

TASBO STANDARDS & POLICIES FOR EXHIBITION:

EXHIBIT SELECTION:

All exhibits and related demonstrations and presentations must serve the interests of TASBO members. Submission of application does not constitute or imply approval to participate in any TASBO event. TASBO reserves the right to determine eligibility of Exhibitor for inclusion in the Exposition prior to, or after, execution of the Agreement.

- 1. Space Selection:** TASBO uses an online form in which exhibitors can register their exhibit space. Exhibitors are responsible for the selection of their own location and the pricing associated with their space. Exhibitor agrees to accept the space selected by their own representative or employee. Following space assignment, each applicant will receive an email notice of verification. Show Management reserve the right to modify the floor plan should it be deemed necessary. If the exhibit space size or location is affected by floor modification, Show Management shall make reasonable attempts to provide a similar space to Exhibitor. If Show Management cannot provide a suitable replacement exhibit space, TASBO will refund the difference between the original space and the replacement space. Notwithstanding the foregoing, should the floor plan be modified due to a change in the location of the Event due to the unavailability of the intended venue, Show Management does not make any guarantees as to the size of the exhibit spaces available, nor will Show Management offer a refund for a reduction in Exhibit space size that affects all Exhibitors.
- 2. Spacing of Competitors:**
Show Management cannot guarantee competitor separation. When selecting your space, you will be able to view where previously registered companies are located and select your space accordingly.

HOTEL ROOM BLOCK:

Each registered exhibiting company will receive information with a link to make hotel reservations. You must be registered to make a hotel reservation. Hilton Americas is the host hotel. Lodging is on a first come, first reserved basis.

REASONABLE STANDARD OF CONDUCT:

Rude or offensive behavior toward TASBO members, Conference attendees or exhibitors will be prohibited. Exhibitors are expected to dress in business casual attire unless the day's tasks require otherwise (e.g. setting up or breaking down exhibits). Exhibitors are expected to present a clean, professional appearance. Clothing with offensive or inappropriate designs is not allowed. Clothing should not be too revealing. Show Management reserves the right to require an Exhibitor who does not meet these dress standards to change clothing. Entertainment or content that is excessively loud or unsuitable for an educational conference is prohibited. Show Management reserves the right to terminate any activities, content, images or videos and remove offending members during a TASBO event for failure to comply with the policies and standards contained herein. Non-employees of an exhibiting company will not be permitted access to the event without the prior approval of the TASBO Exhibits Staff or Executive Director. 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 from the TASBO Exhibits Staff 60 days in advance of the Exposition. The request shall include an overview of the proposed activity / content 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 reasonable standard of conduct will not be approved. Exhibiting companies failing to follow the standards and policies contained herein may be removed without refund and/or barred from future TASBO events.

STANDARDS OF EXHIBITION:

1. SHOW MANAGEMENT

Show Management reserves the right to restrict Exhibits which, because of the nature of the content, noise, method of operation, materials, promotion of door-to-door sales or other reasons, become objectionable. Show Management may forbid posting / installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purposes of TASBO. Should there be any question on conforming to the following exhibit rules and guidelines, final judgment will be made by Show Management.

2. EXHIBIT HALL STANDARDS

a. *Admission Policies:*

- i. Exhibitors will receive an Exhibitor Name Badge Request Form from TASBO prior to the Conference. Exhibitors must complete the form and return it to TASBO **14 days in advance of the Conference (February 5, 2024)**.
- ii. Representatives must register upon arrival at the exhibit area and must wear Exhibitor identification (ID) badges at all times. Exhibitor ID badges allow access to the Exhibit Hall, general sessions, learning sessions, refreshment breaks, and receptions in the Exhibit Hall.
- iii. A maximum of four (4) exhibitor badges will be issued free of charge per standard Exhibit Space, and eight (8) exhibitor badges per expanded Exhibit Space.
- iv. Exhibitors who wish to attend a Monday, Tuesday or Friday education course must pay an additional education course registration fee.
- v. Badge switching or the transfer of a badge to an unauthorized individual is a violation of the Exhibitor Agreement and is grounds for confiscation of the badge and removal of the individuals from the Exhibit Hall.
- vi. Exhibitor must not send any representative who has been convicted of a felony or whom Exhibitor has reason to believe might pose a danger to others.

b. *Minors:*

In the interest of safety and injury prevention, children under 12 years of age will not be permitted on the exhibition floor during installation and removal of exhibits. All children must be accompanied by an adult at all times.

c. *COVID-19 Protocols:*

- i. The number of exhibit staff allowed in the exhibit hall and/or behind an exhibit table at one time may be limited due to safety and social distancing guidelines.

3. EXHIBIT SPACE GUIDELINES

- a. All Exhibits must conform to these guidelines and may not extend beyond the boundaries of the Exhibit space.
- b. Exhibitor agrees to abide by all applicable fire, utility, and building codes.
- c. **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.
- d. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring Exhibitors. To the extent possible, lighting should be directed to the inner confines of the Exhibit space

- and should not project onto other Exhibits or show aisles. Interference with the light or view of other Exhibitors will not be permitted. No signs may be hung from ceiling.
- e. *Standard Booths*: The height of standard booth displays may not exceed eight (8) feet. Displays may not exceed 42 inches in height in the front half of the booth. No materials may be suspended from the ceiling or bridged across an aisle.
 - f. *Perimeter Booths*: Perimeter booths are defined as booths that back up to a wall of the facility rather than another exhibit. Displays in perimeter booths may be as high as 12 feet but may not exceed 42 inches in height in the front half of the booth. No materials may be suspended from the ceiling or bridged across an aisle.
 - g. *Bus Space*: Spaces listed as “bus space” are reserved for buses, unless otherwise agreed upon by TASBO.

