

**Texas Association of Fairs & Events**

**TRADE SHOW CONTRACT**

**Galveston Convention Center**

**January 9 to 12, 2020**



**COMPANY INFORMATION**

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website URL: \_\_\_\_\_

**EXHIBITOR INFORMATION**

Each booth rental includes one (1) full conference registration (entitles one person to attend all educational sessions, meals and receptions) and two (2) Trade Show passes (entitles two people access to the trade show only). All exhibitors must be TAF&E members in good standing with dues paid for the year the trade show is held. Annual membership is \$100 and can be paid with this form.

Name (Full Registration): \_\_\_\_\_  
 Name (Trade Show Only): \_\_\_\_\_  
 Name (Trade Show Only): \_\_\_\_\_

\*If additional attendees are needed, please complete the information below. Full conference registration includes attendance to all convention events and all meals beginning Friday evening through Sunday morning.

Name	Email
_____	_____
_____	_____

**FEES**

Booth Space (includes 1 full conference pass and 2 trade show passes)	_____	x	\$650	=	_____
TAF&E Membership	_____	x	\$100	=	_____
Additional Convention Registrations Cost (Received before 12/6/19)	_____	x	\$225	=	_____
- Registration (after 12/6/19)	_____	x	\$280	=	_____
Purchase Pre-Trade Show Attendee List	_____	x	\$100	=	_____
Purchase Liability Insurance	_____	x	\$50	=	_____
Scan Trivia Booth Promotion	_____	x	\$100	=	_____
<b>GRAND TOTAL:</b>					_____

**Please return check made out to TAF&E to:**

Texas Association of Fairs & Events  
 1730 North Richmond Rd. •Wharton, TX 77488  
 For questions call 979-532-9141 and ask for Monica

**Deadline for booth registration is December 6th.**

## RULES & REGULATIONS

Due to space restrictions trade show booths are available on a first come first serve basis. To ensure a spot return your application as soon as possible.

**Booth Description & Amenities:** All booths are 10' deep and 10' wide. Booths will have 8' tall flameproof background drapes and 3' tall dividers. A 7" x 44" booth identification sign consisting of two lines of copy will be provided. Also provided and included in the cost of the booth will be a 6' draped table, wastebasket, two chairs per booth and electrical access.

Booths may be dismantled starting after the Trade Show closing time on Saturday, January 11, 2020. Deadline for removal of exhibits will be 9:00 p.m. on Saturday, January 11, 2020.

### **TRADE SHOW HOURS:**

Friday, January 10 4:15 – 6:15

Saturday, January 11 2:45 – 4:45

**TERMS:** All exhibitors must be members of the Texas Associations of Fairs & Events in good standing with dues paid for the year the Trade Show is held. Each booth rental includes one (1) full conference registration (entitles one person to attend all educational sessions, meals and receptions) and two (2) Trade Show passes (entitles two people access to the trade show only). Additional convention registration cost \$225 (early bird before December 6)/\$280 after December 6. Additional trade show only passes can be purchased at registration. All exhibitors must provide in advance of the show a certificate of general liability insurance with a minimum coverage level of \$1 million and name the Texas Association of Fairs and Expositions, Inc. d/b/a Texas Association of Fairs and Events as an additional insured. Or, a general liability policy will be available for purchase through the association if so desired.

Exhibits must be arranged so as not to create any obstruction to the view of the other exhibits or create a hazard. Displays cannot extend beyond the bounds of next booth. The tacking, posting or placing of advertisement outside of the space contracted for will not be permitted elsewhere in the hotel, nor will soliciting be allowed outside the confines of an exhibitor's booth. No walk around acts will be permitted to perform outside of the space contracted for unless approved by the Trade Show Chairman.

Exhibitors who wish to build any structure in their booth must submit plans along with contract for approval by the Trade Show Committee and any local inspection codes. Exhibits must be of sound and attractive construction and must not deface or mar walls, ceiling or floor of exhibit area. No one will be allowed to operate combustible engines. It will be the responsibility of exhibitors to keep their booths neat and clean.

Organs, pianos and other musical instruments may be played at intervals at low tones; however, loud speaker sound systems are discouraged and may be operated only with the approval of the Trade Show Committee. There will be no musical acts showcased in the booth area of the trade show. If musical acts would like to showcase they are encouraged to submit an official talent showcase application.

### **SCHEDULE:**

Exhibitors may start setting up their booths Thursday January 9, 2020 & Friday January 10, 2020.  
Deadline for set-up will be at noon on January 10, 2020.

Booths may be dismantled starting after the Trade Show closing time on Saturday January 11, 2020.

Deadline for removal of exhibits will be 9:00 p.m. on Saturday, January 11, 2020.

Trade Show hours will be as follows:

Friday, January 10, 2020 4:15 p.m. – 6:15 p.m.

Saturday, January 11, 2020 2:45 p.m. – 4:45 p.m.

PLEASE NOTE: During official trade show hours all business must be conducted from the trade show floor. Exhibitors selling merchandise will be responsible for paying all city and state sales tax. Drawings for prizes must be approved and under the supervision of the Trade Show Committee. Prize announcements will only be made if the exhibitor completes a “Trade Show Prize Announcement” form. It is the responsibility of each exhibitor to protect his or her property. TAF&E will not be responsible for any losses.

The Texas Association of Fairs & Events reserves the right to accept or reject unconditionally any contract for exhibit space. The Trade Show Committee also reserves the right to cancel a booth rental contract and have the property of the exhibitor removed from the building, if in the Committee’s judgment the business or activity of the exhibitor is objectionable or not as represented to TAF&E. Exhibit space may not be transferred or sublet to another party.

SCAN TRIVIA BOOTH PROMOTION: TAF&E will again hold the ScanTrivia QR Code Contest to encourage participants to visit the booths. The cost is \$150.

Payment for booth space, booth promotion, convention registration and/or 2020 dues must be made in full when booth is reserved.

CANCELLATIONS: Upon written notice of cancellation to the TAF&E Office postmarked by December 1, 2020, TAF&E will return 90% of the 2020 booth rental. After December 1, 2019, there will be no refund.

Cancellations received prior to December 1st will receive a 90% refund.

Cancellations after December 1st, there will be no refund.

#### LIABILITY STATEMENT:

EXHIBITOR AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS TEXAS ASSOCIATION OF FAIRS AND EVENTS AND THE HOST HOTEL, ITS OWNERS OR MANAGERS, OFFICERS, OR DIRECTORS, AGENTS, EMPLOYEES, SUBSIDIARIES AND AFFILIATES, FROM ANY DAMAGE OR EXPENSE ARISING FROM OR OUT OF OR BY REASON OF ANY ACCIDENT OR BODILY INJURY OR OTHER OCCURRENCE TO ANY PERSON OR PERSONS, INCLUDING THE EXHIBITOR, ITS AGENTS, EMPLOYEES, AND BUSINESS INVITEES WHICH ARISES FROM OR OUT OF THE EXHIBITOR’S OCCUPANCY AND USE OF THE EXHIBITION PREMISES, THE HOTEL OR ANY PART THEREOF. EXHIBITOR SHALL BE FULLY RESPONSIBLE TO PAY FOR ANY AND ALL DAMAGES TO PROPERTY OWNED BY HOST HOTEL, ITS OWNERS OR MANAGERS WHICH RESULTS FROM ANY ACT OR OMISSION OF THE EXHIBITOR.