

2019 TAAO & ICTA 80th Annual Conference Exhibit Space Application & Contract



TAAO’s membership includes professionals from every aspect of the Texas property tax industry: appraisers, assessors, collectors, support personnel, property tax attorneys, and more.

More than 450 property tax professionals will gather together August 25-August 28, 2019, for the 2019 TAAO & ICTA Annual Conference at the JW Marriott San Antonio Hill Country. Considered the premier event for **all** property tax professionals, the TAAO conference is the one event for the entire industry to learn, connect and succeed while having fun.

Expo Hall Agenda

TENTATIVE

Exhibitor Set-Up	Sunday, August 25 th	10:00 AM – 5:00 PM
Exhibit Hall Hours	Sunday, August 25 th	5:30 PM – 7:30 PM
	Monday, August 26 th	7:45 AM – 4:30 PM
	Tuesday, August 27 th	7:45 AM – 12:00 NOON
Exhibitor Tear-Down	Tuesday, August 27 th	12:00 NOON – 5:00 PM

Events in Exhibit Hall

Sunday	5:30-7:30 PM	Exhibit Hall Opening & Reception
Monday	7:45-8:55 AM	Breakfast
	12:30-2:00 PM	Tradeshow Lunch
	4:00-4:15 PM	Ice Cream Social
Tuesday	7:45-8:55 AM	Breakfast
	9:55-10:10 AM	Refreshment Break
	12:25-2:40 PM	Exhibitor Prize Giveaway at Awards Luncheon

Each 10 x10 booth includes:

- An 10’ high back drape, 3’ high divider drape, one 6’ skirted table, two side chairs, one wastebasket and one 7” x 44” booth identification sign
- Two full conference registrations: includes all education sessions and all meals except ICTA luncheon. (Exhibitors will not participate in the meet-your-match game)
- Two exhibit hall-only passes: includes Welcome Reception, breakfasts, breaks & Tradeshow Lunch only
- Mailing list of pre-registered attendees in early August for marketing purposes
- Final attendee mailing list in September for follow-up
- Listing in the exhibitor directory included in each attendee's registration materials
- Prime booths are located at the main entrance to the Exhibit Hall on a 20 foot aisle. There are four standard prime booths and 5 double prime booths.

Booth space is limited and assigned on a first-come, first-served basis, so send in your contract today!

Questions? Contact Cherry Kay Abel at cherry@taao.org or 512-926-2511.

Want discounted or free exhibit space?
 It’s just one of the benefits of being a conference sponsor!
 Refer to the Sponsorship Form for more details.



2019 TAAO & ICTA 80th Annual Conference Exhibit Space Application & Contract

1. Contact Information *(as it should appear in the program)*

Company Name: _____

Phone: _____ Website: _____

2. Conference Coordinator Information *(will not appear in the program)*

Conference Coordinator Name: _____

Address: _____

Phone: _____ Email: _____

Product/Service to be exhibited: _____

3. Booth Selection

	PRIME BOOTHS		STANDARD BOOTHS	
	Member	Non-Member	Member	Non-Member
<input type="radio"/> 10' x 10' Single Booth	\$ 950	\$1,200	\$ 800	\$1,050
<input type="radio"/> 10' x 20' Double Booth	\$1,600	\$2,000	\$1,450	\$1,850

Booth Preference: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Companies I do **NOT** wish to be located near: _____

Companies I **DO** wish to be located near: _____

4. Conference Attendee Names

Included - Two Full Registrations: _____

Included - Two Expo-Only Passes: _____

Additional Full Registrations (\$285 each): _____

Additional Expo-Only Passes (\$60 each): _____

5. Payment

Amount Enclosed: _____

- Make check payable to TAAO and mail to **TAAO, 2028 E. Ben White Blvd., Suite 305, Austin, TX 78741.**
- Payment of all outstanding balances is due no later than July 12, 2019.
- Cancellations of booth space must be in writing; those received on or before July 12, 2019, will incur a cancellation fee of 50% of the booth rental. After July 12, 2019, no refunds will be issued.

I have read and agree to be bound by the attached terms and conditions.

Printed Name: _____ Date: _____

Signature: _____



2019 TAAO & ICTA 80th Annual Conference Exhibit Space Application & Contract

1. AGREEMENT TO CONDITIONS - These terms and conditions are to be a part of all exhibit space contracts. Texas Association of Assessing Officers (TAAO) reserves the right to interpret them as well as make final decisions on all points, rules and regulations.

2. APPLICATIONS AND ELIGIBILITY - All exhibitors must submit an application for exhibit space executed by an individual who has authority to act for the applicant (exhibitor) containing all information requested and payment. Products and services to be exhibited must be listed on this application. TAAO reserves the right to determine the eligibility of any company, product, or part thereof. TAAO reserves the absolute right to reject any such application that in its opinion is not in keeping with the character and purpose of the TAAO Annual Conference.

3. ASSIGNMENT OF SPACE - Assignment of space will be determined by TAAO based on the character of the proposed exhibit, individual exhibitor requirements, and the exhibitor's preference as to location. Every effort is made to assign booths according to the order in which applications are received. Once space has been confirmed by TAAO, space will not be reassigned except in the event that the show is not sold in full and floor plan reconfiguration is necessary. Reassignment will occur only upon mutual agreement between TAAO and the exhibitor.

