



Texas Girls Coaches Association  
 66<sup>th</sup> Annual Summer Clinic and Exhibition  
 July 10-11, 2018 | Arlington, TX

**Return signed contract and payment to:**  
 TGCA Attn: Jesi Grisham-Perez  
 PO Box 2137, Austin, TX 78768  
 Fax: 512.708.1325 Phone: 512.708.1333  
 Email: [jesi@austingca.com](mailto:jesi@austingca.com)

**EXHIBITOR CONTRACT**

**COMPANY INFORMATION**

Company Name \_\_\_\_\_  
 Exhibit as (if different from the above) \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Brief Description of Products \_\_\_\_\_

**EXHIBITOR FEES:**

**10' x 10' Booth: \$400**

**Additional 10'x 10' Booth(s): \$350**

A standard booth comes with a space consisting of a curtained back wall, 8 feet in height and dividing side rails 3 feet in height including a 6 foot skirted table with 2 chairs.

Electricity, Wifi, additional chairs, tables, etc. are available for purchase from Freeman after June 1<sup>st</sup>.

**EXHIBIT SPACE PREFERENCE**

*Every effort will be made to honor your request*

**1<sup>st</sup> choice:**

**2<sup>nd</sup> choice:**

**3<sup>rd</sup> choice:**

**EXHIBIT HALL HOURS**

**Tuesday, July 10  
Booth Set Up: 8am-12pm**

**Tuesday, July 10  
Open to the public  
12pm-5pm**

**Wednesday, July 11  
Open to the public 8am-4pm**

**Wednesday, July 11  
Booth Breakdown: 4pm-7pm**

**ADVERTISE WITH US!!!**

Our All-Star Program features over 200 of our All-Star athletes for Basketball, Volleyball, Softball, Track and Field, Cross Country, and Cheerleading. TGCA will hold 6 All Star Games in two days. We will honor the Track and Field and Cheerleading All-Stars at halftime of the basketball game. Please circle your package below.

All Ads will be printed in black and white; Ads should be print ready; Ads should be sent electronically to [jesi@austingca.com](mailto:jesi@austingca.com) by June 1.

**Package 1**  
 10' x 10' booth + ½ Page Ad =  
 \$550  
*\$50 savings*

**Package 2**  
 10' x 10' booth + Full Page Ad =  
 \$650  
*\$100 savings*

**Package 3**  
 Two 10' x 10' booths + ½ Page Ad =  
 \$800  
*\$150 savings*

**PAYMENT INFORMATION**

Name on Card: \_\_\_\_\_ Card #: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_ CVV: \_\_\_\_\_  
 Check #: \_\_\_\_\_

**TOTAL AMOUNT PAID : \$ \_\_\_\_\_**

**FOR TGCA STAFF:**

**Booth Assigned:**

**Date Assigned:**

**CC Auth #:**

**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 seeking 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.

**Standard Rental:** TGCA will provide each exhibitor who contracts a standard booth with a space consisting of a curtained back wall, eight feet in height and dividing side rails (3) feet in height. The standard booth will be 10' x 10' including a (6) foot skirted table with (2) chairs.

**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.

**Exhibitors Kit:** Freeman will forward all Exhibitors an Exhibitor's Service Kit containing all information on services and cost.

**Cancellation Policy:** 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 booth administration fee. General Policy: NO REFUNDS will be given for booth cancellations after May 31, 2018.

**Failure to Occupy Space:** Space not occupied by the close of the exhibit installation period as specified in the exhibit schedule will be forfeited by the Exhibitor and this space may be resold, reassigned or used by TGCA. If the Exhibit is on hand at the close of the installation period in absence of the Exhibitor, TGCA reserves the right to remove and store the said materials and instruct that the Exhibitor be billed for all charges incurred.

**Acceptability of Exhibits:** All exhibits shall be to serve the interest of the members of TGCA and shall 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 we determine 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.

**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.

**Badges and Exhibit Personnel:** Admission will be by Exhibitor Badge only. The Exhibitor shall have an authorized representative present at the show throughout the exhibit periods and during installation and dismantling of the exhibit. 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.

**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.

**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.

**Heavy Equipment:** If there is a possibility of unusually heavy materials being displayed, the Exhibitor is hereby advised that this must be cleared prior to signing up for a booth. Exhibitors may carry in their own equipment, but if they require a forklift or any other assistance, other charges may be applied by Freeman.

**Restrictions on Use of Space:** No exhibitor shall 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, displaying signs, solicitation or distribution of promotional materials. 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 or tacking on walls, panels, cutting, etc. is not permitted. Scotch tape is not to be used on walls or glass panels for the support of posters and signs – easels are recommended. Objects such as table back-drop, etc. are not to be placed against the walls or glass windows. Banners or displays are not permitted on the windows or glass panels. 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 and exhibitors will not stand or block aisles during the show hours. All fire extinguishing equipment shall be maintained in plain sight, unobstructed and accessible for use at all times.

**Shipping Instructions:** Because of the lack of storage space, TGCA cannot accept and store shipments of exhibit material in advance of the show. We would suggest you contact Freeman for any arrangements that you might have in the shipment and storage of exhibits. Freeman 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.

**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; and the exhibitors, by signing up for a specific booth expressly 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.

**Security:** 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.

**Space Assignment:** Assignment of exhibit space, where possible, will be according to the choices listed on the application of the exhibitor, the number of booths requested and exhibit space available on the date and time the application is received with full payment at the TGCA office. Exhibitor 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. If all choices of locations indicated on the application are available at the time of assignment, TGCA reserves the right to assign what they consider to be the next-best booth assignment.