

TIVA Trade Show
Annual TIVA Professional Development Conference
Omni Houston Hotel, 4 Riverway, Houston 77056
July 11-13, 2010

☛ **10% Discount if Paid in Full by June 1, 2010**

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

In order to process your application, please complete all sections of this form. Typewritten/printed applications are preferred.

Company Name _____ Telephone _____
Address _____ City, State, Zip _____
Contact Person _____ Title _____
Fax _____ E-mail _____

EXHIBIT FEES: Single booths are \$425.00 each; two or more booths are \$375.00 each. We understand that space cannot be reserved and confirmed until a deposit of \$200 per booth has been received by the Texas Industrial Vocational Association, Inc. (TIVA). Booth space order after June 1, 2010 requires payment in full with the Contract.

BOOTH SELECTION: Review the floor plan carefully and select four exhibit locations in order of preference. All applications will be processed in the order in which they are received. If our choice of booth space has been allocated, we request TIVA to assist us in identifying the best available space. Booth assignments with payment in full will receive priority.

1st _____ 2nd _____ 3rd _____ 4th _____ Number of booths requested: _____

To help us assign you the best location, please list the names of competitors that you do not wish to be next to:

Description of product/service to be displayed: _____

Booth Signage (for 7" x 44" booth sign) 1 Line _____

Names of people requiring name badges: _____

AGREEMENT: Complete, sign and return this Contract with your deposit per reserved booth space. Make your check payable to TIVA. Notwithstanding anything else in this agreement, if the exhibiting company is not accepted or space is not available, the payment will be promptly refunded by TIVA. Upon acceptance, you will receive a countersigned copy of this application confirming your assigned space. Applications must be received no later than July 1, 2010.

We hereby make application for exhibit space at the 2010 TIVA Trade Show of the TIVA Trade & Industrial Education Professional Development Conference and agree to abide by the terms and conditions set forth by the Texas Industrial Vocational Association (TIVA) on the reverse side of this application.

Charge full amount due to my:

- MasterCard Account Number _____ Expiration Date _____
 VISA Account Number _____ Expiration Date _____

Signature _____

Date _____

Name (print) _____

Title _____

Return with payment to:

TIVA Trade Show
316 West 12th Street, Suite 301
Austin, TX 78701-1844

Direct inquires to:

Jennifer Davis
(512) 478-0761 FAX (512) 478-6519
jennifer@tiva.org

For TIVA Use Only
Date received _____ By _____ Booths assigned _____ Total Paid \$ _____ Ck # _____
Deposit # _____ Balance Due \$ _____

Please return original and 1 copy of this application & contract to TIVA. Retain one copy for your records.

TERMS AND CONDITIONS OF THE EXHIBITOR'S AGREEMENT

1. STANDARD BOOTH DESCRIPTION AND REGULATIONS. Booth sizes may vary as noted on the floor plan. Booth decoration is furnished by the official Decorator. Standard booth construction includes eight-foot high backgrounds and 36-inch high side dividers. Height of built up displays is limited to eight feet. Side wings should not obstruct a view of the adjacent booths; therefore, they should not project more than 30 inches from the back wall; items can be placed along the side or on tables as long as they do not obstruct a view of the adjacent booth. Booth furnishings are available for rental from the official Decorator. Appropriate forms and information will appear in the Exhibitor's Service Manual furnished by the Decorator.

2. SIGNS. A standard 7" x 44" booth sign carrying exhibitor's name and booth number is furnished and placed on the back wall of the booth.

3. EXHIBITOR'S SERVICE MANUAL. Listings of available services, electrical equipment, booth furniture, decorating materials and prices, and other forms will be sent to exhibitors upon TIVA's receipt of the contract and prior to the conference.

4. FURNITURE AND DECORATION. Exhibitors desiring to rent additional booth furniture and accessories, additional or unusual draperies to cover back and side wall of booth, chairs, tables, table covers, rugs, carpeting, etc., must order these from the Decorator at a price specified on the order form included in the Exhibitor's Service Manual.

5. SPECIAL SERVICES. All exhibit erection is performed by Decorator's personnel. Exhibitors may erect their own exhibits using strictly company personnel. Arrangements for any hired labor should be requested through the official Decorator.

6. LIGHT AND POWER. Sufficient light is provided for adequate general illumination of the entire area. Any 110-volt outlets required will be handled through the official Decorator.

7. CLEANING SERVICE. Janitorial service for the aisles only throughout the exhibition area is included in the booth price. Special booth cleaning service is available through the official Decorator.

8. EXHIBITION PERIOD. The Exhibition Area will be ready for setup and installation from 4:00 am to 8:00 p.m. on the day prior to the opening of the show. Companies requiring more time for setup should contact TIVA. All work must be completed and each booth ready for the exhibition one hour prior to the first show time. An inspection of the booths will be permitted after the opening of the exhibition.

9. EXHIBIT SPACE NOT CLAIMED. Space not claimed and occupied by 7:00 p.m. on setup day may be cancelled or reassigned without refund. If the exhibit is on hand, TIVA reserves the right to assign labor to setup any display that is not in process of being erected by 7:00 p.m. on that day. The charge for this labor will be billed to the exhibitor by the official Decorator.

10. EXHIBITING SCHEDULE. All booths must be open during all published show hours. **No one will be permitted to dismantle their booth until the designated closing time** (no exceptions).

11. GUARD SERVICE. TIVA does not guarantee against loss or damage of any kind but will endeavor to protect Exhibitors by providing guard service during setup, show times, when exhibits are closed, and during dismantling operations. Exhibitors should provide for their own insurance.

