

**LeadingAge Texas**  
**2019 Annual Conference & Solutions EXPO | Renaissance Austin Hotel, Austin, Texas**  
**EXPO DATE: May 20-21, 2019**

**CONTRACT - 2019 EXHIBITOR RULES & REGULATIONS**

LeadingAge Texas, hereinafter referred to as "LeadingAge Texas," offers to lease to the registered exhibiting firm, hereinafter referred to as "Exhibitor," at the 2019 LeadingAge Texas Annual Conference & Solutions EXPO at the location and on the dates stated above.

**Exhibit Specifications and Equipment**

Included in this application is a floor plan of the exhibit hall. All booths are 8' deep x 10' wide in size. Each booth will be set with an 8' high back drape and 3' high side dividers. One furniture package (consisting of one table, two chairs, one wastebasket and one 7" x 44" company identification sign) will be provided per booth. Exhibitors may not use aisles or common areas as part of their exhibit. The official show services contractor is TBD. Information regarding set-up/tear down, lighting, power, additional equipment or furnishings and shipping will be included in the Exhibitor Service Kit sent to you at a later date by LeadingAge Texas or contracted show services contractor.

**Exhibit Schedule**

**Monday, May 20, 2019**

8:00 a.m.-2:30 p.m. Exhibitor Set-up  
3:45 p.m.-5:45 p.m. Hall Open & Reception

**Tuesday, May 21, 2019**

11:30 a.m.-1:30 p.m. Hall Open & Lunch  
1:45 p.m.-6:00 p.m. Exhibitor Tear-down

All exhibits must be claimed, installed and ready for show opening by 2:30 p.m. Monday, May 20, 2019. Any space not claimed and occupied by 2:30 p.m. Monday, May 20, 2019 for which no special arrangements have been made prior, may be resold or reassigned by LeadingAge Texas without obligation on the part of LeadingAge Texas for any refund whatsoever. Exhibits must be dismantled and cleared from the hall by 6:00 p.m. on Tuesday, May 21, 2019. Exhibitors may NOT move out until designated tear-down times. Any exhibitor breaking booth down during show hours may result in future contracts not being accepted and a fee up to 50% of booth cost.

**Exhibitor Personnel**

During exhibit hours, a representative from the exhibiting firm must be present at the booth at all times. A maximum of four individuals will be allowed to work in a booth at one time.

Badges are required for entry to the exhibit hall and must be worn at all times. Two exhibitor badges will be provided with booth registration. Additional exhibitor badges can be purchased at \$75 each.

Exhibit booth fee allows exhibitors to participate in all the events in the exhibit hall, Kick-Off Reception and Opening General Session. Exhibitors may register to attend the full conference at a discounted rate. Exhibitors are encouraged to take advantage of these extra opportunities to network with meeting attendees.

Manufacturer's representatives are only allowed to work in the booth of the company representing their products. The exhibiting company must include the representative as one of their exhibit booth personnel.

**Use of Space**

All demonstrations, interviews, distribution of advertising materials or other activities must be confined to the limits of the exhibitor assigned booth(s), and must pertain to exhibitor and their products and services.

Placement of equipment must be done to avoid blocking the visibility of neighboring exhibitors a general rule is it should be no wider than half the booths depth. Exhibitors will be asked to move their exhibit should there be any complaints. All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or the association. LeadingAge Texas trusts exhibitors will create a professional atmosphere with their display. Booths will be inspected to ensure booth displays to make sure they meet the specified guidelines. Any exhibitor whose booth does not meet booth requirements will be asked to correct the violation immediately.

No exhibitor shall assign, sublet, or share the whole or part of the space allotted without the knowledge and approval of the Exhibit Manager. All booths must be staffed throughout show hours. Exhibitors may NOT move out until designated tear-down times. Any exhibitor breaking booth down during show hours may result in future contracts not being accepted and a fee up to 50% of booth cost.

**Cancellation/Withdrawal**

The exhibitor shall give LeadingAge Texas written notice of intent to cancel. A cancellation fee of 50% of booth rental will apply to all cancellations received through March 22, 2019. After March 22, 2019, no refunds will be given.

**Security**

The exhibit hall will be closed overnight on Monday, May 20, 2019. Do not leave valuable items in booth unsupervised. The exhibiting party is responsible for any items of value lost, stolen, or damaged.

