



February 1, 2020

Dear Community Partner:

We are proud to invite you to become an exhibitor at Missing in Harris County Day 2020, a community service event to be held **Saturday, April 25, 2020**, from **10:00 AM to 3:00 PM** at the **Children's Assessment Center** located at **2500 Bolsover Street, Houston, TX 77005**.

We are providing exhibitor opportunities exclusively to community service organizations. This is an excellent opportunity for your organization to deliver your message to the local community, and provide resources and hope to left-behind families searching for missing loved ones. We request only a **voluntary** \$25 donation per organization to support the event.

The purpose of Missing in Harris County Day is to help families of missing persons make connections. The day will include: free refreshments, personal guides, semi-private area to talk with missing persons professionals, forensic professionals performing voluntary identification cheek swabs, data entry into the National Missing & Unidentified Persons System (NamUs), panel discussions addressing missing persons issues, Child ID kits, and more.

**Please consider bringing your agency's resources to bear on the missing persons issue to help reunite families.**

Thank you in advance for your interest in exhibiting at Missing in Harris County Day 2020.

Sincerely,

Beth Alberts, *CEO*  
**Texas Center for the Missing, Houston's Amber Alert Provider**







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**2020 Missing in Harris County Day Partners**

Texas Center for the Missing, Children's Assessment Center, Harris County Sheriff's Office, Harris County Institute of Forensic Sciences, Houston Police Department, and the National Missing and Unidentified Persons System (NamUs)

**Exhibitor Registration Guidelines**  
**Deadline to Reserve Space: Friday, April 17, 2020**

**Exhibitor Guidelines:**

-  There is no charge to exhibit at Missing in Harris County Day. A \$25 *voluntary* donation is requested. However, any exhibitor not complying with the regulations specified in this Exhibitor Registration Guidelines document will be asked to leave the event premises immediately.
-  No red or dark colored beverages are allowed in the venue.
-  Exhibit space will be reserved for non-profit organizations, government agencies, and other entities that provide outreach on missing persons issues.
  - No sales may be made from any booth.
-  Exhibit space will accommodate a 6' table and two chairs. The exhibit space will not be expanded due to additional furniture, displays, or other items.
  - 1 Table and Two chairs per exhibit space will be provided by the host.
  - Exhibitors provide their own table linens, canopy, pamphlets or handouts, as well as any displays or signage.
  - All exhibitor locations are indoor.
-  Exhibitors will be located in the public space reserved for the event.
  - Please specify on the Exhibitor Registration Form if access to an electrical outlet will be needed. A limited number of sites have outlets available. Extension cords and power strips are the responsibility of the exhibitors.
  - The Missing in Harris County Day event coordinator or designee reserves the right to make last-minute changes in the exhibit layouts and/or locations on the day of the event if the need arises.
-  Exhibitors will receive confirmation of successful registration by email prior to the date of Missing in Harris County Day.
  - Organizations that have not registered for the event will not be allowed to set up and exhibit.
  - Once registered, **please provide notice of cancellation prior to April 17, 2020.** The failure to notify may impact invitations to future events.

**Set Up and Break Down:**



Exhibitors may begin setting up at 8:00 AM on Saturday, April 25, 2020.

- Exhibitors must check in with the event coordinator or designee upon arrival to receive a location assignment.
- Exhibitors may begin break down at 3:00 PM on Saturday, April 25. Early break down is strongly discouraged as we hope to engage and help as many members of the community as possible. During break down, please do not disturb any ongoing activities. Exhibitor displays and materials must be removed and any debris disposed by 4:00 PM.

**Exhibitor Property and Liability:**



Exhibitors participate at their own risk. Law enforcement officers involved in Missing in Harris County Day will be present, but the exhibitor understands and expressly agrees that the Children's Assessment Center and the law enforcement agencies represented at the event are not responsible for providing specific security or protection for exhibitor property and are not responsible or liable in any way for damages or other losses occurring to said property.

**Insurance:**



Each exhibitor should contact their insurance company to ensure that they are covered during the event.

**Contact Information:**

Please submit the completed, signed Registration Form (*digital signatures are acceptable*) by email to:

Mel Turnquist  
[support@tcftm.org](mailto:support@tcftm.org)

The Registration Form may be filled out in the digital format with an electronic signature, or it may be printed, handwritten, and scanned. The requested \$25 donation can be made online: <https://online.centerforthemissing.org/> or payment can be mailed to:

Texas Center for the Missing  
Attention: Missing in Harris County Day  
2500 Bolsover Street  
Houston, TX 77005

For questions, contact Texas Center for the Missing at 713.599.0235 or [support@tcftm.org](mailto:support@tcftm.org).

**Exhibitor Registration Form**  
**Deadline to Reserve Space: April 17, 2020**

I would like to participate in Missing in Harris County Day as an exhibitor. I have read the Exhibitor Registration Guidelines and agree to all of the terms specified therein. I also consent to the use of my photograph taken during Missing in Harris County Day in future promotional or informational publications used by the official co-hosts and staff of Missing in Harris County Day and/or media present at the event.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Exhibiting Organization Name: \_\_\_\_\_

Specify number of 6' tables (*each table includes 2 chairs*): \_\_\_\_\_

Electrical Request (mark one):  Yes  No

Additional Remarks/Requests: \_\_\_\_\_

***Electronic Signature Acceptable***

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_