12. SUBLETTING SPACE. No Exhibitor may assign, sublet, or apportion the whole or any part of the space allotted to him/her, nor exhibit therein, nor permit any other person or firm to exhibit therein, any other goods than those manufactured or distributed by the Exhibitor in the regular course of his/her business, without the written consent of the Texas Industrial Vocational Association Exhibits Manager.

13. FIRE PROTECTION. All draping and display material must be made of cloth that is fireproofed. **Under no condition will combustible oils or gases be permitted in the exhibition area.** Booths must be free of clutter and waste baskets emptied before overflow fall-out. All electrical work and equipment must be ordered through the Contractor to ensure that it will meet the safety requirements of the Fire Prevention Bureau of the city.

14. SOLICITATIONS OR DEMONSTRATIONS by Exhibitors must be confined to their own respective booths or in a special area for that purpose. Printed advertising may be distributed by the Exhibitors only from their own space. Aisles in front of booths must be kept completely clear. **Operation of any objectionable sound devices is not permitted.** Engines or any kind of equipment may be operated only with the consent of the Exhibits Manager. All persons demonstrating must conform to all accepted safety practices of the demonstrated equipment.

No nails or screws may be driven into the walls, columns, or floor of the exhibition hall. All property destroyed or damaged by Exhibitors must be replaced in its original condition by the Exhibitor at the Exhibitor's expense.

15. CANVASSING. Exhibiting or distributing advertising material outside of the designated exhibit area is prohibited. Persons connected with non-exhibit concerns are prohibited from any retailing, exhibiting, or soliciting within the exhibit hall or adjacent areas. No exhibits, displays, or advertising material of any nature will be allowed in guest rooms or hallways of the hotels or parking areas.

16. LIABILITY AND INSURANCE. Each Exhibitor shall provide the Conference with a certificate of insurance evidencing that during the period of the Conference the Exhibitor will have, in full force and effect, a \$1,000,000 comprehensive general liability insurance policy also containing contractual liability insurance and covering claims of bodily injury, death and property liability arising out of the Exhibitor's operations, assumed liability or use of Space and Center, with a combined single limit of at least \$1,000,000. Exhibitors' insurance must provide that it is primary coverage for all risks.

If the Exhibitor is unable to obtain this coverage, the Exhibitor must sign and return the "WAIVER AND RELEASE". By signing this waiver, the Exhibitor assumes all responsibility and releases the Conference from all claims arising from the Exhibitor's participation in the show. The Conference highly recommends that Exhibitors make every effort to obtain the general liability insurance.

Neither the Texas Industrial Vocational Association, any of its officers, staff members or conference committee, nor the owners, employees or representatives of the conference center nor the Decorator will be responsible for any injury, loss, or damage that might occur to the Exhibitor or to the Exhibitor's employees or property, prior to, during, or subsequent to the period covered by the Exhibitor's contract, provided said injury, loss, or damage is not caused by the negligence or willful act of one or more of the aforementioned parties. The exhibit hall managers and TIVA will exercise reasonable care for

the protection of the Exhibitor's materials and displays. However, the Exhibitor on signing the contract expressly releases the foregoing named association, individuals, committee, auditorium, and firms from any and all claims for such loss, damage, or injury. Exhibitors desiring to carry insurance on the exhibit will place it at their own expense.

17. DISMANTLING OF DISPLAYS. Exhibitors will not be permitted to dismantle their exhibits nor do any packing until after the published closing time on the final date of the conference. No packing crates or boxes will be returned until that time. All dismantling must be finished and all exhibit material must be out of the exhibition area by 5:00 p.m. on the day of the closing of the exhibit hall. It is the responsibility of the Exhibitor to arrange for return shipment of exhibit material, properly labeled, before departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor. All Exhibitors are responsible for notifying the Drayage Firm of return shipping instructions.

18. CANCELLATION. Once booth space has been requested and has been assigned by TIVA, any cancellation of a booth will result in forfeiture of the deposits for each unit in question. In the event of fire, strikes, or other uncontrollable circumstances rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be cancelled ten days or more prior to the opening date of such exhibit, this contract will not be binding and payment made on exhibit space will be returned. If such event should occur within ten days prior to the opening date of the exhibit, 50 percent of the cost for rental space will be refundable.

19. ADDITIONAL INFORMATION. It is agreed that the Exhibitor will abide by the rules and regulations above stated before, during, and after the exhibit and by any other reasonable considerations presumed necessary to the Texas Industrial Vocational Association, or the exhibition center, provided these do not materially alter the Exhibitor's contractual rights. In the event of a dispute between the Exhibitor and the Exhibits Manager, it is agreed that the questions may be referred to the Executive Board of the Texas Industrial Vocational Association and that their decision shall be final.

The Association will not assume responsibility for financial transactions between an Exhibitor and the Decorator, Hotel, Drayage Firm, or Subcontractors.

21. PROGRAM MATERIAL. All persons attending the conference will receive programs showing the firms exhibiting. Deadline for printing the conference program is 45 days prior to conference starting date. This data will also be printed in the conference issue of the *TIVA Update* if contracts are received by May 15.

22. PROFESSIONAL MEETING. All Exhibitors are invited to attend any or all programs which may be of interest to them. Conference badges must be worn for admittance.

23. HOTEL ACCOMMODATIONS. Blocks of rooms have been reserved for the Professional Development Conference for Trade and Industrial Teachers.

24. GENERAL INFORMATION. A member of the TIVA Exhibit Committee will be available to assist Exhibitors prior to, during, and following the exhibit. Immediate questions may be referred to **TIVA, phone 512/478-0761 FAX 512/478-6519, exhibits@tiva.org.**