

## **Contract for Space**

The order of booths, upon acceptance by the Association (Career & Technical Association of Texas, hereinafter-named CTAT), assignment of space, and the full payment of rental charges, constitutes a contract for rental of the space assigned. Any exhibitor failing to occupy space is not relieved of the obligation of paying the full rental price.

## **Registration**

Registrations for exhibitors include three complimentary exhibitor registrations per 6' tabletop display (winter) or 10 x 10 booth space (summer). Additional exhibitor registrations are available at \$50 per person. Exhibit booths must be staffed during all exhibit hours in which the exposition is open to conference attendees. Exhibitor badges will be required for every participant to enter exhibit hall.

## **Nonpayment and Cancellations**

Payment for your booth space is due upon registration.

All cancellations of booth space must be made in writing. Cancellations received by **January 12, 2018** (winter) or **June 11, 2018** (summer) are eligible for a refund in the amount of 50% of the total contract amount. After January 12, 2018 (winter) or June 11, 2018 (summer) the total registered amount is retainable/payable to CTAT. Failure to cancel in writing, set up booth, and/or staff booth space will result in no refund and exhibitor will be billed at full space rate.

## **Exhibit Installation and Dismantling**

It is the duty and responsibility of exhibitors to install their exhibits before the opening of the exposition and dismantle them immediately after the close of the show. CTAT will not allow exhibitors to close and dismantle their booths prior to the closing time of the show floor. Exhibitors will not be permitted to dismantle and move equipment from their exhibit booth during the show. Companies violating this rule are subject to losing their rank in booth selection for future shows.

## **Use of Exhibit Space**

Exhibits must be confined to the exact space allocated. Exhibitors are expected to be courteous to other exhibitors and should be aware that distracting operations and noisy equipment will not be allowed. Exhibitors may distribute printed advertising from within the confines of their own space only, but may not advertise outside of the exhibit space for which they have contracted.

## **Sales and Solicitation Prohibitions**

Solicitations in the interest of business except by exhibiting firms are prohibited. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting, or soliciting within the exposition. Exhibitors are urged to report immediately violations to Show Management.

## **Private Social Functions/Special Events**

Any exhibitor-held hospitality, function or social event must be pre-approved by CTAT in writing. Social functions are allowed only during program-free hours and must not conflict with any educational sessions, special programs, social events, including receptions and meals. No function may be held on the show floor at any time. Failure to comply may result in denial of participation at future conferences.

## **Security**

Show Management will coordinate security. Remember that security provided by Show Management is no guarantee of the safety of your equipment. Do not leave valuable equipment that can be carried away, or easily damaged unattended in your booth. Security for individual companies is available. Call Show Management for details.

## **Official Contractors**

To ensure orderly and efficient installation, operation and removal of displays, and to eliminate confusion by the presence of unknown or unqualified firms, CTAT has designated certain firms as the official service contractors. The official contractors will have on-site service desks to assist exhibitors during the show. As such, CTAT holds these firms responsible for quality service and fair prices, and is prepared to intercede on behalf of an exhibitor in the event of faulty work or unfair charges. The exhibitor agrees to use the official contractors for the following services: electrical, plumbing, telephones, booth cleaning, rental furniture and floor covering.

## **Fire Prevention Requirements**

All main and cross aisles, corridors, exhibit areas, exit stairways and other areas will be maintained at their required width at all times the exhibition is open; no obstructions such as chairs, tables or displays will be allowed to protrude into aisles.

## **Insurance**

CTAT and the Freeman Decorating Company will exercise reasonable care for the protection of exhibitors' displays but can accept no responsibility for the loss of, or damage to, any of the said materials or displays. Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

## **Liability**

Exhibitor shall indemnify, hold harmless, and defend, CTAT, conference facilities and the directors, officers, employees, members, and representatives of all of the above (herein after collectively referred to as the Indemnified Parties) from all losses, claims, liability, damage, actions, judgments, expenses (including, without limitation, attorneys' fees) for injury to or death of any persons, loss through theft or otherwise, or damage to property, arising in anyway in connection with the use or enjoyment by the exhibitor, or any other person or entity, with the express or implied permission of the exhibitor, of the space, equipment, or the show space or hall; or arising from the use of the equipment, devices furnished of or used by the exhibitor, or other persons in connection with the exposition, or use of the space. However, exhibitors shall not have such an obligation to any Indemnified Party if damage or injury results from the gross negligence or willful misconduct of that Indemnified Party.

None of the Indemnified Parties shall be responsible to the exhibitor, its employees or agents for any injury, loss or damage that may occur to the exhibitor, the exhibitor's representatives or employees, or the exhibitor's property, unless solely due to the gross negligence or willful misconduct of such Indemnified Party."

## **Galveston Island Convention Center at the San Luis Resort Fort Worth Convention Center**

Exhibitors agree to abide by all convention center regulations relating to exhibitors. Contact the Galveston Island Convention Center at the San Luis Resort and/or Fort Worth Convention Center with questions.

**Responsibility**

It is the responsibility of the exhibiting firm to be fully familiar with these Rules and Regulations and to see that each member of the firm attending the exposition, either as exhibit personnel or delegate, or both, is also familiar with these Rules and Regulations.

**Interpretation and Enforcement**

Interpretations and applications of these rules and regulations shall be within the sole discretion of CTAT, and all rulings in such instances shall be final with regard to use of any exhibit space. In addition to any other recourse referenced in these rules and regulations, CTAT may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of an exhibitor from the show and suspension from future shows. Any and all matters or questions not specifically covered in these rules and regulations shall be subject solely to the determination of CTAT.

Any legal action by an exhibitor against CTAT related to these rules must be brought in state or federal court in the State of Texas, and any recovery by an exhibitor is limited to rental fees actually paid by the exhibitor, and indirect or consequential damages may not be sought.

**Successor and Assigns**

The exhibitor contract, including these rules and regulations, shall bind and inure to the benefit of the parties hereto and their respective successors and assigns.

For more information, contact Leslie Froeschle at **512.288.8666** or **leslie@ctat.org**.