Show Management reserves the right to amend the Exhibit Space guidelines based on the Expo venue and available space.

4. EXHIBIT FURNISHINGS, INSTALLATION AND REMOVAL

- a. Each Standard Exhibit Space includes (1) 6' skirted table, (2) chairs, (1) wastebasket and standard pipe and drape. All other furnishings and displays will be at the exhibitor's expense. An Exhibitor Kit Order Form for power and AV needs will be sent to Exhibitors upon application approval.
- b. 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.
- c. Exhibitors may install and remove their own Exhibits, or to appoint firms other than the official contractor, so long as these firms conform to all rules and regulations and do not disrupt the orderly installation and removal of Exhibits.
- d. There are certain exclusive contractors with specific responsibilities for services, such as electrical, with which exhibitors must contract. An Exhibitor order form with designated contractors and their forms will be sent to each approved Exhibitor by Show Management.
- e. 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.

5. EXCLUSIVE USE OF EXHIBIT SPACE

Exhibitors are permitted access to the Exhibit Hall half hour before and 30 minutes after posted official show hours. Additional access may be arranged by requesting an off-hours entry pass, which will be granted solely at the discretion of Show Management.

6. EXHIBIT INSTALLATION AND DISMANTLING

- a. Move in begins Monday, February 19th between approximately 3:00 p.m. and 5:00 p.m. All Exhibit installations must be completed by **2:00 p.m. on Tuesday, February 20, 2024**. Any space not claimed and occupied or for which no special arrangements have been made before **2:00 p.m. on Tuesday, February 20, 2024**, may be resold or reassigned by Show Management without any obligation on the part of TASBO for any refund whatsoever, unless special arrangements made with TASBO and Show Management.
- b. All Exhibits must be ready for viewing by **3:00 p.m. on Tuesday, February 20, 2024**. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of Exhibits will be permitted during the viewing hours without the permission of TASBO and Show Management.

- c. Exhibitors are required to participate during all show hours as stated in exhibitor guidelines email correspondence and on exhibitor website.
- d. Dismantling of displays must not begin until after exhibits close at **6:00 p.m. on Wednesday, February 21, 2024**, and all Exhibits must be removed and the building vacated by 8:00 p.m. **on Wednesday, February 21, 2024**, unless prior arrangements have been made with Show Management.

7. SOUND, DEMONSTRATIONS, LITERATURE/GIVEAWAYS

a. Sound:

- i. The use of sound systems or equipment producing sound is a privilege, not a right. Show Management reserve the right to determine at what point sound constitutes interference with others and must be discontinued.
- ii. Exhibits that include the operation of musical instruments, radios, talking motion picture equipment, public address systems or noisemaking machines must be constructed or arranged so that the noise resulting from the demonstration will not disturb adjacent exhibitors and their patrons, and must meet prior approval by TASBO Exhibits Staff.
- iii. Exhibitors should be aware that music played in their spaces, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

b. Demonstrations:

Exhibitors shall conduct sales presentations and product demonstrations in a manner which assures those attending the presentation or demonstration 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 aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

c. Literature / Giveaways:

- i. Informational, promotional, educational or other giveaway matter may be distributed only at the Exhibitor's display and must be related to the products and/or services on display or eligible for display, and for products which are directly available from the exhibitor. Distribution from Space to Space or in the aisles is forbidden, and Exhibitors must confine their exhibit activities to the Space for which they have contracted.
- ii. 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.
- iii. Raffles, drawings, contests, and other such activities, if permitted by law, are allowed in an Exhibitor's space 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 TASBO 30 days prior to show of applicable activities.
- iv. Texas law and school district local policies prohibit local government officers from accepting most personal gifts. Tangible gifts to public servants should be limited to caps, t-shirts, coffee mugs, or other token items. In no event should the value of the gifted item(s) exceed a \$50 fair market value. Furthermore, Exhibitors are expected to select winners of prize drawings in a random fashion. Show Management will assist with the process of notifying prize winners during the Expo only hours; however, Show Management is not responsible for individual exhibitor prizes.

8. 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, mar, mark, paint, or in any manner deface the hall, or use nails, hooks, pins, screws, or tape on the building. The Exhibitor is liable for any and all damages which he may cause to the building or otherwise in connection with his exhibit. Helium balloons are not permitted, unless with an executed contract addendum.

9. EXHIBITOR BEHAVIOR & HOSPITALITY EVENTS

Uncivil, 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 in the area of 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.

10. CONFLICTING EVENTS

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.

11. FOOD HANDLING

Exhibitors may provide sample food products on the Exhibit floor during regular Exhibit hours. The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served in accordance with city and county requirements. Any exhibitor sampling products shall submit a sampling form to the facility's exclusive vendor upon request for review and to Show Management for acceptance or rejection. Food and non-alcoholic beverage samples may be distributed from an exhibitor's booth in 3 oz. portions.

12. FIRE REGULATIONS:

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