

## POLICIES OF EXHIBITION

The Conference for the Advancement of Science Teaching (CAST) is a program of the Science Teachers Association of Texas (STAT). STAT is dedicated to ensuring that our members and event attendees are provided with the highest level of professional development and conference experience. Based on membership feedback and in order to ensure our event a meaningful and unique learning experience, STAT has developed the following Policies for Exhibition.

### SHOW MANAGEMENT

The Conference for the Advancement of Science Teaching (CAST) is a program of the Science Teachers Association of Texas (STAT). As a program of STAT, exhibitor and vendor policies are guided by the STAT Executive Board. Exhibiting companies, "exhibitors," must adhere to all policies outlined in these policies. STAT "show management" or "association," may forbid installation or request removal or discontinuance of an exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purposes of the association or policies. Should there be any question on conforming to the following exhibit rules and guidelines, final judgement will be made by show management.

### EXHIBIT APPLICATION AND RESERVATION PROCESS

Exhibits must serve the interests of association members. Submission of application does not constitute or imply approval to participate in association event. Show management reserves the right to determine eligibility of exhibitor for inclusion in the show prior to, or after, execution of the agreement. Show management reserves the right to decline or prohibit any exhibit or part of exhibit, which in its opinion, is not upholding the character of the general exhibits; including personal conduct, clothing or costumes, printed matter, souvenirs, or anything that can be classified in the opinion of show management as undesirable, objectionable, or inappropriate.

#### *Space Assignment*

Every effort will be made to place booth as close to exhibitor choice of location as possible; however, show management cannot and does not guarantee assignment of space in accordance with the exhibitor's request. Show management reserves the right to make any changes to the floor plan in the interest of any exhibitor or show management.

Strategic partners, sponsors, and large exhibitors receive preferential placement. All other reservation requests are processed in the order in which they are received. Email [exhibits@statweb.org](mailto:exhibits@statweb.org) with questions.

#### *Payment*

Payment in full is due at time of reservation request. If paying by check, payment must be received within 10 business days of the above-mentioned due dates, or the exhibitor forfeits any rights or claims to the assigned space.

Exceptions may be made for educational, government, or non-profit organizations with constraints related to the fiscal year. Exceptions will be granted at the sole discretion of show management. Requests for exceptions should be submitted to [exhibits@statweb.org](mailto:exhibits@statweb.org).

### **Cancellation**

Cancellations of booth space must be made in writing to [exhibits@statweb.org](mailto:exhibits@statweb.org), and refunds for approved cancellations will adhere to the following schedule.

On or before August 11<sup>th</sup>: Booth rental minus \$200 for each 10'x 10' space cancelled.

After August 11<sup>th</sup> – Show: No refund is due for space cancelled.

Show management reserves the right to refund any money paid for exhibit space on this contract and cancel space with no notice required.

In the case of cancellation of the Conference & Exhibition due to act of God, fire, strike or any other circumstances beyond the control of show management, the exhibitor will be refunded any money paid for booth space, less the prorated share for expenses incurred by show management in connection with the exhibition.

#### *Subletting Policy*

Exhibit space is to be used solely for the display of the exhibitor's products and services offered for sale to show attendees. Exhibitors are not permitted to sublet any portion of their space or to display merchandise of other manufacturers or distributors where no direct business relationship exists between them.

### EXHIBIT FURNISHINGS AND EVENT CONTRACTORS

Each booth measures 10' across and 10' deep. Each booth will be equipped with a header sign, one skirted table, two chairs, and draped walls on an aluminum pipe framework. Back walls will be 8' high, and divider partitions will be 3' high. The exhibitor bears all responsibility for any costs it undertakes to comply with this contract.

There are certain exclusive contractors with specific responsibilities for services such as electrical, internet, drayage, rigging, cleaning, and catering, with which exhibitors may contract. An Exhibitor Kit with designated contractors and their forms will be made available to each exhibitor upon approval by show management. All equipment must be purchased and requested by using appropriate forms in the Exhibitor Kit. Additional information about furniture, carpeting, utility outlets, internet, lead retrieval, and other services will be included in this kit. The exhibitor bears all responsibility for additional equipment, services, and utilities required or requested in both.

### EDUCATIONAL SESSIONS/WORKSHOPS

Exhibit booth reservations do not include guaranteed workshops or educational sessions. Exhibiting companies may apply to lead a session through the Call for Proposals/Sessions process outlined on the show management website. Any presenting company or organization with commercial or financial interest in engaging with our members must be represented at the event as an exhibitor and/or sponsor of the event.

Collection of any attendee information including but not limited to names, email addresses and phone numbers is prohibited outside of the presenting company's exhibit space and/or other area determined acceptable by show management.

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## EXHIBIT SPACE GUIDELINES

### *Exhibitor Conduct*

Unsportsmanlike, unethical, illegal or disruptive conduct such as vulgar language and gestures, profanity, tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited. Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event at the discretion of show management.

