

Exhibit Rules and Regulations

Texas Elementary Principals & Supervisors Association (TEPSA)

Occupancy of Exhibits - Any space not occupied or for which special arrangements have not been made prior to 8am on opening day may be resold or reassigned by the Director of Exhibits with no obligation for refund.

Dismantling of Exhibits - Teardown of booths must not begin until after the Exhibit Hall closes. All displays and materials must be out of the Exhibit Hall by 8pm on the day of teardown.

Official Service Contractor - Freeman Decorating

Safety Regulations - Exhibitors must comply with all fire regulations as detailed in the Exhibitor Service Manual provided by Freeman Decorating. Each exhibitor will be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the Exhibit Hall. The Exhibit Hall is a non-smoking area.

Exhibitor Packet at Conference - Each exhibitor must stop at the Conference Registration Area before the Exhibit Hall opens to pick up the Exhibitor Packet containing badges and additional conference material. A Security Guard will be stationed at each Exhibit Hall entrance. No one will be admitted into the Exhibit Hall without a badge. All persons working in the booth must have a badge. Exhibit Personnel at the Conference Registration Area must approve requests for additional badges.

TEPSA Name and Logo - Exhibitor may not sell, lease, display or otherwise utilize any goods or services bearing the name Texas Elementary Principals & Supervisors Association (TEPSA) or any facsimile of any such name, nor may they utilize the logo of TEPSA without the prior written consent of TEPSA.

Use of Space - Exhibitors may not share space allocated to them without prior consent of TEPSA Director of Exhibits. All solicitation of business is restricted to the space assigned to each exhibitor. All aisles are to be kept clear. Exhibits may not interfere with, nor impede access to other exhibits. Noise-creating devices or amplifying systems may be operated only at a level which does not interfere with other exhibitors.

Sale and Distribution of Items - Exhibitors may sell items at their booths in the Exhibit Hall with prior approval from Director of Exhibits.

General Conditions - To guarantee the Exhibit Hall maintains a professional and educational atmosphere, booths selling non-related educational material will be located in a specified area that does

not impede traffic for surrounding booths. Trash should not be visible at any time. All booths must maintain a professional appearance.

Non-Exhibiting Vendors & Suppliers - Vendors and suppliers who have not rented exhibit space are not allowed to advertise, display products and/or services, distribute literature, or solicit business in the Exhibit Hall or at the conference site without prior approval by TEPSA.

Music Licensing - Exhibitor agrees to pay when due all royalties, license fees or other charges accruing or becoming due to any firm, person or corporation, by reason of any music, either live or recorded, or other entertainment of any kind or nature, played, staged or produced by the exhibitor, his agents or employees within the premises by this License Agreement including but not limited to royalties or licensing fees due to BMI, ASCAP, OR SESAC. Exhibitor agrees to hold the Exhibit Manager harmless against any and all such claims or charges.

Liability - Exhibitor assumes entire responsibility, and hereby agrees to protect, defend, and indemnify TEPSA and the Conference Hotel against all claims, losses, and damages to persons or property, governmental charges or fines and attorney fees arising out of, or caused by, exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

In addition, exhibitor acknowledges that TEPSA and the Conference Hotel do not maintain insurance covering the exhibitor's property, and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor. TEPSA will not be liable for any injury, loss, or damage which may be sustained by any person who may be on the premises leased or rented to the exhibitor, or watching, observing or participating in any demonstration or exhibit of exhibitors.

No responsibility is assumed for goods delivered to the Exhibit Hall before the set-up day, or for materials left in the Exhibit Hall after the closing hour. Please contact Freeman Decorating for shipping information.

Refunds - Cancellation notification must be submitted in writing to the Director of Exhibits. All monies paid for space will be refundable, less a \$75 processing fee for each booth. No refund of booth rental will occur for any space that is not canceled in writing prior to the deadline.