**Insurance**

If insurance is desired, the purchase is the sole responsibility of the exhibitor.

### **Hold Harmless Clause**

The owners and/or operators of the property wherein the exhibit is held shall not in any way be liable for any cost, liability, damage or injury, including cost of suit and/or expenses of legal services, recovered by any person whomsoever, occurring on or about the facilities, as a result of any operation, works, acts or omissions performed on or about the facilities, or off the facilities if related to exhibiting party's negligent operations or actions, including but not limited to any claim arising from the sale or availability of alcoholic beverages for human consumption or the actual consumption of alcoholic beverages by exhibiting party, its sub lessees or tenants, guests or invitees, whether business or otherwise. The exhibiting party agrees to and shall waive all claims, release, indemnify, defend and hold harmless the owners and/or operators wherein the exhibit is held and all of its officials, officers, agents and employees, from and against any and all claims, losses, damages, suits, contract claims, lease claims, demands or causes of action, and liability of every kind including all expenses of litigation and/or settlement, court costs and attorneys fees for injury or death of any person or for loss of, damages to, or loss of use of any property, arising out of or in connection with or relating to this Use Contract. Such indemnity shall apply to the extent whether the claims, losses, damages, suits, demands or causes of action arise in whole or in part from the negligence of the exhibiting party, its officers, officials, agents, or employees. It is the express intention of the parties hereto that the indemnity provided for in this paragraph is indemnity by the owners and/or operators of the property wherein the exhibit is held from the consequences of the exhibiting party's negligence, whether the negligence is a sole or concurring cause of the injury, death or damage.

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save LeadingAge Texas' and the owners and/or operators of the property wherein the exhibit is held, as well as their respective agents, servants and employees harmless against all claims, losses for damages to "Exhibition Premises" or persons, including death, governmental charges or fines and attorney's fees, arising out of or caused by exhibitor.

### **Renaissance Austin Hotel – Hold Harmless Clause**

"The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims."

### **Exhibitor Appointed Contractors**

If an individual exhibitor chooses to utilize its own contractor ("EAC") to provide any of the non-exclusive services that the LeadingAge Texas contracted show services contractor (TBD) may otherwise perform under the agreement with LeadingAge Texas, exhibitor will provide LeadingAge Texas at least 10 days prior to the event move-in date (I) a written statement setting forth the identity and intended use of the EAC, and (II) a certificate of insurance evidencing that the EAC has in place the minimum insurance coverage as defined herein. The EAC will furnish evidence of workers compensation insurance in the minimum amount required by state law as well as evidence of commercial general liability in a minimum amount of one million dollars covering all operations and automobile liability insurance and a minimum amount of one million dollars covering all owned, hired and non-owned vehicles. The policies for Commercial General Liability and Automobile Liability shall name Client, Venue and show service contractor (TBD) as additional insured(s) for the events covered by his agreement.

### **Observance of Laws and Safety Codes**

Exhibitor shall comply with all federal, state and local laws. All exhibitors must comply with local authorities regarding safety and fire codes and regulations. Questions regarding fire and safety and use of cooking elements should be directed to contracted show services company (TBD) and host venue, the Renaissance Austin Hotel.

### **Other Regulations**

LeadingAge Texas reserves the right to accept or reject any application for booth space at the 2019 Annual Annual Conference & Solutions EXPO. LeadingAge Texas reserves the right to make changes to the floor plan or exhibit schedule if necessary. All of the above rules and regulations and those of the Renaissance Austin Hotel are to be construed as part of all booth applications. All matters and questions not covered by the regulations set forth will be decided by LeadingAge Texas and LeadingAge Texas' Exhibit Manager.

### **Hospitality Suits/Events**

Exhibitor agrees to host hospitality suites and other events at times that do not conflict with LeadingAge Texas scheduled education and social events. An exhibitor that violates this clause will be fined 50% of booth rental and may result in future contracts not being accepted. No signs or invitations are to be posted or sent without prior approval. Please contact show manager for suggested times, locations and approval.

***By placing your initials and finalizing the online exhibitor registration you agree that you have read the contract and all rules and regulations specified in the 2019 Exhibitor Rules and Regulations and agree to abide by the same.***

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