4. PAYMENT - Payment of all outstanding balances is due no later than July 12, 2019.

5. INSURANCE - Insurance of the exhibitor's property, business interruption insurance, and the exhibitors' protection and insurance against any other liability or loss must be provided by the exhibitor and be at the exhibitor's sole expense.

6. INCLUDED ITEMS - Each 10' x 10' booth will be set with 10' high back drape, 3' high divider drape, one 6' table skirted, two side chairs, one wastebasket and one 7" x 44" booth identification sign. Any other additional items that may be required, such as electric service, phone service, internet service or additional furniture, shall be rented by the exhibitor directly from the hotel/exhibit facility and are not included in the rental fee paid to TAAO. Shipment/receipt, storage, and the installation/ dismantling of displays shall also be at the sole expense of the exhibitor.

7. USE OF SPACE - Sub-leasing, co-participation or display of information by another corporation, firm, or its representatives in space assigned to the original application is prohibited without prior written consent from TAAO. The exhibitor must, at own expense, maintain and keep in good order the space in which the exhibitor has contracted.

8. PROTECTION OF EXHIBIT FACILITY - Exhibitors are subject to all conditions, requirements and instructions set forth by TAAO and the hotel/exhibit facility. Nothing shall be attached to columns, walls, floors, or other parts of the exhibit hall without permission from TAAO. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with guidelines set forth by TAAO and the facility.

9. INSTALLATION/DISMANTLING EXHIBITS - The specific requirements as to the time installation and dismantling of exhibits shall be supplied to each exhibitor at least 30 days in advance of the show. Such requirements shall be binding upon the exhibitor as though fully set forth herein. All displays must be in place and set up 30 minutes prior to the official opening of the show. No installation or dismantling of exhibits may take place during show hours.

10. DEFAULT OCCUPANCY - Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay for such space at the full rental price. TAAO shall have the right to use such space as it sees fit, provided such booth space is not occupied by one hour prior to the official show opening. Space not occupied by that time may be reassigned or used for other purposes deemed appropriate by TAAO.

11. OUTSIDE CONTRACTOR - Those exhibitors who have contractual arrangements with other contractors may, by making advance arrangements with TAAO management, use their outside contractor to erect and dismantle their exhibits. Notice to use outside contractors must be submitted in writing to the official contractor at least 60 days in advance of the show and must include the appropriate certificate of insurance coverage for general liability, worker's compensation and the names of all workers assigned by the outside contractor.

12. SAFETY REGULATIONS - The exhibitor shall comply with all fire, electrical and safety codes set forth by the hotel/exhibit facility and any municipal, state or federal laws, rules or regulations. All displays must be nonflammable and are subject to inspection by the local Fire Marshal.

13. PERSONNEL CONDUCT - Booth personnel are required to confine their activities within the contracted booth space. All personnel are expected to comply with all rules set forth by TAAO and be of a caliber in keeping with the high standards of the TAAO Annual Conference. TAAO reserves the right to close any exhibit or part thereof that conducts solicitation in an objectionable manner or infringes upon the rights and privileges of other exhibitors.

2019 TAAO & ICTA 80th Annual Conference Exhibit Space Application & Contract

14. DISTRIBUTION OF PRINTED MATTER - Neither the exhibitors nor non-exhibitors shall distribute to the conference attendees printed matter, samples, souvenirs, and the like—except from within rented space. Special distribution of such material elsewhere must be approved by TAAO. TAAO invites exhibitors and sponsors to provided materials or giveaways to be included in the conference registration bags.

15. CANCELLATION OR RELOCATION - In the event of cancellation or relocation of this conference, due to circumstances within TAAO's direct control, the liability of TAAO shall be limited to a refund of the rental fees paid. In the event that TAAO has no control over the cancellation or relocation of this conference, TAAO will reimburse exhibitors pro-rata on any rental fees paid, less any and all legitimate expenses incurred by TAAO for advertising, administration, and similar and related costs.

16. CANCELLATION BY EXHIBITOR - Should the exhibitor be unable to occupy and use the exhibit space contracted and notifies TAAO in writing on or before July 12, 2019, a cancellation fee of 50% of booth rental will apply. After July 12, 2019, no refunds will be issued.

17. VIOLATION OF CONDITIONS - Failure to follow the conditions outlined in sections 1 through 17 shall constitute a violation of the Conditions of the Exhibitor's Agreement.

18. LIABILITY - TAAO undertakes no duty to exercise care, nor does it assume any responsibility for the protection and safety of the exhibitor, his officials, agents or employees, or for the protection of the property of the exhibitor or his representatives, or for property used in connection with the exhibit, from theft, damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any protection provided by TAAO shall be deemed purely gratuitous on their part and shall in no way be construed to make TAAO liable for any loss or inconvenience suffered by the exhibitor.

19. HOLD HARMLESS - The exhibitor agrees to protect, defend, indemnify, and hold harmless TAAO, the hotel and/or exhibit facility, the contractors, and any officers, staff, employees or agents against any claims, losses, damages, or liability arising out of the actions of the exhibitor, its employees or agents.

20. REMEDIES - In the event the exhibitor violates any of the conditions of the Exhibitor's Agreement, TAAO reserves the right to invoke either or both of the following remedies, which shall be in addition to, and not in lieu of, any other rights or remedies granted under this agreement. 1) TAAO may order the exhibitor to remove exhibit and personnel, or have them removed. In these circumstances, no part of the exhibitor's fees will be returned. 2) TAAO may refuse thereafter to enter into any agreement with exhibitor to lease booth space at future conferences sponsored by TAAO.