

Council for  
Children with  
Behavioral  
Disorders

# Invitation to Exhibit 2007

***International Conference on Children and Youth  
with Behavioral Disorders***

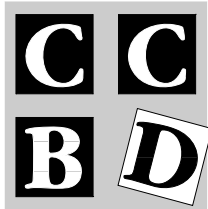
***Dallas (Irving), Texas  
October 4 – 6, 2007***

*sponsored by*

**Council for Children with Behavioral Disorders**  
(a division of the Council for Exceptional Children)

**For more information contact:**

***CCBD Conference  
c/o Dr. Lyndal M. Bullock  
University of North Texas  
P.O. Box 310860  
Denton, Texas 76203-0860  
940-565-3583  
Fax: 940-565-4055***



Council for  
Children with  
Behavioral  
Disorders

**You are cordially invited to Exhibit at the**

**CCBD Conference on Children and Youth  
with Behavioral Disorders**

**Dallas (Irving), TX**

**October 4 – 6, 2007**

## ***Why Should You Attend?***

- To respond to the growing need for new products and services for students with emotional/behavioral/learning problems.
- CCBD offers you a unique opportunity to share your expertise with interested professionals in a learning environment that will enhance your message.

## ***Where/When?***

Dallas (Irving), Texas, October 4 – 6, 2007. The event will be held at the Westin Hotel, 4545 West John Carpenter Freeway, Irving, TX 75063; Ph: 972-929-4500; Fax: 972-510-2471.

The exhibits will be “table top” in format and will be located in a centralized area of conference center.

## ***Who Will Attend?***

Between 800-1,000 professionals--administrators, teachers, correctional personnel, psychologists, social workers, college/university faculty, parents, and many others.

## ***Need Housing?***

Housing information may be accessed at <http://www.unt.edu/behavioraldisorders/ccbdconference>.

Accommodations are \$124.00 for single/double, plus taxes.

## ***How to Reserve Exhibit Space?***

Complete the exhibit contract and return it today with full payment. That is all it takes. Space will be assigned on a “first come, first served” basis. (CCBD retains the right to accept/reject all exhibits.)

## ***What’s the Conference Schedule?***

### Thursday, October 4

12:00 N - 4:15 PM

6:00 PM - 7:30 PM

7:30 PM - 9:00 PM

Preconference Sessions

Opening General Session

Welcoming Reception

### Friday, October 5

8:00 AM - 9:00 AM

9:00 AM - 11:15 AM

9:00 AM – 11:15 AM; 12:45 PM – 5:45 PM

11:15 AM - 12:45 PM

12:45 PM - 5:45 PM

12:45 PM - 5:45 PM

Exclusive Exhibit Show

Exhibits Open

Sessions

Lunch

Exhibits Open

Sessions

### Saturday, October 6

8:00 AM - 11:15 AM

9:00 AM – 11:15 AM; 12:45 PM – 4:15 PM

11:15 AM - 12:45 PM

1:00 PM -

Exhibits Open

Sessions

Lunch

Exhibits dismantle

## ***Travel Information?***

Fly into Dallas/Fort Worth International Airport. The airport is easily accessible from every part of the world.

### ***What's the Cost?***

\$425.00 per table and each "table top" exhibit includes (2 tables for \$800.00)

- one 6' draped table
- two chairs
- one wastebasket
- one identification sign

### ***Need Electricity?***

If electricity is required, please check the appropriate box on the exhibit form. If you will need multiple outlets and extension cords, please bring your own.

### ***Who Will Secure Exhibits?***

There is a full-time security guard available at the hotel who will check the exhibit area on a periodic basis; however, exhibitors should arrange to secure valuables when the exhibit is not open.

### ***Shipping In Advance?***

If exhibitors ship materials to the hotel, because of limited hotel storage space, arrange for the materials to arrive no earlier than 72 hours prior to the conference. When shipping materials, follow the example in the box for the shipping label. Whenever you are ready for the materials to be delivered to your table(s), inform the hotel staff. Hotel does not have storage space for crates.

