



Standards of Exhibition Agreement

Show Management

TNMHPO (show management) reserves the right to restrict exhibits which, because of noise, method of operation, materials, promotion of door-to-door sales or other reasons, become objectionable. TNMHPO may forbid installation or request removal or discontinuance of an exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purposes of TNMHPO. Should there be any question on conforming to the following exhibit rules and guidelines final judgment will be made by show management.

Exhibit Application & Payment

All exhibits and related demonstrations and presentations must serve the interests of association members. Submission of application does not constitute or imply approval to participate in any TNMHPO event. Show management reserves the right to determine eligibility of exhibitor for inclusion in the show prior to, or after, execution of the agreement. Status of application will be confirmed by e-mail within ten (10) business days of submission.

Space Assignment: TNMHPO agrees to use best efforts to assign exhibitor the booth(s) with respect to “locate away from competitors”. However, TNMHPO cannot and does not guarantee assignment of space in accordance with exhibitor’s request. Exhibitor agrees to accept the booth(s) assigned by TNMHPO. Show management reserves the right to relocate exhibitors or modify the floor plan should it be deemed necessary. Preliminary booth assignments will be emailed no later than the week before the conference start date.

Payment: Payment information is required at time of application and will be processed once application is approved. Checks are accepted and must be received by TNMHPO within fourteen (14) days of approval notification. The exhibitor who fails to make payments when due shall automatically forfeit any rights, privileges and claims of any nature, including any payments previously made. If the application is denied, payment will not be processed and information will be destroyed.

Cancellation: Please consider your application carefully. Refunds are not available within one month of the conference start date.

In case of cancellation of the Conference & Exhibition due to act of God, fire, strike, or any other circumstances beyond the control of TNMHPO, the exhibitor will be refunded any money paid for booth space, less the prorated share for the expenses incurred by TNMHPO in connection with the exhibition.

Admission Policies

Exhibition admittance is restricted to exhibitor personnel and registered attendees displaying an official show badge. All exhibitor personnel must always register and wear the official show badge. Exhibitors will receive 2 show badges for exhibitor personnel for each single exhibit space occupied. Additional badges may be requested, however no more than three (3) staff per single booth can be present at one time. Badge switching or the transfer of a badge to an unauthorized individual is a violation of this contract and will be subject to confiscation of the badge and removal of the individuals from the exhibit hall.

Exhibit Space Guidelines

All exhibits must conform to these guidelines and may not extend beyond the boundaries of the exhibit space. Exhibitors with large displays must reserve sufficient space to ensure that equipment fits in the space laid out in the exhibitor application (6’ table for singles and 12’ table for doubles). If exhibitors choose not to use the tables provided exhibits cannot extend more than 2’ in front of the designated table/booth space. The height of standard booth displays may not exceed 5 feet. Displays that exceed 5’ will have to pay the extra \$200 in order to be placed where they cannot block other exhibitors.

Exhibitors are not permitted to sublet or share any portion of their exhibit space with another business or firm without the written consent of show management. Exhibitors may not display merchandise of other manufacturers or distributors where no direct business relationship exists between them.

Display Guidelines

Exhibitors shall conduct sales presentations and product demonstrations in a manner which ensures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the walkway. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

Informational, promotional, educational or other giveaway matters may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display, and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted. No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.

Standards of Exhibition

Raffles, drawings, contests, and other such activities, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere.

Exhibitors are required to notify show management 30 days prior to show setup of applicable activities.

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

Exhibitor Behavior & Hospitality Events

Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited. Exhibitor's personnel and their representatives may not enter the exhibit space or loiter around another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event at the discretion of show management.

No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.

Licensing & Permits

Exhibitors are responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material. Exhibitors are liable for and shall indemnify and hold show management, its directors, officers, employees and agents, harmless from all loss, claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by exhibitor, its agents or employees, of any patent, copyright, trademark or other mark, trade secret rights or privileges.

Selling products on the exhibit floor: 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 <http://www.window.state.tx.us>.

Food and non-alcoholic beverage samples may be distributed from an exhibitor's booth in 3 oz. portions.

Insurance and Liability

TNMHPO is not responsible for the loss of property from theft, damage by fire, water, accident, or other causes.

Exhibitor assumes responsibility and agrees to indemnify and defend the TNMHPO and the conference Hotels, the Hotel's Owner, and their respective owner, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the exhibition premises.

In addition, it is expressly understood and agreed that the exhibitor will make no claim of any kind against the TNMHPO, 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 Exhibitor understands that neither the TNMHPO nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

Exhibitor agrees, in displaying, marketing, promoting or completing any sales transactions on its goods or services, that it is compliance with the local, state and federal laws.

Exhibit Furnishings, Installation and Removal

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.

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 Agreement

The Standards of Exhibition are subject to all rules and regulations named herein, and also to all conditions the exhibit facility has made available. The 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.

During the application process, the applicant agreed to the terms and conditions of the Standards of Exhibition. Once the application is approved, the Standards of Exhibition is in force and Exhibitor is bound by the agreement.

Cancellation & Refund Policy (Exhibitors & Sponsors)

All exhibitor and sponsor fees are **non-refundable** once payment is received. Exhibitor and sponsor commitments are made in reliance on event planning, space allocation, marketing materials, and contractual obligations incurred by the Organization.

If an exhibitor or sponsor is unable to attend after payment is made, **no refunds or credits will be issued**, regardless of reason, including but not limited to scheduling conflicts, travel issues, staffing shortages, or unforeseen circumstances.

The Organization reserves the right to reassign or resell the exhibit space without obligation to the exhibitor or sponsor.

In the unlikely event that the conference is canceled by the Organization, exhibitor and sponsor fees will be refunded **less any non-recoverable expenses** already incurred.

Requests for exceptions will be reviewed on a case-by-case basis and are not guaranteed. Any approved exception is at the sole discretion of the Organization and does not establish precedent.