. **Cancellation Policy:** Space will be considered canceled by the exhibitor upon the date that TRAPS receives a written notice of cancellation. Refunds for canceled space will be given as follows:
 - Full Refund if TRAPS receives written notification on or before December 2, 2024.
 - A \$250 administrative fee per booth if TRAPS receives written notification on or before February 5, 2025.
 - No refund if TRAPS receives written notification after February 6, 2025.
10. **Special Regulations: It is imperative that each exhibitor understands and agrees to the following regulations.**
 - The TRAPS Show is an opportunity to network and build relationships so future sales opportunities develop.
 - The purpose of the Show is the promotion and stimulation of interest in, and demand for, the industry's products and services in general, and it is conducted in a manner reasonably calculated to achieve that purpose.



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- The Show is presented as a service to the industry for the education of members and visitors through contact with exhibit personnel and products. Your cooperation in this matter is solicited.
- **The exposition is limited to those persons, firms, and corporations that have contracted and paid for exhibit space in the exposition facility. No other persons, firms, or corporations will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the convention or exposition facility. All violators will be promptly ejected from the facility.**

- 11. Policies & Terms Agreement:** By signing the attached agreement, you agree to distribute the content to all Company employees attending the 2025 Institute and Expo as attendees, sponsors, and/or exhibitors. Before the event, all employees must read and agree to the terms and conditions of the policy.
- 12. Unacceptable behavior will not be tolerated at TRAPS meetings, expos, or related events.** Anyone asked to stop unacceptable behavior is expected to comply immediately. TRAPS reserves the right to take any necessary and appropriate action, including immediate removal from the meeting or event without warning or refund, in response to any unacceptable behavior incident. TRAPS reserves the right to prohibit attendance at any future meeting, virtually or in person. Attendees must also cooperate with any TRAPS investigation into reports of a violation of this Code of Conduct by providing information requested by TRAPS that is relevant to TRAPS' investigation. TRAPS will also report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct; the information provided to those individuals will be limited to whether TRAPS found a breach of the Code, whether any sanctions or corrective actions were imposed, and, in TRAPS' discretion, the nature of those sanctions or corrective actions.
- 13. Liability/Hold Harmless/Insurance:** Neither TRAPS, Inc., the Marriott Allen Hotel & Convention Center, nor the City of Allen will be responsible for personal injury to an exhibitor or exhibitor's agent or for financial loss due to robbery, fire, accident or other causes. Exhibitors agree to save, keep, and hold harmless TRAPS, Inc. and its official agents and employees for all damages to property; death or injury of persons received or suffered, or which may be occasioned by a negligent act or omission to act, which may amount to negligence on the part of the exhibitor, or defective condition of property, or the maintenance of a defective or dangerous condition of property. **Exhibitor agrees to name the Texas Recreation and Park Society as additional insured in the amounts of \$1 million for each occurrence, \$1 million for personal injury, and \$2 million general aggregate. A Certificate of Insurance bearing this information must be submitted on or before February 3, 2025, and remain in force through the 2025 TRAPS Institute & Expo.**

Exhibitor Representative Signature:

Date:



DATE

COMPANY NAME

MAIN CONTACT

BILLING ADDRESS

CITY/STATE/ZIP

EMAIL

Phone

*****An invoice will be sent to the provided email address which details payment options.*****

Please select the sponsorship opportunities you're applying for:

2025 Champion Level Opportunities

Texas Star | \$20,000

Texas Bluebonnet | \$15,000

Texas Pecan | \$10,000

Texas Two-Step | \$7,500

Institute Sponsorships (Allen, TX | Feb 24 - 28, 2025)

Title Sponsor | \$18,000

Institute & Expo Mobile App | \$9,000

Welcome Social | \$6,000

Opening General Session | \$5,500

Thursday's General Session | \$5,000

Directors' Forum | \$5,000

Attendee Swag Bag | \$5,000

NEW Water Sponsor | \$5,000

Annual State Awards Ceremony | \$5,000

Attendee & Exhibitor Badge Holders | \$5,000

President's Reception | \$4,500

Ice Cream Social | \$4,000

Speed Networking Refreshment Break | \$4,000

Attendee Networking Refreshment Break | \$3,500

Past President's Breakfast | \$2,500

NEW Maintenance Morning | \$2,500

Education | \$1,000



2025 Event & Services Sponsorships

- Lone Star Legacy Parks | \$3,500
- Pre-Institute CPSI Course | \$2,500
- Spring CPSI Course | \$2,500
- Summer CPSI Course | \$2,500
- Fall CPSI Course | \$2,500
- TML Education & Expo | \$2,500
- Sustainability Series | \$2,500
- Texas Night at NRPA | \$5,000
- Leadership Retreat | \$2,000

