



CANCELLATION POLICY: Full refunds, less a \$25 administrative fee, will be made for space canceled if requested in writing on or before **July 1, 2018**. No refunds will be granted for space canceled thereafter. **For questions, please contact Annessa at Annessa.lewis@texadvocates.org or (512) 522-6591.**

TEXAS ADVOCATES EXHIBITOR DISPLAY REGULATIONS

1. **Location and Dates:** The Texas Advocates Exhibition will be held Friday through Saturday, August 3-4, 2018. Exhibits will be located at the Hilton DFW at 1800 TX-26, Grapevine, TX 76051
2. **Installation and Removal of Exhibits:** Exhibit set-up is Friday, Aug 3 from 1PM to 3PM. Exhibition hours are Friday 3:00PM-5:00PM and Saturday 7:00AM-4:30PM The earliest that exhibits or displays may be removed on Saturday is 3:00PM; all exhibits must be completely removed by 5:30PM.
3. **Space Contracts:** Exhibitors are required to register and before June 1st. To be valid, payment in full must be received prior to the conference by June 30, 2018. The exhibitor will not be included in the conference program if payment is received after.
4. Any contact information collected from attendees of the conference must be collected in good faith.
Attendees must be informed how their information will be used before information is obtained.
5. Texas Advocates is a non-sectarian, organization and no materials may be of any sectarian or religious nature. Texas Advocates reserves the right, in its sole discretion, to prohibit or discontinue exhibits for any reason, at any time.
6. **Use of Exhibit Space:** Exhibit space is to be used solely for the display of the exhibitor's products and services. All exhibits must conform to Texas Advocates Display Regulations, and must not be of such nature or arrangement to obstruct the light or view of other exhibits. No materials may be suspended from the ceiling or bridged across an aisle. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors, or other parts of the building. The exhibitor is liable for any and all damages, which s/he may cause to the building, for any injury to any person using or participating in their exhibit, or for any other damage or injury otherwise connected with his/her exhibit.
7. **Noise/Sound/Lights:** Musical instruments, radios, sound motion picture or video equipment, CD or tape players, noise creating devices, or amplifying systems shall be operated only at a level that will not interfere with other exhibitors or add unduly to general acoustical inconvenience. No flashing or strobe lights or other similar lights that are known to possibly cause seizures are permitted. Should there be any question on conforming to display rules or interfering with other exhibitors, the Conference Management will make final judgment.
8. **Use and Care of Exhibit Space:** Exhibitors are entitled only to as much space as may be occupied by the number of tables they secure by contract and may not occupy additional space except by agreement in the contract. Exhibitors must not place any refuse or any materials that will endanger public safety or cause inconvenience to other exhibitors on the floor during exhibit hours. Exhibit areas must be in order before the opening hour of each show day.
9. **Insurance and Liability:** Exhibitors wishing to insure their property must do so at their own expense. It is recommended that all exhibitors have representatives in attendance at all times when the exhibits are open, and especially when exhibits are being set up and dismantled, to protect them against loss.
Neither Texas Advocates nor the Hilton will be responsible for the loss of property of exhibitors from theft, damage by fire, water, accident, or other causes. They will do all in their power to protect the property against such loss.
It is expressly understood and agreed, and the exhibitor agrees by accepting these rules, that s/he will make no claim of any kind against Texas Advocates or any of its members, contractors, or employees for any loss, damage to or destruction of goods, or for any injury that may occur to him/herself or to her/his employees or any person using or participating in her/his exhibit while in the hotel, or for any damage of any nature or character whatsoever.
The Texas Advocates is not liable for any injury that occurs in connection with any exhibit during set up, display time, or tear down, and the exhibitor agrees to indemnify and hold Texas Advocates harmless from such claims.
The Hilton is not liable to the exhibitor for any damage to or for the loss or destruction of any exhibit or the property of the exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of the hotel, its officers, agents, servants, employees or otherwise; all claims for any such loss or damage being expressly waived by exhibitor who agrees to indemnify and hold the hotel harmless from such claims.
10. **Exhibitor Housing:** Rooms may be available at the Hilton DFW for \$139 per room plus tax until July 10, 2018. Request the *Texas Advocates Conference* rate to receive the group's discount.
11. **No refunds will be made after July 1, 2018.** In case of cancellation of the Conference and Exhibition due to an act of God, fire, strike, or any other circumstances beyond the control of Texas Advocates the exhibitor will be refunded any money paid for booth space, less the prorated share allocable to the exhibit space for the expenses incurred by Texas Advocates in connection with the exhibition. In case of cancellation of the conference for any other reason, or change in the place or date of the conference which is unsatisfactory to the exhibitor, the exhibitor will be entitled to a full refund of moneys paid for exhibit space.