<p><b>To:</b> YOUR NAME c/o The Westin Dallas Fort Worth Airport Hotel 4545 West John Carpenter Freeway Irving, TX 75063 Phone: 972-929-4500</p> <p><b>Hold for:</b> Council for Children with Behavioral Disorders <b>Meeting Date:</b> October 4, 2007 <b>Group Contact:</b> Dr. Lyndal M. Bullock</p>
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### ***If you have questions???***

If you have questions, please contact Lyndal M. Bullock or Jeanie McMahan, 940-565-3583;  
Fax: 940-565-4055.

## **About CCBD . . .**

The Council for Children with Behavioral Disorders (CCBD) is the official division of the Council for Exceptional Children (CEC) committed to promoting and facilitating the education and general welfare of children and youth with emotional and behavioral disorders. The goals of CCBD include:

- Promoting quality educational services and program alternatives for persons with behavioral disorders.
- Advocating for the needs of children and youth with behavioral disorders and their families.
- Encouraging research and professional growth as vehicles for better understanding behavioral disorders.
- Disseminating relevant and timely information through professional meetings, training programs, and publications.
- Providing professional support for persons who are involved with and serve children and youth with behavioral disorders.
- Supporting the activities, policies, and procedures of CEC and the other CEC divisions.

CCBD endorses the Standards for Professional Practice and Code of Ethics which was adopted by the Delegate Assembly of CEC (*Exceptional Children*, 50(3), 1983).

To: Marketing Director

From: Lyndal M. Bullock, Chairperson, CCBBD Professional Development  
University of North Texas, P. O. Box 310860  
Denton, Texas 76203-0860  
940-565-3583; Fax: 940-565-4055  
e-mail: bullock@coe.unt.edu



### **Opportunity to Exhibit**

The purpose of this communication is twofold. **First**, I want to inform you that the International Council for Children with Behavioral Disorders (CCBD), a division of the Council for Exceptional Children, will be hosting an International Conference on October 4 – 6, 2007 in Dallas (Irving), Texas. **Secondly**, I want to invite your company/agency to have a “table top” exhibit at the Conference.

#### *About the Conference*

This conference will be held at the Westin Hotel-DFW Airport, Dallas (Irving), Texas on October 4-6, 2007. There will be preconference sessions from 12:00 Noon to 4:15 p.m. on Thursday, October 4, 2007. The general opening session will be on Thursday evening, October 4 (6:00 - 7:30 p.m.) followed by a reception and cash bar. Sessions will run all day Friday and Saturday with the conference concluding late Saturday afternoon, October 6. It is expected that 800-1,000 professionals--administrators, teachers, juvenile correction personnel, psychologists, social workers, college/university faculty, researchers, and others will be in attendance. In the past, we have typically had all 50 states represented, several foreign countries, and numerous Canadian provinces.

There will be a full “table top” exhibit at the Conference. Refer to the Invitation to Exhibit packet. Additional information on the conference may be found at <http://www.unt.edu/behavioraldisorders/ccbdconference>.

Please review the information provided. If you are interested in exhibiting, we would like to hear from you in the very near future because we have limited exhibit space available. If you have additional questions, please give us a call (940-565-3583).

### **Opportunity to Contribute Materials for the “Hourly Drawing”**

At the conference we will have an “hourly drawing” during the session breaks. If your company/agency would like to contribute items for this drawing, please complete the appropriate form provided in the exhibitor materials. These materials should be delivered to us at the address indicated on the form, not later than July 15, 2007. All contributors will be acknowledged in the conference program.

### **Opportunity to Have Inserts in the Conference Packet**

In the event you are interested, your company/agency is invited to have materials (e.g., flyers, small catalogues) inserted in the conference packets. The inserts are \$200.00 per item. These materials should be sent to us not later than July 15, 2007, along with a check payable to CCBBD for \$200.00 x number of items to be inserted. Please complete the appropriate form if you are interested.

### **Opportunity to Sponsor an Event**

There are several opportunities for “event sponsors” at the conference: (a) an ice cream break, (b) breakfast (rolls/coffee/tea), (c) general opening reception, and others. If your company/agency would be able to sponsor an event, please contact Lyndal M. Bullock, Conference Chairperson, as soon as possible to discuss the options. (940-565-3583), but not later than June 1, 2007.