2025 Branch Sponsorship Opportunities Year-Round

- Minorities in Leisure Services (MILS) Leadership Conference - Title Sponsor | \$3,000
- Minorities in Leisure Services (MILS) Leadership Conference - F&B Sponsor | \$2,000
- Future & Young Professionals (F&YP) Lunch & Learns (Virtual) | \$500
- Leisure and Aging (L&A) Lunch & Learns (Virtual) | \$500
- Minorities in Leisure Services (MILS) Lunch & Learns (Virtual) | \$500
- Park Operations and Planning (POPS) Lunch & Learns (Virtual) | \$500
- Recreation Programming and Special Events (RP&SE) Lunch & Learns (Virtual) | \$500

State Maintenance Rodeo Sponsorships (Allen, TX | Feb 25, 2025)

- Title Sponsor | \$5,000
- Breakfast Sponsor | \$2,500
- Lunch Sponsor | \$2,500
- Awards Sponsor | \$1,500
- NEW** Registration Sponsor | \$1,000
- Rodeo Exhibitor Space | \$500



2025 Institute Branch Event Sponsorships (Allen, TX | Feb 24 - 27, 2025)

Park Operations and Planning (POPS) Networking Event - Food & Beverage Sponsor | ~\$2,000*

Park Operations and Planning (POPS) - Transportation Sponsor | ~\$750*

Future & Young Professionals (F&YP) Networking Event - Food & Beverage Sponsor | ~\$2,000*

Future & Young Professionals (F&YP) Networking Event - Transportation Sponsor | ~\$750*

Minorities in Leisure Services (MILS) Region Networking Event - Food & Beverage Sponsor | ~\$2,000*

Minorities in Leisure Services (MILS) MILS Region Networking Event - Transportation Sponsor | ~\$750*

**Sponsor will pay food and beverage fees directly to the respective event venue. Cost to be finalized and set with planning committee and venue.*

NEW 2025 Institute Exhibitor Add Ons:

(Please note that Champion & most Institute Sponsorships include both items as part of their benefits package.)

Included in the Attendee Scavenger Hunt | \$500

Clickable Company Name link on the Institute "Expo, Exhibitors & Sponsors" webpage | \$100

TOTAL SPONSORSHIP CHARGES:

Sponsor Representative Signature:

Date:

Please email completed forms to Amanda Wilson at awilson@traps.org

Sponsorships are available on a first-come, first-served basis and require both a completed form and payment to be placed in the queue for sponsorships and booth reservations. Sponsorship cycle runs from January - December 2025. Please note some sponsorships provide benefits that are time-gated, and any of these missed benefits do NOT carry over into the next sponsorship cycle.

Coming Soon! 2025 Institute Exhibitor Event Tickets & Badges

The following items will be available to purchase through the Institute website:

- **Additional Expo Badge** (Please note that (3) Exhibitor Badges are included with the purchase of a 10x10 Expo Booth.) | \$100
- **Wednesday, 2/26, Welcome Social Event Ticket** | \$50
- **Thursday, 2/27, Awards Ceremony Event Ticket** | \$35
- **Thursday, 2/27, Boxed Lunch Ticket** | \$45



2025 Danny Boykin TRAPS Golf Tournament - Sponsor Application

Allen, TX | Tues, Feb 25

DATE

COMPANY NAME

MAIN CONTACT

BILLING ADDRESS

CITY/STATE/ZIP

Email

Phone

*****An invoice will be sent to the provided email address which details payment options.*****

Please select the sponsorship opportunities you're applying for:

- Golf Tournament Title Sponsor | \$6,000
- Golf Tournament Beverage Sponsor | \$4,500
- Golf Tournament Lunch Sponsor | \$4,500
- Golf Tournament Player Sponsor | \$3,500
- NEW** Golf Tournament Registration Sponsor | \$2,000
- Golf Tournament Hole Sponsor | \$1,500
- Golf Tournament Longest Drive Sponsor | \$1,200
- Golf Tournament Closet to Pin Sponsor | \$1,200
- Golf Tournament Putting Contest Sponsor | \$1,200
- Friends of TRAPS Golf Tournament Donation | \$500

TOTAL GOLF SPONSORSHIP CHARGES:

Sponsor Representative Signature:

Date:

Please email completed forms to Amanda Wilson at awilson@traps.org

All applications are on a first-come, first-served basis. TRAPS reserves the right to refuse sponsorship from any organization which, in our opinion, does not fit the overall mission or value of the organization. Sponsorship is valid once payment is received; in-kind donations will be accepted and valuation calculated based on needs. Sponsor is responsible for responding to staff to supply marketing materials and other items in a timely manner in order to be included in giveaways and promotions.