



Texas Elementary Principals and Supervisors Association

RULES AND REGULATIONS

Occupancy of Exhibits

Any space not occupied or for which special arrangements have not been made prior to 8:30am on opening day may be resold or reassigned by the Exhibits Manager with no obligation for refund.

Subletting or Sharing of Space

Exhibitors may not share space allocated to them without prior consent of Exhibits Manager. All solicitation of business is restricted to the space assigned to each exhibitor.

Storage

Exhibitors may store a limited supply of literature or product appropriately within the contracted booth area, as long as these items do not impede access to utility services, create a safety hazard, or look unsightly.

All aisles are to be kept clear and trash should not be visible at any time. All booths must maintain a professional appearance. Exhibits may not interfere with, nor impede access to other exhibits. No activity can be conducted outside of the contracted exhibit space, including handouts, solicitations, presentations, or mascots without prior approval from Exhibits Manager.

Load-In/Out Procedures

Loading/unloading of materials for use in the exhibit hall should be conducted within the loading dock only. Loading or unloading of exhibit materials through any other door is prohibited by Kalahari Resorts and Conventions. Blocking access to dumpsters, open stalls, doors, entrances, fire hydrants is prohibited under any circumstances.

Line-of-Sight

Inline and Corner booths will observe the line-of-sight rule. Construction of each booth and/or arrangement of display items cannot block the view of neighboring booths. Anything over 4 feet tall must be set back 5 feet from the aisle.

Cubic Content

Island and Split Island booths will observe the cubic content rule. The entire cubic content of this booth may be used up to the maximum allowable height of 8' for Split Island Booths and a maximum allowable height of 12' for Island Booths.

Height Limitations

Display and signage cannot exceed the booth height limitation (8 feet for inline, corner and split island booths; 12 feet for perimeter booths; 12 feet for island booths). Email kristina@tepsa.org if you would like to request a perimeter booth.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Pipe and Drape

Product and signs should not be attached or affixed to pipe and drape as this equipment is not designed as a display fixture.

RULES AND REGULATIONS

Food Samples

Food samples that exceed a two ounce (2 oz.) serving size or more, exhibitors will be required to pay a potorage charge to Kalahari Resorts and Conventions, provide insurance, complete and sign a waiver/indemnification. All outside exhibitor food and beverage must be disclosed to Kalahari Resorts and Conventions.

Sound Devices

The use of devices for mechanical reproduction of sound or music is permitted but must be controlled. Sound of any kind must not be projected outside the booth or interfere with other exhibitors.

Prize Drawings and Presentations

Prize drawings and presentations may be used to draw interest to your exhibit booth; however, noise and other activities should not interfere with the business environment of the exhibition.

Sale and Distribution of Items

Exhibitors may sell items at their booths in the exhibit hall with prior approval from Exhibits Manager.

Taxes and Licenses

Exhibitors shall be solely responsible for obtaining any licenses, permits or approvals under federal, state, or local law applicable to its activities at the exhibition. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, or other fees, charges or penalties that become due to any governmental authority in connection with its activities or sales at the exhibition.

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 host hotel.

Dismantling of Exhibits and Early Move-out

Tear down of booths must not begin until after the exhibit hall closes at 12pm. All displays and materials must be out of the exhibit hall by 3pm on the day of tear down. Please respect the integrity of the show as well as the efforts of your fellow exhibitors and refrain from early move out. **Early move out will result in the following penalties:** Exhibitor will forfeit the opportunity of exhibiting the following year, or alternatively, exhibitor can choose to pay a fine of \$400. In the event of a recurrence of early departure, the exhibitor will be prohibited from exhibiting for one year without exceptions.

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.

Children in the Exhibit Hall

For safety, children under the age of 18 are not permitted in the exhibit hall during installation and dismantle hours. Children 14 and older will only be permitted in the exhibit hall during exhibiting hours and must stay within the contracted booth space at all times.

Exhibitor Badges

Five (5) exhibitor badges per 10×10 booth are included in your booth package. The fee to register additional booth staff is \$75 per badge. All persons working in the booth must have a badge. A security guard will be stationed at each exhibit hall entrance, and no one will be permitted into the hall without a badge.

RULES AND REGULATIONS

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.

Official Service Contractor

Freeman Decorating

Booth Assignments

TEPSA will send booth assignments in March and make every effort to accommodate your choices.

Cancellations and Refunds

All cancellation requests will incur a fee of \$100 per booth regardless of reason for cancellation. Cancellation notification must be submitted in writing to kristina@tepsa.org by May 1, 2024. No refund of booth rental will occur for any space that is not canceled in writing prior to the deadline. All refunds less the cancellation fee will be issued after the event has concluded.

Music Licensing

Exhibitor agrees to pay 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.

Copyrighted Materials

Exhibitors shall not play, distribute or permit the playing or performance of, or distribution of any copyrighted materials in the exhibit hall unless it has obtained all necessary rights and paid all required royalties, fees or other payment.

Liability

Exhibitor assumes entire responsibility, and hereby agrees to protect, defend, and indemnify TEPSA and Kalahari Resorts and Conventions 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 Kalahari Resorts and Conventions 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.

Cancellation of the Exhibition

If TEPSA cancels the exhibition for any reason including due to circumstances beyond their reasonable control, TEPSA shall refund to each exhibitor its exhibit space rental payment previously paid, minus a share of costs and expenses incurred in full satisfaction of all liabilities.