**We look forward to hearing from you!**

**EXHIBIT CONTRACT Deadline May 15, 2007**

Limited Space Available & Assigned as Requests Received

**International Conference on Children and Youth with Behavioral Disorders  
October 4 – 6, 2007  
Dallas (Irving), Texas**

*(Complete and send to Dr. Lyndal M. Bullock, CCBD Conference, University of North Texas, P.O. Box 130860 Denton, TX 76203-0860; 972-565-3583; FAX 972-565-4055.)*

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1. Number of 6' tables requested: Single table is \$425; 2 or more tables, \$400 each  
No. \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

2. Do you require electricity?     Yes     No

3. Please complete and return the "Badge" form..

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4. Please list the name of the representative who will be in charge of exhibit:

Name \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

5. Please describe (in 15 words or less) your company and/or product for a listing in the official conference program.

6. Your identification sign will read as "COMPANY NAME" described below unless indicated differently here. (Booth sign will be 7" x 36" with your company's name, city and state).

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**\*\*\*\*\* Company Identification \*\*\*\*\***

7. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

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

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

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Country \_\_\_\_\_ Zip \_\_\_\_\_

I have read and agree to abide by the "Exhibit Rules and Regulations" as outlined on the reverse side of this application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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**For CCBD Use Only**

Table(s) \_\_\_\_\_ Date Contract Received \_\_\_\_\_ Payment \_\_\_\_\_

Location Assigned: \_\_\_\_\_

See reverse side for CCBD Exhibiting Rules and Regulations

# CCBD Exhibiting Rules and Regulations

**Exhibit Criteria.** The Council for Children with Behavioral Disorders (CCBD) limits exhibiting to those firms who provide either services, products, or publications that are applicable to students with special needs. CCBD's Exhibit Manager, or designee, in the sole judgement of CCBD, may restrict, prohibit, or evict any exhibitor whose exhibit does not comply with the rules and regulations; is misleading or deceptive, is in poor taste or unsuitable to exhibitor, or whose exhibit, because of noise, method of operation, materials, or otherwise, may detract from the general character of the professional development activity (e.g., conference, forum). In such event, Exhibitor shall restrict its exhibit or forfeit the exhibit space and immediately dismantle, remove, and vacate the exhibit space upon demand as ordered by the Chairperson of Professional Development.

**SALES.** Direct over-the counter sales will be permitted.

**EXHIBIT ARRANGEMENT.** Exhibit shall be so arranged as not to obstruct the general view nor hide the other exhibits. No exhibits will be permitted to interfere with the use of other exhibits to impede access to them or free use of aisles. All exhibits will be "table top" formats.

**BACKWALLS.** Unless otherwise approved, all exhibits will be "table top".

**EXHIBIT DIMENSIONS.** The standard exhibit display dimensions will be a 6' table. If other type of display is needed, it must be approved in advance and at the time the contract is submitted.

**DECORATION.** The hotel staff will provide the 6' draped table(s). No decorations will be provided.

**EXHIBIT RESTRICTIONS.** (a) Circulars, advertising matter, etc, may be distributed and patronage solicited only within the space assigned to the Exhibitor presenting the material. (b) Exhibit space may not be occupied by any firm other than that firm which originally contracted for said space. (c) Exhibitors are prohibited from using amplifying equipment of any nature without permission from the Exhibit Manager, and, if permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities in the exhibit hall. (d) Nothing will be used within the hotel that will injure, mar, or in any manner deface any surface or any equipment contained herein. The Exhibitor, its agents, members, or guests shall not attach nails, hooks, tacks, or screws into any part of the surfaces of the hotel. The Exhibitor shall not make or allow to be made any alterations of any kind to the hotel exhibit area or equipment contained herein, and will not affix or permit to be affixed on any surface: adhesives, tapes, signs, posters, notices, or graphics of any description. The surfaces shall include but not be limited to glass doors, meeting room doors, columns, walls, ceiling, floors, windows, elevators, and restroom areas. Painting of any kind in the hotel is prohibited. If the premises are defaced or damaged by an act or omission of Exhibitor, its agents, or guests, the Exhibitor will pay the sum deemed necessary for complete restoration of previous conditions.

**EXHIBITOR'S REPRESENTATIVE.** The Exhibitor will name ONE individual as its duly authorized representative, to have charge of the exhibit, and hereby accepts and assumes responsibility for such representative, or alternates, being in attendance at its exhibit throughout exhibit periods.

