



CONNECT 2019

AT&T Executive Education and Conference Center
Austin, Texas
March 23-24, 2019

4950 W. Royal Lane, Irving, Texas 75063
Phone: (800) 839-2237 Fax: (512) 329-8943
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SPONSOR & EXHIBITOR RULES & REGULATIONS

GENERAL INFORMATION

The Exhibit Application/Contract must be signed by an authorized representative of the exhibiting company. This signature will reflect that the authorized representative has read and agrees to the terms specified below as well as the exhibit prospectus and contract. TCEP reserves the right to dismiss any Exhibitor who does not adhere to the rules and regulations published here and in the Exhibitor Service Kit.

Sponsorships or exhibit space will not be assigned or confirmed without receipt of full payment.

TCEP reserves the right to interpret these regulations as it deems proper and/or necessary to ensure the success of the Exhibition and to further the educational purposes of the event. Your participation in or attendance at this event means you, the Exhibitor, agree to comply with all TCEP Rules and Regulations, which are in effect at the time Exhibitor Move-in begins.

Presentation of Products or Services - The purpose of the exhibit program is to further the education of or assist scientists working in the field of emergency medicine, and the business of emergency medicine. All claims regarding products and services should be truthful and accurate. Unwarranted disparagements or unfair comparisons of a competitor's product or services will not be allowed.

TCEP reserves the right, in its sole discretion, to accept or deny applications for exhibit space and to allocate space among Exhibitors. In the case of a denied application, all monies collected by TCEP will be refunded to the applicant.

Space Assignment - Assignment of space will be made on a first-come, first-served basis (applications will be time stamped when they are received). This information will be published in the conference program provided that the application and description are received no later than February 22, 2019. If the description is not provided by the deadline date, only the name, address (as it appears on the contract), and booth number will be printed in the conference program.

Exhibit Hall Hours for Exhibitors – subject to change.

Exhibit Set up	Friday, March 22, 2019, 12:00 PM – 5:00 PM
Exhibit hall open:	Saturday, March 23, 2019, 7:00 AM – 12:00 PM and 1:30 PM – 6:30 PM
	Sunday, March 24, 2019, 8:00 AM – 2:00 PM
Exhibit hall teardown	Sunday, 2:00 PM – 5:00 PM

Each 8' x 10' booth space is \$1,800 unless otherwise noted in this agreement.

Each 8' x 10' booth contains: one table, two chairs, one waste basket and one 6" x 24" sign showing your company name.

Each 8' x 10' booth space rental comes with TWO exhibitor badges (exhibit hall only passes and are not eligible to receive CME credit). Additional badges may be purchased through the registration portal.

EARLY BIRD DISCOUNT – Save \$300 off each 8x10 exhibit booth space when you reserve and pay in full via credit card with this application prior to December 31, 2018. Sponsorships are not eligible for early bird discount. Payment must be received and processed by the TCEP office prior to the end of this year to qualify for the discount.

The exhibits will take place in the carpeted Zlotnik Family Ballroom.

Freeman Decorating will provide decorating services for TCEP CONNECT 2019. All paid exhibitors will receive an electronic service kit in January with more information about ordering food and beverage, electrical, internet, shipping and much more.

Exhibits not set up by 6:00pm on Friday, March 22, 2019, will be considered a no-show and TCEP reserves the right to re-sell the booth to another vendor and exhibitor will forfeit any refund.

Booths may be combined to make larger booths.

