

## **2024 TASBO SUMMER SOLUTIONS CONFERENCE STANDARDS OF EXHIBITION & ANSWERS TO FREQUENTLY ASKED QUESTIONS**

### **REASONABLE STANDARD OF CONDUCT:**

TASBO has an established Standard of Conduct to ensure a safe and positive exhibit and conference environment for all. Exhibitors must adhere to all policies.

Sales transactions are not permitted on the Expo Floor. Exhibiting companies wishing to utilize the services of individuals other than their own associates, such as celebrities, entertainers, authors, etc., are required to seek approval for the activity 30 days in advance of the TASBO event. All approval requests should go through Katie Hooks, Education Manager. The request should include an overview of the activity and provide enough detail to address how the activity will be conducted. Activities that are foreseen to be potentially disruptive to other exhibitors or violate the standard of conduct will not be approved.

Company representatives shall not be rude or offensive towards attendees, other exhibitors and members. Questionable dress that is considered too casual or revealing and entertainment that is excessively loud or unsuitable for an educational conference will be prohibited. TASBO reserves the right to terminate any activities and remove any offending attendees or exhibitors during a TASBO event for failure to comply with the standard as defined. Non-employees of an exhibiting company will not be permitted access to the event without the prior approval of the TASBO Education Manager. Exhibiting companies failing to follow this procedure may be removed without refund and/or barred from future TASBO events for violations of this reasonable Standard of Conduct.

### **HOTEL ROOM:**

Each registered exhibiting company will receive an email containing a link to the TASBO Hotel Room Blocks. Accommodations are on a first-come, first reserved basis. Only registered exhibitors will receive the Hotel Block link. There will be multiple hotels to choose from.

### **MEALS:**

Exhibitors are welcome to join all attendees at the following meals:

- Tuesday Meals:
  - Breakfast: 7:30 AM – 9:00 AM
  - Lunch: 11:30 AM – 1:30 PM

### **BREAKDOWN POLICY:**

Exhibitors are not permitted to break down booth setups until the designated time, starting at 1:30pm. Exhibitors who vacate the event early may not be eligible for future exhibiting opportunities with TASBO.

### **NOISE AND VIDEO POLICY:**

Due to the close proximity of tabletops, music will not be allowed. Additionally, exhibitors are not allowed to record or video attendees onsite. Any special exceptions are required to seek approval for the activity 30 days in advance from the TASBO Education Manager ([exhibits@tasbo.org](mailto:exhibits@tasbo.org))

### **FIRE REGULATIONS:**

No flammable fluids, substances or materials of any nature, including decorative material that is not flameproof, may be used at an exhibitor table. Electrical wiring must conform to the National Electric Code Safety rules. Each exhibiting company must comply with local fire regulations.

### **ALCOHOL POLICY**

Alcohol is not allowed for sale or consumption in any vendor space, including door prizes/raffles.

### **DOOR PRIZES / RAFFLES:**

Attendees may register for raffle prizes at an exhibitor's table. During the conference, exhibitors may award prizes at their booths during exhibit hours. Due to school regulations, we recommend that prizes should not exceed \$50 in value. Alcohol is prohibited as a giveaway item. TASBO is not responsible for distributing or announcing individual exhibitor prizes.

### **SPACING OF COMPETITORS:**

TASBO cannot guarantee competitor separation. When selecting a booth, you will be able to view a list of where previously registered companies are located and may select accordingly.

### **CANCELLATION POLICY:**

Cancellations before June 1, 2024 will be refunded at 50%. Beginning on June 1, 2024, no refunds will be issued.