

TexITE 2016 Fall Meeting: Exhibitor Terms & Conditions

September 21 – 23, 2016

*Hilton Fort Worth
815 Main Street
Fort Worth, TX 76102*

1. The Texas A&M Transportation Institute (TTI) reserves the right to exercise its discretion in the acceptance or refusal of applications.
2. The registration desk opens at 10 am on Wednesday, September 21, 2016. Installation of exhibits may commence after signing in at the registration desk and shall be completed by 5:00pm. Show hours will be as follows:
 - Wednesday, September 21, 2016 (6:00 pm – 8:00 pm)
 - Thursday, September 22, 2016 (8:30 am – 3:30 pm)

You must disassemble your booth and clear out of the exhibitor room by 5pm on Thursday, September 22, 2016.

3. It is agreed that TTI and Hilton Fort Worth are ***NOT*** liable to the Exhibitor for any loss or damage or injury to his or her property contained in such exhibits or injuries to their person, their agents, employees or others, no matter how sustained from fire, theft, accident or other causes. All claims for loss, damage and/or injury to TTI and Hilton Fort Worth are being hereby expressly waived by the Exhibitor.
4. Exhibitors or their agents may not allow any articles to be brought into the exposition or any act done on the premises which will invalidate the insurance or increase the premium on the policies held by the management of Hilton Fort Worth. Exhibitors may also not permit anything to be done by their employees through which act the premises, property or equipment of other exhibitors will be damaged. No signs or equipment of other exhibitors will be damaged. No signs or articles can be affixed, nailed or otherwise attached to walls, doors, etc. Likewise, no attachments can be made to the floors by nails, screws or any devices that would damage them. All space leased is subject to these restrictions. Violations of these rules will annul the Exhibitor's contract, and he/she will be held liable for any damage resulting from such violation.
5. The Exhibitor agrees that TTI and the management of Hilton Fort Worth shall have the right to make such rules and regulations or changes in the floor plan arrangement of booths for the exhibition as it is deemed necessary and to amend the same from time to time. TTI and the management of Hilton Fort Worth shall have the final determination and enforcement of all rules, regulations and conditions.
6. TTI reserves the right to decline an application of an exhibitor to conduct and maintain an exhibit if in the judgment of the show management, said exhibitor or

- exhibit, or proposed exhibit, shall in any respect be deemed unsuitable. This reservation relates to person, conduct, articles of merchandise, printed matter, souvenirs, catalogs and any other things, without limitation, which affect the character of the exhibit.
7. Audio presentations are allowed so long as they do not disrupt neighboring exhibitors.
 8. Exhibitors or their representatives who fail to observe these conditions, or who, in TTI's opinion, conduct themselves unethically, may be dismissed from Hilton Fort Worth without appeal for redress.
 9. Exhibitors shall agree to follow the rules and regulations set forth by TTI and the Hilton Fort Worth management.
 10. Special Decorations: TTI and Hilton Fort Worth have specific rules regarding special decorations:
 - Helium balloons are NOT permitted in the building.
 - Glitter is NOT allowed in carpeted areas in the building.
 - Method of installation, location and material used for banners, decorative signs, etc., are subject to approval.
 - UNDER NO CIRCUMSTANCES may decorations be nailed, screwed, taped or attached to ceilings, floors, walls, painted surfaces, doors, columns, or any other parts of the Hotel or furniture without prior written approval.
 - No ballroom doors will be blocked or obstructed. Nothing can be hung or attached to light fixtures. No light bulbs can be disconnected or removed.
 - No "stick-on" decals and/or similar promotional items may be distributed in the complex.
 11. All cartons, packages or containers brought into or taken from Hilton Fort Worth are subject to inspection.
 12. Food and/or beverages may be served with prior notification to TTI and the management of Hilton Fort Worth.
 13. All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass the rights of other exhibitors.
 14. FIRE REGULATIONS: Absolutely NO combustible oils or bottled gases, open flames of neither any type, nor any corrosives will be permitted in Hilton Fort Worth Any questions regarding specific problems should be referred to the property management, who will obtain the necessary rulings from the Fire Marshal.
 15. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibit's activities on Hilton Fort Worth premises and will indemnify, defend, and hold harmless Hilton Fort Worth, its agents, servants and employees from any and all such losses, damages, and claim.

EXHIBITOR REGISTRATION FEES

The cost of exhibit space is \$500 for a 6ft wide tabletop display and \$750 for a 10' wide x 10' deep space.

Exhibitor registration fee for a 6' tabletop display space includes:

- one draped and skirted 6' table
- two chairs
- one electrical outlet
- wireless internet access
- admission for one (1) representative* to attend all sessions and meals provided to conference attendees.

**Any additional representatives must register as an additional vendor participant (\$250 or \$300 Late Registration Fee) or as an additional vendor only badge holder (\$20) if they only want to attend the Highway Products Group Display – no other meals will be provided for these badge holders.*

Note that there is a maximum of 2 vendor badges per booth or table purchase.

Exhibitor registration fee for a 10' wide x 10' deep space includes:

- one (10' wide x 10' deep) space
- one draped and skirted 6' table
- two chairs
- one electrical outlet
- wireless internet access
- admission for one (1) representative* to attend all sessions and meals provided to conference attendees.

**Any additional representatives must register as an additional vendor participant (\$250 or \$300 Late Registration Fee) or as an additional vendor only badge holder (\$20) if they only want to attend the Highway Products Group Display – no other meals will be provided for these badge holders.*

Note that there is a maximum of 2 vendor badges per booth or table purchase.

SPACE LIMITATIONS

There are a limited number of exhibit spaces available. The floor plan will be determined on a space-available basis. TexITE reserves the right to change the room layout as needed. Only registrations paid in full will be guaranteed assigned space.

BOOTHS

All booths must be shut down and cleared out of the exhibitor room by 5:00 pm on Thursday, September 22, 2016.

Individual booth cleaning and return shipping is the responsibility of the Exhibitor. The Exhibitor will be responsible for all setup and breakdown of portable booths.

Shipping

The Hilton Fort Worth will gladly accept and store your boxes and shipments sent to the hotel for your event. The boxes will be secured in our Purchasing / Receiving Department and delivered to your exhibit table for set up. Any incoming pallets or skids or large crates will be stored for a fee of \$150.00. There will be a \$5.00 fee per box which includes hotel delivery of individual boxes to the Exhibit Hall and moving the box from the Exhibit Hall to the dock for shipping out after the show.

Please note: The hotel does not have a lift.

There are two Freight Elevators
Width – 67”
Height – 94”
Length – 103”

The maximum weight for the freight elevators without prior approval from the hotel is 3000 pounds. If you have an item in excess of 3000 pounds, please contact the Convention Services Manager to confirm the size and weight of your equipment to see if the freight elevators can accommodate. Heavier items may be accommodated depending on the size distribution of the weight.

The hotel is not responsible for any arrangements or expenses in association with the shipping of materials, merchandise, exhibits or other items to and from the hotel.

Please have shipments mailed to:
Hilton Fort Worth
815 Main Street
Fort Worth, Texas
Attn: Purchasing / Receiving Manager
HOLD FOR : TexITE / Your company name/Guest Name

For any questions please contact the Hilton fort Worth Convention Services Manager:
Kaye Best, kaye.best@hilton.com, 817-882-1326

Shipping Out Materials

Please make sure your boxes have your paid shipping labels secured on each box. It is the responsibility of the Exhibitor to call the shipping company for pick up.

Exhibitors will be responsible for breaking down pallets and skids and moving their boxes/equipment to the exhibit hall.