## EXHIBIT RESERVATION, PAYMENT, &

**CANCELLATION.** All reservations must be made on the enclosed reservation form and submitted with full payment for all space requested. Assignment of space will be made in the order contracts are received and will be assigned at the discretion of the Exhibit Manager. Any cancellation desired by Exhibitor must be submitted in writing to the Exhibit Manager. If the cancellation request is received by May 15, 2007, CCBD will reimburse 80% of the amount paid. If an exhibitor cancels its reservation after May 15, but before June 15, 2007, CCBD will refund 40% of the amount paid. Cancellation on or after June 15, 2007 obligates Exhibitor to payment of the full rental amount and no refund will be made. In order to reserve exhibit space, full payment must accompany the request for space. The deadline for requesting space is May 15, 2007. No Exhibitor will be permitted to erect a display until space rental is paid in full. Make checks payable to The Council for Children with Behavioral Disorders, and mail to Dr. Lyndal M. Bullock, University of North Texas, P. O. Box 310860, Denton, Texas 76203.

**FAILURE TO OCCUPY SPACE.** Any space not occupied in time for the exclusive exhibit hours on Friday, October 5, 2007, will be forfeited by Exhibitor, and its space may be resold, reassigned, or used by Exhibit Manager without refund of rental price, unless arrangements for delayed occupancy have received prior written approval by Exhibit Manager. It is mutually agreed that it is the duty and responsibility of each Exhibitor to install its exhibit before the opening of the exhibition and to dismantle its exhibit immediately after the close of the exhibition.

**CANCELLATION OF CONFERENCE.** In the event of cancellation or postponement of the convention due to fire, strikes, government relations, or other causes beyond the control of The Council for Children with Behavioral Disorders, CCBD will refund as large a portion of the exhibit fee as it deems consistent with the expenditures and commitments already made.

**LIABILITY INSURANCE.** Neither the Council for Children with Behavioral

Disorders, the employees thereof, the Westin Hotel, nor their officers, agents, employees, assigns and contractors, the employees thereof, nor any member of the CCBD local arrangements or program advisory committee will be responsible for any injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the gross negligence or willful misconduct of one or more of the aforementioned parties. The Exhibitor expressly releases the foregoing names, associations, individuals, committee, and firms from any agreement to indemnify same against any and all claims for such loss, damage, or injury. It is agreed expressly that neither The Council for Children with Behavioral Disorders nor the Westin Hotel shall be held liable or accountable for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to any Exhibitor, including (but not limited to) any agent, employee, or representative of any Exhibitor. The Exhibitor expressly agrees that he will hold, keep, save harmless, and indemnify the Council for Children with Behavioral Disorders and the Westin Hotel from any and all claims.

The Exhibitor agrees to protect, save, and keep The Council for Children with Behavioral Disorders and the Westin Hotel forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor. The Exhibitor shall at all times protect, indemnify, save, and keep harmless The Council for Children with Behavioral Disorders and the Westin Hotel against and from any and all loss, cost, damage, liability, or expense arising from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises or a part thereof.

The exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save Hotel, its owners, its operator, Starwood Hotels & Resorts Worldwide, Inc., and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding such liability caused by the sole gross negligence of Hotel and its employees and agents.

The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit, in an amount of not less than \$2,000,000 Combine Single Limit for personal injury and property damage.

Hotel, its owners, its operator, and Starwood Hotels & Resorts Worldwide, Inc. shall be included in such policies as additional named insureds. In addition, the exhibitor acknowledges that neither Hotel, its owners, its operator maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance insuring any losses by exhibitor.

**COMBUSTIBLES.** Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No flammable liquids are allowed in building. Painting or spraying of toxic or flammable materials is prohibited. Smoking is prohibited in all areas except those designated by the Westin Hotel.

**FIRE, SAFETY, AND HEALTH.** Exhibitor assumes all responsibility for compliance with all federal, state, and local regulations and ordinances, including but not limited to those covering fire, safety, and health. All exhibit equipment and materials must be located within the booth and be protected by safety guards and devices where necessary. Only fireproof materials may be used in displays and necessary fire precautions shall be taken by the Exhibitor.

**ELECTRICAL.** Electrical wiring must conform with all federal, state, and local government requirements, including the National Electric Code safety rules.

