

## Texas Association of Supervisors of Mathematics

# Vendor and Sponsorship Guidelines for TASM

A contribution to support the TASM organization is appreciated at any time. The guidelines for sponsorship are defined below.

### Fall and Spring TASM Meeting Sponsors

Held in Austin, TX, this event draws up to approximately 400 mathematics supervisors. The two-day meetings provide members with customized professional development and critical state and national updates for state mathematics leaders.

- Sponsorships from multiple sources are accepted. Please complete the Sponsorship Reservation Form.
- A vendor may also underwrite a TASM meal function with a **minimum** contribution of **\$2,500** received no later than 2 weeks prior to the day of the meeting.
- There shall be no more than two underwriters for each of the meal functions.
- The **underwriter** may provide a speaker to address the TASM membership during this function; however, the presentation should be educational in nature. **The maximum time allowed for this presentation is 5 minutes.**
- Recognition for TASM sponsorship will be given during the supported meeting.
- All sponsors attending are responsible for registration and membership if not already members.

### CAMT Reception Meeting Sponsors

Held on the evening prior to the beginning of CAMT, this event draws up to approximately 150 mathematics supervisors. The reception is an opportunity for TASM to recognize outstanding members and organization leadership, as well as enjoy refreshments while networking with other state leaders.

- Sponsorships from multiple sources are accepted. There is a **minimum** contribution of **\$1,500**. Please complete the Sponsorship Reservation Form.
- Vendor displays and presentations during the reception are prohibited due to time constraints; however, sponsors may provide one-page flyers or other TASM Board approved materials that will be distributed by TASM to members at the reception.
- Recognition for TASM sponsorship will be given during the business meeting.
- All sponsors attending are responsible for registration and membership if not already members.

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**Vendor Exhibit Tables**

- There will be a maximum of 7 vendor exhibit tables each day at the fall and spring meetings.
- Request an exhibit table by completing the Exhibit Reservation Form.
- The cost for each exhibit table is set by the TASM Board and dependent upon current hotel fees for exhibits.
- Each exhibit table includes one table with electricity, setup, two meals/refreshments, two registrations for that day, and two memberships if the vendors are not already members.
- Additional vendors must pay membership and registration fees for each day of the vendor table.

**Vendor Presentation Events for Fall and Spring TASM Meetings**

- If a vendor hosts an event before or after a TASM event and would like TASM to use their email distribution list to advertise or invite attendees to the event, requests must be scheduled through the TASM Vice-President by completing the Request for Use of Distribution List Form.
- Event invitations (advertisements) are distributed by e-mail through the TASM secretary for a set fee of \$250 (\*Please note this is only for vendors hosting an event before or after TASM).
- Once an event is scheduled through TASM, it is the responsibility of the company to make all further arrangements directly with the hotel/meeting location provider.
- A vendor is eligible to host one presentation every-other meeting year, unless space permits. This is to allow opportunities for a variety of vendor participation.
- Events will be held in smaller breakout rooms to be designated by the hotel/meeting location on a space available basis.
- Two event times are available at the end of day one: 4:00 pm, 7:00 pm.
- One event time is available in the morning before day two: 7:30 am and ending by 8:20 am.

**Texas Association of Supervisors of Mathematics**  
**Exhibit Reservation Form: Fall/Spring Meetings**

To reserve your exhibit table please complete and return this form to the current TASM Vice President. Exhibits are approved on a first-come, first-served basis, and are limited to 7 per meeting so please reserve early. **Promotional materials may only be distributed at your own vendor table.**

**CONTACT INFORMATION**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Exhibit Options**

Each exhibit table includes one table with electricity, setup, two meals/refreshments, two registrations for that day, and two memberships if the vendors are not already TASM members. **Additional vendors must pay membership and registration fees for each day of the vendor table.** Please input the number of tables and the amounts accordingly.

Professional Learning Day \_\_\_\_\_ \$500/table

Name: \_\_\_\_\_ (included)

Name: \_\_\_\_\_ (included)

Business Day \_\_\_\_\_ \$500/table

Name: \_\_\_\_\_ (included)

Name: \_\_\_\_\_ (included)

Total: \_\_\_\_\_

**Payment**

Please make your check payable to TASM and send to the TASM Treasurer 14 days prior to the meeting.

**Email reservation form to:**

**Jerri LaMirand**  
TASM Vice President  
[jlamirand@eanesisd.net](mailto:jlamirand@eanesisd.net)  
(512) 657-2003 cell

**Mail reservation form and check to:**

**Linda Sams**  
TASM Treasurer  
10300 Jones Rd  
Houston, TX 77065

**Texas Association of Supervisors of Mathematics**  
**Sponsorship Reservation Form**

To reserve your sponsorship, please complete and return this form to the current TASM Vice President. Sponsorships are approved on a first-come, first-served basis, so please reserve early.

**CONTACT INFORMATION**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**TYPES OF SPONSORSHIPS**

**Donation Amount**

*Fall and Spring TASM Meeting Sponsors* (check all that apply)

\_\_\_\_\_ Professional Learning: Lunch \_\_\_\_\_

\_\_\_\_\_ Business Meeting: Breakfast \_\_\_\_\_

\_\_\_\_\_ Business Meeting: Lunch \_\_\_\_\_

*CAMT Reception Meeting Sponsors* \_\_\_\_\_

**Total** \_\_\_\_\_

**Email reservation form to:**

**Jerri LaMirand**  
**TASM Vice President**  
[jamirand@eanesisd.net](mailto:jamirand@eanesisd.net)  
**(512) 657-2003 cell**

**Mail reservation form and check to:**

**Linda Sams**  
**TASM Treasurer**  
**10300 Jones Rd**  
**Houston, TX 77065**  
*Please make your check payable to TASM.*

**Texas Association of Supervisors of Mathematics**  
**Request for Use of Distribution List Form**

ONLY vendors hosting an event before or after a TASM event may request to use the TASM email distribution list to advertise or invite attendees to their event. Please review the Vendor and Sponsorship Guidelines for TASM.

**CONTACT INFORMATION**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Advertising Fee:     \$250.00**

**Payment**

Please make your check payable to TASM.

**Email reservation form to:**

**Jerri LaMirand**  
TASM Vice President  
[jamirand@eanesisd.net](mailto:jamirand@eanesisd.net)  
(512) 657-2003 cell

**Mail reservation form and check to:**

**Linda Sams**  
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*Please make your check payable to TASM*