

# **T**EXAS **G**IRLS **C**OACHES **A**SSOCIATION

## **EXHIBITOR TERMS & CONDITIONS**

### **60<sup>TH</sup> ANNUAL SUMMER CLINIC**

**Arlington Convention Center  
Arlington, Texas**

**Exhibit Hall**

#### **EXHIBIT SCHEDULE:**

##### **Tuesday, July 10, 2012**

10:00 a.m. – 5:00 p.m.

Exhibit spaces **MUST** be assembled during this time.

##### **Wednesday, July 11, 2012**

8:00 a.m. – 5:00 p.m.

Exhibits Open

##### **Thursday, July 12, 2012**

8:00 a.m. – 2:00 p.m.

Exhibits Open

2:00 p.m. – 5:00 p.m.

Exhibits must be dismantled and removed from the Convention Center during this time.

*Please read carefully to avoid any misunderstandings.*

## **A. Exhibit Space**

1. **Standard Exhibit Space:** Standard exhibit space is a 10'x10' space consisting of a curtained back wall, eight feet in height and dividing side rails (3) feet in height. Each space also comes with a six (6) foot skirted table with two (2) chairs.
2. **Exhibit Space Fee:** Each exhibit space is \$350.00 for the first booth and \$300 for each additional space.  
Required Payment: Full payment must accompany application.
  - Contracts received without payment will not be considered.
  - There are a limited number of exhibit spaces at the Arlington Convention Center and spaces will be assigned on a first come basis.

*Due to limited space at the Arlington Convention Center, TGCA cannot offer "end caps".*

3. **Space Assignment:** TGCA reserves the right to reassign any booth or rearrange Exhibitors. TGCA has full discretion and authority to determine eligibility of any company who seeks to participate in the show and all products proposed to be exhibited at the show. TGCA reserves the right to reject any and all contracts and to demand the release of space at any time during the show for failure to conform to the terms and regulations as outlined in these terms.
4. **Floor Plan:** All dimensions and locations on the official Floor Plan are believed, but not warranted, to be accurate. TGCA reserves the right to make modifications as may be necessary to meet the needs of the Exhibitors and the exhibit show.
5. **Exhibitors Kit:** Freeman will forward Exhibitors an Exhibitor's Service Kit containing all information on show services and cost.

## **B. Exhibit Space Assignment Policy**

Assignment of exhibit space will be first-come-first-serve. If all choices of locations indicated on the application are not available at the time of assignment, TGCA reserves the right to assign what they consider to be the next – "best available" booth assignment. Exhibit space location preferences will be considered whenever possible, however, based upon the amount of space requested, the space configuration and ceiling height required, TGCA reserves the right to assign Exhibitors to areas that can best accommodate these requirements. While every effort will be made to avoid assignment of space near competitors (where known) the nature of the exhibits and the limited availability of space prevent TGCA from guaranteeing non-competitive placement. TGCA may be required to move an Exhibitor's confirmed exhibit space in order to accommodate the needs of the show. In the event the Exhibitor's booth number or location change, TGCA will notify the Exhibitor promptly.

## **C. Cancellation Policy**

1. **Cancellation and Late Cancellations:** In the event that a written notification of intent to cancel is received by the TGCA office within 14 days from the date space confirmation is issued; all sums paid by the Exhibitor will be refunded. No refunds will be made after this date unless the space has been resold, in which case the Exhibitor may be entitled to a refund less a \$50 per space administration fee. General Policy: NO REFUNDS will be given for booth cancellations after May 31, 2012.
2. **Failure to Occupy Space:** If a space is not occupied by the close of the exhibit installation period as specified in the exhibit schedule, that space will be forfeited by the Exhibitor and resold, reassigned or used by TGCA.

## D. Installation, Use and Restrictions of Exhibit Space

- 1. Acceptability of Exhibits:** All exhibits shall be to serve the interest of the members of TGCA and be operated in a way that will not distract from other exhibits, the exhibition or the convention as a whole. Persons, things, conduct, printed matter or anything of character which TGCA determines is objectionable to the exhibition is unacceptable. TGCA reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of TGCA.
- 2. Installation and Dismantling of Exhibits:** The Exhibitor expressly agrees to do all installation and dismantling of exhibits during the time indicated on the exhibit schedule. No exhibit may be erected after the exhibition opens nor be dismantled before the official closing time. If an exhibit is on hand at the close of the installation period in absence of the Exhibitor, TGCA reserves the right to remove and store said material and instruct the Exhibitor be billed for all charges incurred.

