



**INFORMATION & REGULATIONS FOR CONFERENCE  
EXHIBITORS or SPONSORS**

**2020 Policy Summit and Annual Meeting**

Houston Marriott West Loop by the Galleria

1750 W Loop S, Houston, TX 77027

*Conformance with these Regulations is understood to be part of the contract.*

**1. SPACE ASSIGNMENT.** Assignment of space will consider sponsorship level first, and exhibitors will be assigned in the general exhibit area as their contracts are received – care will be taken to not place any exhibitor or sponsor near a direct competitor. Because the exhibit space is in the open foyer outside the meeting space each display will have optimum exposure to attendees.

**2. SPACE ARRANGEMENTS/FEES.** Each exhibit space consists of a 6' X 30" draped table and two chairs. There will be sufficient floor space between each exhibit to allow for exhibit banners and traffic flow. Includes breakfast and lunch on day 1 and breakfast on day 2 for up to two exhibitor representatives.

**4. CANCELLATION AND REFUND POLICY.** A liquidated damage charge of 50 percent of the exhibit fee will be assessed for all cancellations prior to 5/15/20. No refunds will be made if cancellations are received after 5/15/20.

**5. SHIPPING AND STORAGE.** Packages may be delivered to the hotel within 48 hours of the function date, labeled:

Attn: Texas Nurses Association, Laura Lang

Hold for **YOUR NAME/ORGANIZATION**

Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

The Houston Marriott West Loop by the Galleria

1750 W Loop S, Houston, Texas 77027

***Include your complete return address and phone # on the package label.***

Contact Laura Lang, Texas Nurses Association, 1-800-862-2022 ext. 133, if you have additional questions.

The Houston Marriott West Loop by the Galleria is not in any way liable for the contents of these packages.

**6. EXHIBIT SET-UP.** You may begin setting-up your exhibits at 6:00 p.m. on Thursday, June 4, 2020.

**7. SECURITY.** No security is being provided in the exhibit area which is in the lobby area of the hotel outside the meeting room or in a room immediately adjacent to the meeting.

**8. EXHIBIT DATES AND HOURS.**

Friday, June 5: 7:00 a.m. – 4:30 p.m.

Saturday, June 6: 7:00 a.m. – 1:30 p.m.

**9. DISMANTLING OF EXHIBIT.** No packing of equipment, literature, other material or dismantling of exhibits will be permitted before 1:30 p.m. on Saturday, June 6, 2020. All exhibit materials must be packed and removed from the exhibit area by 3:00 p.m. the same day. The exhibitor is responsible for seeing that the exhibit is properly labeled, and bills of lading prepared for return shipment. Texas Nurses Association assumes neither responsibility nor liability for any exhibit items.

**10. PRESENTATION OF PRODUCTS & SERVICES.** All demonstrations, sales, discussion or other activities, such as the distribution of descriptive literature, must be confined to the exhibitor's own booth. If cash sales and order taking are undertaken, then Texas sales permit must be in evidence and correct sales tax collected. All methods and manners of sales shall be proper, and any exhibitor shall be subject to eviction without refund if his sales procedure is objectionable.

No exhibitor shall assign, sublet or share the whole or any part of his assigned space without approval of the Texas Nurses Association. Exhibits should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall panel shall project further than 30" from the wall and no equipment of abnormal height shall be allowed. There shall be no obstruction in the aisles. Exhibit must present an attractive appearance. Exhibitors desiring a variation from the above must send plans and or photos to TNA for approval. Email the information to [tna@texasnurses.org](mailto:tna@texasnurses.org) or fax to 512-452-0648.

**11. EXHIBIT REPRESENTATIVES.** Each exhibitor must provide a representative within their exhibit space during the open hours. All exhibitors must register their representative(s) in advance. Exhibit representatives are limited to two unless arrangements have been made with the exhibit manager. Any additions or changes in registration made during the event must be certified by the exhibitor's authorized representative (booth manager or agent). Exhibitor badges may be picked up at the Exhibitor Registration Area in the general registration area beginning at 7:00 a.m. on Friday June 5.

False certification of individuals as exhibitors' representatives, misuse of exhibitors' badges, or any other method or device used to assist unauthorized persons to gain

admission to the conference will be cause for expelling the violator from the exhibit area without obligation on the part of TNA for refunding of any fees.

**12. DISTRIBUTION OF SAMPLES AND SOUVENIRS.**

Distribution of samples and souvenirs is permissible in the exhibit area only, provided it is done in a dignified manner, does not create a nuisance and causes no interference with adjoining exhibits.

**13. PROTECTION OF PROPERTY.** Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture.

Exhibitors violating this regulation are expressly bound, at their expense, to repair any damage to property that they may cause.

**14. FIRE AND SAFETY.** All flammable materials must be flameproof before being placed in the exhibit hall. All materials and installations are subject to fire and safety regulations in force by the state and City of Houston. Volatile or flammable fluids, substances or materials of any nature prohibited by the city fire regulations or insurance carriers are prohibited in any booth.

**15. LIABILITY.** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Texas Nurses Association and the Houston Marriott West Loop by the Galleria and its owners, employees and agents harmless 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 exhibition premises or a part thereof, excluding such liability caused by the sole negligence of the Hotel, its owners, employees and agents. In addition, exhibitor acknowledges that the Texas Nurses Association and the Houston Marriott West Loop by the Galleria do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

**16. HOTEL RESERVATIONS.** TNA has made arrangements for special rates with the Houston Marriott West Loop by the Galleria, 1750 W Loop S, Houston, TX 77027. Please make your [reservations online](#).

**17. IRREGULAR ACTIVITIES.** (1) Noisemakers, side show antics and other undignified promotion methods and materials considered to be objectionable are expressly prohibited. (2) The consummation of a contract of sale or selling of products or exhibits for cash or charge without a Texas sales permit and collection of required sales tax is not permitted. (3) No exhibitor shall assign, sublet or share the space allotted without the knowledge and consent of the Association. (4) Publicizing or maintaining any extraneous activities, inducements, demonstrations, or exhibits away from the exhibit area during the exhibit hours is not permissible. (5) Exhibitor activities must comply with the regulations of the Houston Marriott West Loop by the Galleria, the City Fire Codes, as well as those of the Association. (6) Registrants shall not be solicited in the aisles. (7) All presentations and demonstrations shall be confined to the exhibitors' booth unless special arrangements are made with the TNA exhibit manager. (8) No helium balloons are allowed in the exhibit areas.

**18. FAILURE TO OBSERVE RULES.** Violations of any of these regulations on the part of the exhibitor, his employees or agents, shall at the option of the Association, forfeit the right to occupy space and such exhibitor will forfeit to the Association all monies paid.

**19. RULES ARE A PART OF THE CONTRACT.** These rules and regulations are to be construed as a part of all space contracts. The management reserves the right to interpret them as well as make final decisions on all points which the rules and regulations do not cover.

**TEXAS NURSES ASSOCIATION**  
**2020 Policy Summit and Annual Meeting**  
June 5-6, 2020  
Houston Marriott West Loop by the Galleria  
1750 W Loop S, Houston, TX 77027

**Texas Nurses Association**  
4807 Spicewood Springs Rd.  
Building 3, Suite 100  
Austin, Texas 78759

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