**SHIPPING & STORAGE.** The Westin Hotel has limited facilities for the storage of exhibits or exhibit materials. All shipments for an exhibit must be directed to the Westin Hotel. Shipping instructions will be included in the Exhibitor's Service Kit to be disseminated following your space confirmation. Hotel does not have storage space for crates.

**POWER.** It is understood that the Westin Hotel is solely responsible for supplying power for exhibits. Proper and reasonable care shall also be taken to prevent the interruption of power services during the convention. The Exhibit Manager shall not be held responsible for late installation or interruption of any services that may occur.

**SECURITY.** Westin Hotel has a security guard on duty during the evening hours; however, it is recommended that all materials be carefully secured at the end of each exhibit day. CCBD expressly disavows any responsibility for any theft or other damage to Exhibitor's equipment or property.

**AMENDMENT.** Exhibit Manager shall have the power to amend these rules and regulations. Exhibitor agrees to abide by reasonable rules and regulations that may hereafter be adopted by Exhibit Manager, which shall be as much a part hereof as though fully incorporated herein.

Shipping Address: Council for Children with Behavioral Disorders  
c/o Dr. Lyndal M. Bullock  
P. O. Box 310860  
Denton, TX 76203  
940-565-3583



If shipping via ground: Council for Children with Behavioral Disorders  
c/o Dr. Lyndal M. Bullock  
1820 West Highland Street, Bain Hall 115  
Denton, TX 76203  
940-565-3583

**If your company will be able to contribute one or more products to the CCBD Conference “hourly drawing” event, please send product to the address above by July 15, 2007.**

Company Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

Company Representative/Contact \_\_\_\_\_

List of Items Donated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



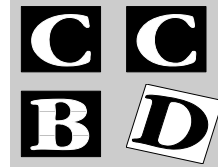
Our company would like to have one or more items inserted in the CCBD Conference packet registration packets. We understand that each insert will cost \$200.00. Please have materials to us not later than July 15, 2007.

Number of inserts \_\_\_\_\_ x \$200.00 each = \$ \_\_\_\_\_

Make all checks payable to CCBD Conference and mail to the address listed above. If you desire to pay by credit card, please contact [JMcMahan@coe.unt.edu](mailto:JMcMahan@coe.unt.edu).

\_\_\_\_\_  
Signature

**CCBD Conference**  
**c/o Dr. Lyndal M. Bullock**  
**University of North Texas**  
**PO Box 310860**  
**Denton, TX 76203-0860**  
**Phone: 940-565-3583**  
**Fax: 940-565-4055**  
**CCBD Fed. Tax ID #: 54-1777499**



**Council for**  
**Children with**  
**Behavioral**  
**Disorders**

## *CCBD Exhibitor*

### *Credit Card Payment Form*

Print name as it appears on credit card:

\_\_\_\_\_

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

Credit Card Billing Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone #: \_\_\_\_\_

Amount to be charged to credit card: \$ \_\_\_\_\_

Credit Card (Select one)

Visa
                    
  Master Card
                    
  Discover
                    
  American Express

<i>Credit Card #:</i>	<i>Exp.</i>	<i>Month</i>	<i>Year</i>																										
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CVV\*\* #: 

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\*\*Credit Card Verification Number (CVV). You are required to enter the 3- or 4-digit CVV. The CVV number is a 3-digit number in italics on the back of a Visa, MasterCard, or Discover Card. American Express cards feature a 4-digit number on the front, just above the credit card number.

Credit Card Holder's Signature \_\_\_\_\_

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# Exhibitor Badge Information

## CCBD Conference on Behavioral Disorders October 4 – 6, 2007 Dallas (Irving), Texas

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A complimentary exhibitor conference badge will be provided for ONE person from your company. Please complete the information below so that a badge may be prepared for your company representative.

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

Contact \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Date \_\_\_\_\_

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

Name of Representative:  
Please type or print clearly) \_\_\_\_\_

Return completed form to:

Dr. Lyndal M. Bullock  
CCBD Conference  
University of North Texas  
P. O. Box 310860  
Denton, TX 76203-0860  
Phone: 940-565-3583  
Fax: 940-565-4055  
E-mail: bullock@coe.unt.edu