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8 ft. (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9 ft (2.7m) from the back wall).

- 3. Badges and Exhibit Personnel:** The Exhibitor agrees to have an authorized representative present at the show through the exhibit periods and during installation and dismantling of the exhibit. Admission into the exhibit hall is by badge only. Badges will be made prior to the show by submitting a list to TGCA naming all company representatives. Additional badges may be obtained at the show at the TGCA booth. Dress of Exhibitors must be conservative, and should conform to reasonable businesslike standard.
- 4. Signage:** TGCA will provide a sign listing the company's name to be placed at the top of the background drapes. No signs other than those furnished by TGCA will be permitted outside the exhibit space assigned to the Exhibitor.
- 5. Damage to Exhibit Facilities:** The Exhibitor must surrender rented space in the condition it was at commencement of occupation. The Exhibitor or his agent shall not injure or deface the walls, columns or floors of the exhibit facilities, the booths, or equipment or furniture of the booth. When such damage appears, the Exhibitor shall be liable to the owners of the property so damaged.
- 6. Heavy Equipment:** Exhibitors may carry in their own equipment, but if they require a forklift or any other assistance other charges may be applied by Freeman.

## E. Rules and Regulations

- 1. Restrictions on Use of Space:** No Exhibitor may sublet, assign or share any part of the space allotted without written consent of TGCA. Solicitations or demonstrations by Exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes or displaying signs. There will be no solicitation or distribution of promotional materials OUTSIDE the Exhibitors assigned space. Exhibits, signs and displays are also prohibited in any of the meeting facilities, guest rooms or hallways of the hotels. Operation of sound devices is allowed if the Exhibitor complies with the restriction on loud volume. No firm or organization, not assigned space will be permitted to solicit business at the show.
  - Writing, cutting or tacking on walls, panels, etc. is not permitted.
  - Tape is not to be used on walls or glass panels for the support of posters and signs – easels are recommended.
  - No objects, banners or displays are permitted against walls or glass windows.
  - Explosives or combustible materials are not to be displayed. This includes cylinders of gas, paint, alcohol, chemicals, turpentine, etc.

- Aisles and exits must be kept clear, clean and free from obstruction. Exhibitors will not stand or block aisles during the show hours.
- In accordance with the convention center fire codes, all fire extinguishing equipment shall be unobstructed, in plain site and accessible for use at all times.

#### **F. Shipping Instructions**

Because of the lack of storage space, TGCA cannot accept and store shipments of exhibit material in advance of the show. We suggest you contact Freeman Company for information regarding shipment and storage of exhibits. Freeman Company will make arrangements to have your exhibit material delivered directly to the Convention Center on the set-up day. They will also arrange to remove empty crates, store them during the show and return them on dismantle day. [www.freemancompany.com](http://www.freemancompany.com)

#### **G. TGCA Liability Policies**

TGCA and the Arlington Convention Center shall not be liable or responsible for any loss, theft, damage or injury that may occur to the property of Exhibitors. TGCA and the Arlington Convention Center shall not be liable or responsible for the death or personal injury of Exhibitor, employees, agents, servants, guests or invitees from any cause whatsoever arising out of or from an incident to the use of the occupancy of the exhibit area by the Exhibitors, its' agents, servants, employees, guests and invitees. Exhibitors release the above named parties from liability from all and any such losses, theft, damage, injury, death and personal injury claims whatsoever.

The Exhibitor shall forever reimburse, indemnify, save and keep TGCA and the Arlington Convention Center harmless from and against any and all liability, damages, expenses, judgments and injury and expenses including investigation and counsel fees arising from or out of by reason of any action or other occurrences on or about the convention premises or elsewhere occasioned wholly or in part by a negligent act or acts, omission, or omissions of the Exhibitor or by any of the agents, servants, employees, guests and invitees of the Exhibitor resulting in property damage, including damage to the convention premises, or loss or injury or death to any persons arising out of or incident to or from the use of the occupancy of the area by the Exhibitor, its' agents, servants, guests, employees or invitees.

TGCA will provide security during the hours in which the exhibits are NOT open.

No Exhibitor is allowed to take anything out of the Arlington Convention Center even though it is his own property and exhibit without first getting approval from TGCA. This is an effort to protect Exhibitors as much as possible from theft and loss.