

RULES AND REGULATIONS

Assignment of Space

On June 12, 2017 space for the exhibition will be assigned in the order that requests are received and payment is made in full. Booth assignments will be made on a basic floor plan submitted in the exhibitor prospectus.

Your choices of booth location are more likely available with early registration. Every effort will be made to place your booth as close to your choice location as possible! However, show management reserves the right to relocate exhibitors or modify the floor plan should it be deemed necessary.

Payment Requirements

Payment is due in full at the time of reservation. Space selections will not be considered reserved until this payment is received.

Cancellation of Exhibit Space

Cancellations of booth space must be made in writing and refunds for approved cancellations will adhere to the following schedule:

- July 1 – September 30, 2017: cancellation fee of 50% of the total booth cost
- After October 1, 2017: No refund

Show management reserves the right to refund any money paid for exhibit space on this contract and cancel space with no notice required.

In case of cancellation of the Conference & Exhibition due to act of God, fire, strike or any other circumstances beyond the control of TAGT, the exhibitor will be refunded any money paid for booth space, less the prorated share for the expenses incurred by TAGT in connection with the exhibition. In case of cancellation of the Conference & Exposition for any other reason, or change in the place or date of the exhibition which is unsatisfactory to the Exhibitor, the Exhibitor will be entitled to a full refund of monies paid for exhibit space.

Use of Exhibit Space

Exhibit space is to be used solely for the display of the exhibitor's products and services offered for sale to the educators and parents of gifted students. Exhibitors are not permitted to sublet any portion of their space or to display merchandise of other manufacturers or distributors where no direct business relationship exists between them.

All exhibits must conform to the IAEE Guidelines for Display Rules and Regulations, and must not be of such nature or arrangement to obstruct the view or interfere with exhibits of others. No exhibit material may extend beyond the boundaries of the exhibit space, or exceed the height restrictions. No materials may be suspended from the ceiling or bridged across an aisle. All demonstrations must be confined within the exhibit space. No exhibitor may solicit attendees or distribute literature or other materials outside of his booth space.

The height of displays may not exceed 8 feet, with two exceptions: perimeter booths and entire island booths occupied by one exhibitor may be as high as 12 feet. Displays may not exceed 42 inches in height in the front half of the booth.

The use of sound systems or equipment producing sound is a privilege, not a right. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Show management reserves the right to decline or prohibit any exhibit or part of exhibit which in its opinion is not in keeping with the character of the general exhibits; this includes personal conduct, clothing or costumes, in addition to printed matter, souvenirs or anything that can be classified, in the opinion of show management, as undesirable, objectionable or inappropriate.

Should there be any question on conforming to display rules or interfering with other exhibitors, final judgment will be made by show management.

Selling Policy

Exhibitors may sell products on the exhibit floor during regular exhibit hours. Exhibitors are responsible for any and all permits required by law or local ordinance. An exhibitor without a Texas location needs a use tax permit. Call the State of Texas Comptroller of Public Accounts at 800.252.5555 for any forms, rules, etc., or complete information can be found at

www.window.state.tx.us.

Care of Exhibit Space

Exhibitors must not place any refuse or any materials which will endanger public safety or cause inconvenience to other exhibitors on the floor during exhibit hours. Booths must be in order before the opening of the show.

Exhibitors shall not injure, mar, mark, paint or in any manner deface the hall, or use nails, hooks, pins, screws or tape on the building. The exhibitor is liable for any and all damages which he may cause to the building or otherwise in connection with his exhibit. Helium balloons are prohibited.

Insurance and Liability

Insurance on the exhibit is entirely at the exhibitor's expense. Each exhibitor must maintain adequate insurance to cover injury, loss or damage to the general public, their employees and property.

TAGT will not be responsible for the loss of property of exhibitors from theft, damage by fire, water, accident or other causes. Although we will do all in our power to protect The Conference Facility against such loss, it is recommended that all exhibitors have representatives in attendance at all times, especially when exhibits are being set up or dismantled, to protect them against loss.

By accepting these rules, it is expressly understood and agreed that the exhibitor will make no claim of any kind against the Texas Association for the Gifted & Talented, or any of its members, contractors, or employees, for any loss, damage to or destruction of goods, or for any injury that may occur to himself or his employees while in the exhibit hall, or for any damage of any nature or character whatsoever.

The Conference Facility is not liable to the exhibitor for any damage to, or for the loss or destruction of, any exhibit or The Conference Facility of the exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of

the hall, its officers, agents, servants, employees or otherwise, all claims for any such loss or damage being expressly waived by exhibitor who agrees to indemnify and hold The Conference Facility harmless from such claims.

Decorations/Equipment Provided

Backdrapes and wingdrapes and a booth sign measuring 7" x 44" showing booth number and company name, will be provided with each booth. All other furnishings and displays will be at the exhibitor's expense. An exhibitor service manual with order forms for furnishings will be sent to exhibitors in September.

Installation and Removal of Exhibits

All exhibits must be completely installed and ready for viewing by the date and hour the show is scheduled to begin. Exhibits or displays may not be removed from the show until the show has been officially closed.

The designated official service contractor, Shepard Exposition Services will be available to install and remove exhibits. TAGT allows exhibitors to install and remove their own exhibits, or to appoint firms other than the official contractor, so long as these firms conform to all rules and regulations and do not disrupt the orderly installation and removal of exhibits. If an outside contractor is used, the exhibitor must furnish show management with the name and address of the contractor as well as a certificate of insurance 15 days prior to the show.

There are certain exclusive contractors with specific responsibilities for services, such as electrical, drayage, cleaning and catering, with which exhibitors must contract. An exhibitor service kit with designated contractors and their forms will be sent to each exhibitor in September or upon receipt of the contract.

All exhibitor property must be removed from the exhibit hall by the end of the designated exhibitor move-out time. In the event that exhibit space is not vacated by that time, show management is authorized to remove, at the exhibitor's expense, all goods and property of the exhibitor, and show management or its agents shall not be liable for any damage or loss to such goods or property by reason of such removal.

Conditions of Contract

This contract is subject to all rules and regulations named herein, and also to all conditions the exhibit facility has made available. Exhibitor agrees to abide by all applicable fire, utility and building codes. All points not covered herein are subject to settlement by show management, and show management reserves the right to make such changes, amendments, and additions to these rules and such further regulations as may become necessary. This agreement shall be governed by the laws of the State of Texas.

Exhibitor Representative

The signer of the Application & Contract for Exhibit Space shall be the official representative of the exhibitor and shall have the authority to act on behalf of the exhibitor in all matters relating to the show.