

## **TexITE 2019 Spring Meeting: Exhibitor Terms & Conditions**

**April 15-17, 2019**

*St. Anthony Hotel  
300 E Travis St  
San Antonio, TX 78205*

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 8:00 am on Monday, April 15, 2019. Installation of exhibits may commence starting at 10:00 AM after signing in at the registration desk and shall be completed by 5:00pm. Show hours will be as follows:
  - Monday, April 15, 2019 (6:00 pm – 8:00 pm)
  - Tuesday, April 16, 2019 (8:00 am – Noon)

You must disassemble your booth and clear out of the exhibitor room by 2:00 pm on Tuesday, April 16, 2019.

3. It is agreed that TTI and St. Anthony Hotel 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 the St. Anthony Hotel 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 the St. Anthony Hotel. 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 St. Anthony Hotel 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 the St. Anthony Hotel 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 the St. Anthony Hotel without appeal for redress.
9. Exhibitors shall agree to follow the rules and regulations set forth by TTI and the St. Anthony Hotel.
10. Special Decorations: TTI and St. Anthony 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 St. Anthony Hotel are subject to inspection.
12. Food and/or beverages may be served with prior notification to TTI and the management of the St. Anthony Hotel.
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 the St. Anthony Hotel. 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 the St. Anthony Hotel premises and will indemnify, defend, and hold harmless St. Anthony Hotel, its agents, servants and employees from any and all such losses, damages, and claim.

## EXHIBITOR REGISTRATION FEES

The cost of exhibit space is \$700 or (\$850 Late Registration Fee) for a 6ft wide tabletop display.

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

- one draped and skirted 6' table
- basic power
- trash can
- 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 (\$280 or \$350 Late Registration Fee) **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 2:00 pm on Tuesday, April 16, 2019.

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

Shipping and Storage: Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to Hotel may arrive no earlier than 5 days prior to April 14, 2019. A handling and storage fee of \$3.00 per box/item or \$5.00 per pound (plus all applicable dates) will be assessed. The mandatory handling and storage fee is paid in its entirety to employees providing the handling services. Hotel will not be responsible for any loss or damage to materials set to Hotel prior to April 14, 2019.

Hotel will not be responsible for any shipping charges, damages or loss to any packages or boxes.

**Please have shipments mailed to:**

*St. Anthony Hotel  
300 E Travis St.  
San Antonio, TX 78205*

**Attn: Purchasing / Receiving Manager**

**HOLD FOR : TexITE / Your company name/Guest Name**

For any questions please contact the St. Anthony Hotel Associated Sales Director:

Diana Garcia-Linville [dlinville@thestanthonyhotel.com](mailto:dlinville@thestanthonyhotel.com) (210) 354-9221

### **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.