

## **giftED25 Exhibitor Policies**

### **Payment and Cancellation Policy**

If paying by credit card, payment is due at time of application. Check payment must be received prior to December 1 to participate in the event. Failure to submit payment will result in your exhibit space application not being approved.

Due to limited space at this year's event, refunds are not available once booking has been completed.

In case of change in the date of the exhibition or cancellation of event, exhibitor will be notified in writing within 5 days of decision. In case of postponement, exhibitor's reservation and payment will be transferred to new dates of event. If event is cancelled, the Exhibitor will be entitled to a full refund of monies paid for exhibit space or offered the opportunity to transfer to another event or marketing opportunity.

### **Exhibit Space and Services**

Exhibitor participation at giftED25 includes one 6-foot table, two chairs, and 8 total feet of display space in the TAGT Marketplace to interact with in-person attendees; two exhibitor badges; two chairs; and a detailed online exhibitor listing on the virtual platform to allow for exposure to virtual attendees. Exhibitor listing includes company logo, company description, company contact info, PDF upload, and opportunity to submit link for 1:1 meetings.

No drape or table linens are provided for exhibit tables. Exhibitors with large banners, signage, or extra shelving/fixtures that extend more than 8 feet should purchase two tables.

Exhibitors must provide their information related to the online exhibitor listing to TAGT by October 31, or within 5 days of booking if booking after October 31. Exhibitors booking after October 31 may not be listed in print materials if print deadline has passed.

### **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 or share any portion of their space or to display merchandise of other manufacturers or distributors where no direct business relationship exists between them.

All demonstrations must be confined within the exhibitor table/display space, within video portion of the Exhibitor Listing (if upgrade is purchased), during company-sponsored event, or within paid advertisements purchased by the exhibitor. No exhibitor may solicit attendees or distribute literature or other materials outside of their purchased conference exhibitor space.

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.

All exhibitors will have the opportunity to purchase electrical access. Ability to access these items is not provided with purchase of exhibit table.

### **Assignment of Space**

Space for the exhibit tables will be assigned in the order that requests are received and payment is made in full. Exhibitors will not be able to request specific assignments. All exhibitors will receive placement in a foyer/common area of the conference hotel for maximum engagement with attendees.

Show management reserves the right to relocate exhibitors or modify the floor plan should it be deemed necessary.

### **Selling Policy**

Exhibitors may sell products in company's exhibit display space 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](http://www.window.state.tx.us)

### **Giveaways/Contests/Lotteries**

Any exhibitor having a contest or drawing of any kind must follow all governmental laws, ordinances, rules and regulations. It is the exhibitor's responsibility to make sure they correctly follow all rules and regulations. Any violations will be at the sole expense and fault of the exhibitor. TAGT is not responsible or liable for any contests, drawings or giveaways held prior, during or after the meeting.

### **Recording Policy**

TAGT strictly prohibits the recording (photographic, screen capture, audio and/or video), copying, or downloading of any content, presentations, and/or posters at giftED25. Intent to communicate or disseminate content or discussions presented at the meeting is prohibited. Exhibitors who wish to share information shared at the meeting should contact the presenter directly for permissions.

### **Eligibility to Exhibit**

All exhibits shall serve the interest of TAGT members and attendees of giftED25 and shall be operated in a way that will not detract from other exhibits, the exhibition, or the Meeting as a whole. The products or services to be exhibited must be of professional or educational interest or benefit to the registrant and are, in the opinion of TAGT, related to the fields of gifted education and the TAGT membership. Exhibitor shall not in any manner indicate that a TAGT endorsement or approval of Exhibitor's product or service has been given by TAGT merely because TAGT has approved such product or service

for display. Any infringement of this regulation will result in the prompt removal of the offending exhibit company from the exhibit hall and virtual listing.

### **TAGT Logo**

The TAGT and giftED25 logos are the property of TAGT and may not be used without the permission of TAGT.

### **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, including intellectual property, of exhibitors from any cause. 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 officers, agents, 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.

### **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 (Wednesday, December 3, 8:00 a.m.). Exhibits or displays may not be removed from the show until the show has been officially closed (Friday, December 5, 10:45 a.m.). 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.

### **Exhibitor Representative Badges & Attendance Policies**

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. For the giftED25, each exhibitor will be allowed 2 exhibitor badges per booth space purchased, with access to the exhibitor portions of the event. Exhibitors who are also presenters may receive limited speaker access to the event. Exhibitors who wish to attend sessions/the full event or need additional badges must register as attendees for the conference.

If badge names change prior to the event or you need to add your second attendee name, it is your responsibility to contact the TAGT team to adjust the badge information.

### **Photo/Video Release**

TAGT photographs and videorecords events and reserves the right to use the photos/videos for promotional purposes, including on TAGT social media. Exhibitors may share/retweet TAGT-posted promotions, photos, or videos.

### **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. 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.

Anyone found in violation of these rules and regulations may be subject to any or all of the following remedies at the sole discretion of TAGT:

- The exhibit is deactivated and eliminated from the virtual trade show floor until the situation is remedied,
- The exhibit is deactivated and removed for the remainder of the in-person show,
- Exclusion from exhibiting at future TAGT meetings.