GENERAL CONDUCT OF EXHIBITS

- 1) TCEP reserves the right to impose limitations on noise levels and on any other method of operation that becomes objectionable.
- 2) The use of any animal in an exhibit is not allowed, except service animals.
- 3) Photography of any booth other than your own is strictly prohibited.
- 4) Exhibitors agree to abide by the installation and dismantle times set by TCEP and to have at least one person staffing their booths during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantle time without permission of the show may forfeit any booth selection for the following year and will not receive prior exhibitor credit for booth selection at future shows.
- 5) Location Relative to Other Exhibits - Exhibitors may use the Exhibit Application to designate their preference to be located near other companies or their wish to not be adjacent to or opposite designated other companies.
- 6) Distribution of Giveaways - Exhibitors will be permitted to distribute appropriate promotional materials and approved related items from their exhibit booth only. Exhibitors may not distribute materials outside their booth (anywhere else in the AT&T Executive Education and Conference Center) without written permission of TCEP show manager. In keeping with the educational purpose of the exhibit program, giveaways must conform to acceptable, legal, and professional standards. TCEP reserves the right to deny distribution of materials they deem inappropriate.
- 7) Children under the age of 18 are not allowed in the exhibit hall during setup or teardown.
- 8) Cancellation or Reduction of Exhibit Space – An exhibitor's decision to cancel or reduce space must be made in writing. The effective date of space cancellation or reduction will be the date the written notice is received by TCEP. If space is cancelled or reduced on or before December 31, 2018, a refund of all monies minus a \$200 administrative fee will be made. Beginning January 1, 2019, there will be no refunds available.
- 9) All cancellations or reduction of space include the forfeiture of all exhibitor badges that were originally allocated with the booth space.
- 10) Subleasing of exhibit space is not permitted. Two or more companies may not share the same space.
- 11) It is the responsibility of the authorized individual signing the application for space to inform all company personnel of the rules and regulations contained in this brochure.
- 12) Use of space - All exhibits must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other exhibitors, create any trip hazards, or violate the set forth by the fire marshal.
- 13) Booths may not be enclosed on more than two sides without express written permission of show management.
- 14) No Exhibitor will be permitted to block aisles or otherwise impede proper flow of traffic throughout the entire show. All demonstrations must take place within the designated booth space.
- 15) Fire Code Regulations – TCEP, the AT&T Executive Education and Conference Center, and its employees and agents; and Freeman Companies against all claims, losses, and damages to persons or property, governmental charges, or fines, and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibiting premises or a part thereof, excluding such liability caused by the sole negligence of the parties referred to above. In addition, Exhibitor acknowledges that TCEP, its agents, the AT&T Executive Education and Conference Center, or Freeman Companies 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.

CANCELLATION OF MEETING AND EXHIBIT

It is mutually agreed that in the event TCEP CONNECT 2019, is cancelled due to acts of God, war, strikes, government regulation or advisory (including travel restrictions by the government or the World Health Organization), civil disturbance, terrorism, or threats of terrorism that are substantiated by US governmental warnings or advisory notices, curtailment of transportation, epidemics, disaster, fire, weather, shortages or disruption of the electrical power supply causing blackouts or rolling blackouts in Austin or any other comparable conditions or circumstances occurring either in the location of the TCEP CONNECT 2019 states of origin of at least 30 percent of the attendees or along their routes of travel, making it commercially impracticable, illegal, or impossible to hold TCEP CONNECT 2019, the Application and Contract for exhibit space will be terminated. In such an event, neither party shall be liable to the other for delay or failure to perform its obligations, except there shall be a prorated reduction of any fees payable or otherwise due.

Insurance - Exhibitor acknowledges that TCEP does not maintain and is not responsible for obtaining insurance covering Exhibitor's property. Exhibitors are urged to take out their own insurance policy protecting them against loss through theft, fire, damage, etc.

Federal, state, and city laws will be strictly observed. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress, and any other fire safety device or facility must not be hidden, obstructed, or otherwise disturbed. Crates, packing materials, wooden boxes, or other highly combustible materials may not be stored in exhibit halls, meeting rooms, or fire-exit areas. Materials not in compliance with the regulations will be considered in violation and removed at exhibitor's expense.

Exhibitor assumes all responsibility and hereby agrees to protect, indemnify, defend, and hold harmless TCEP and its officers, employees, and agents. Please direct any questions to Nann Philips, CMP, CMM, DES at nann@scurrystreet.com.