



**7th Annual Convention and Exhibit  
November 10-12, 2021  
Hotel Contessa on the Riverwalk, San Antonio, Texas  
And  
Briscoe Western Art Museum – River View Room**

**Exhibit Rules and Regulations**

**NAXSA**

The acronym "NAXSA" mean the North American Excavation Shoring Association acting through its respective officers, directors, members, committees, acting for it in the management of the exhibition.

**Exhibit Location, Dates and Hours**

The NAXSA exhibit, general sessions and meal functions will take place in the River View Room of the Briscoe Western Art Museum located next door to the Hotel Contessa. The exhibit area will be open to attendees during designated hours on Thursday and Friday, November 11-12, 2021. No exhibitor, nor any employee, or agent of an exhibitor shall be permitted to enter the exhibit area until 90 minutes before the official opening hour, nor allowed to remain later than 90 minutes after the official closing hour, except on Friday during tear-down times.

**Exhibit Set Up and Staffing**

Exhibitors must have their exhibit booth/table set up at least one hour prior to the opening of the display hours. Exhibitors are encouraged to staff their booth during all display hours but are expected to staff their booth, at a minimum during breaks, breakfasts, lunches and receptions. Exhibitors assume all responsibility for their materials and other exhibit booth items.

**Fire and Safety**

All exhibits and portions thereof must fully comply with applicable health, fire and safety regulations. No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper shall be used at any time. Open flames, butane gas, oxygen tanks, etc. are not permitted in the exhibit area. No explosive materials or mixing of potentially explosive chemical combinations is permitted in the exhibit hall area at any time.

## **Food, Beverage or Cooking**

Distribution of any food or beverage items from an exhibitor's booth must be pre-approved by the Executive Director and must be arranged through the facility's caterer. No outside food or beverage may be distributed or sold by exhibitors. Museum/hotel staff are responsible for monitoring consumption and strictly enforce this policy. Any violation of this policy may result in a \$2,000 penalty charge. Cooking is not permitted in the exhibit hall/ballroom.

## **Conduct of Exhibits**

The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interview, demonstrations, distribution of literature, etc., must be made inside the exhibitor's area. Canvassing, solicitation of business, or the use of advertising material or signs by firms other than those who have contracted for space is prohibited. The distribution by exhibitors of circulars, catalogs, or other advertising materials for firms which are not exhibitors is prohibited. The Association has the right to decline or prohibit any display or portion thereof which in the opinion of the Association Executive Director is not proper or in keeping with the character of the exhibition.

## **Conduct of Exhibitors**

Exhibitors will conduct themselves in a courteous and professional manner at all times within the exhibit hall/ballroom. Sales order may be taken, but **no tangible items for cash** sales may take place on the show floor. Failure to comply may result in eviction from the facility and/or a potential fine.

## **Insurance**

Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability in an amount not less than \$2 million combined single limit for personal injury and property damage. The museum, its owners, and its operators shall be included in such policies as additional named insureds. In addition, exhibitors acknowledge that neither the museum, its owners, nor its operators maintain insurance covering exhibitor's property and that is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance insuring any losses by exhibitor. A certificate of insurance shall be provided upon request.

## **Security**

The River View Room will be locked during non-show hours. NAXSA and the museum do not guarantee to protect the exhibitors against any loss or damage of any kind. Be sure to lock up all valuables when you are not in your exhibit booth area.

**Photo Consent**

As part of the NAXSA Annual Convention, you may be photographed. These photos may be used in promoting future Conventions or in other marketing related to NAXSA. Your attendance at this event implies your consent to being photographed.

**Exhibit Booth/Tabletop Cancellation Policy**

Written cancellation notice must be received by September 10, 2021, to receive a 50% refund of booth payment. A \$100 processing fee will be charged for all cancellations. After September 10, 2021, no refunds will be made.