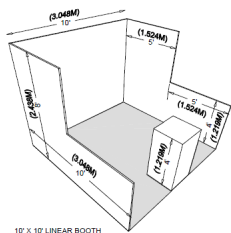
Show management reserves the right to restrict exhibits that because of noise, method of operation, materials, promotion of door-to-door sales or other reasons become objectionable.

No exhibitor shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.

### *Display Guidelines*

All exhibits must conform to the International Association of Exhibitions and Events (IAEE) Guidelines for Display Rules and Regulations. Exhibits must not be of such nature or arrangement to obstruct the view or interfere with exhibits of others. No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions. No materials may be bridged across the aisle. Materials may be suspended from the ceiling with written approval of show management. Requests to suspend materials from the ceiling must be submitted in writing to [exhibits@statweb.org](mailto:exhibits@statweb.org).

**Standard Booths:** The height of standard booth displays may not exceed 8 feet. Displays may not exceed 48 inches in height in the front half of the booth. Following is a diagram showing the height restrictions for a standard booth space. No materials may be suspended from the ceiling or may be bridged across an aisle.



**Perimeter Booths:** Perimeter booths are defined as booths that back up to a wall of the facility or perimeter of the exhibition area rather than another exhibit. Displays in perimeter booths may be as high as 12 feet but may not exceed 48 inches in height in the front half of the booth. No materials may be suspended from the ceiling or may be bridged across an aisle.

**Island Booths:** Island booths are defined as booths exposed to aisles on all four sides. Displays in island booths occupied by one exhibitor may be as high as 16 feet. Hanging signs are permitted in all island booths to a maximum height of 16 feet from the top of the sign to the floor. Hanging signs should be set back 10 feet for adjacent booths and hang directly over contracted space only. All hanging signs and booth layout plans must be approved by show management 30 days prior to show setup. No materials may be bridged across an aisle.

## USE OF EXHIBIT SPACE

Should there be any question on conforming to display rules or interfering with other exhibitors, final judgement will be made by show management.

### *Demonstrations*

Exhibitors shall conduct sales presentations and demonstrations in a manner which ensures all exhibitor personnel and participating attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits.

No exhibitor may solicit attendees or distribute literature or other materials outside of their booth space. Show management reserves the right to determine if sales presentations or product demonstrations interfere with adjacent exhibit spaces and must be discontinued. No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.

Any part of the exhibit space that does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. Show management reserves the right to have such finishing done and bill the exhibitor for the charges incurred.

### *\*\*Drawings, Door Prizes, and Other Gifts*

Raffles, drawings, contests, and other such activities, if permitted by law, are allowed only in the location on the hall floor designated by show management. There will be designated time slots for all raffles, drawings or contests to take place throughout the conference. Raffles, drawings or contests are no longer permitted to take place in an exhibitor's booth. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. Exhibitors are required to notify show management 30 days prior to show set up of any raffles, drawings, contests, and other applicable activities at [exhibits@statweb.org](mailto:exhibits@statweb.org). **Raffles will be conducted only as deemed appropriate by show management.**

### *Balloons, Vehicles, Animals, Food/Beverage*

Helium balloons are prohibited.

Vehicles are allowed on the exhibit hall floor with approval from show management and within the guidelines of the conference venue. Notification of vehicles in the hall must be provided to [exhibits@statweb.org](mailto:exhibits@statweb.org).

Animals are only allowed in the exhibit hall after approval by show management and within the guidelines of the conference venue. Approval requests should be sent to [exhibits@statweb.org](mailto:exhibits@statweb.org)

All food and beverage must be provided by the exclusive caterer at the conference venue. All food must be prepared and served within the regulations of the city, county and facility. Please email [exhibits@statweb.org](mailto:exhibits@statweb.org) to begin the process of securing food and beverage for your booth.

Full conference venue policies can be found in the Exhibitor Kit.

### *Announcements*

All announcements made in the exhibit hall will be made by show management or its designated representative.

### *Personal Sound Systems*

The use of personal sound systems or equipment producing sound is a privilege, not a right. Show management reserves the right to determine at what point a sound constitutes interference with other exhibits and must be discontinued.

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### *Care of Exhibit Hall*

Aisles must be kept clear of exhibit materials. Exhibitors must not place any refuse or materials which will endanger public safety or cause inconvenience to other exhibitors on the floor during exhibit hours. Booths must be in order 30 minutes before the opening of the show each day.

Exhibitors shall not damage, mark, paint, or in any manner deface the hall, or use nails, hooks, pins, screws, or tape on the building. The exhibitor is liable for any and all damages caused to the building or otherwise in connection with the exhibit.

### *Selling Products and Services*

Exhibitors may sell products on the exhibit hall floor during regular exhibit hours. Exhibitors are responsible for any and all permits required by law or local ordinance. An exhibitor without a Texas location needs a use tax permit. Call the State of Texas Comptroller's office at 1(800)252-5555 for any forms, rules, etc., and complete information can be found at the following website. <https://comptroller.texas.gov/>

### **SETUP AND DISMANTLE**

All exhibits must be completely installed and ready for viewing at official show opening. **Exhibits or displays may not be removed from the floor until the show has been officially closed.**

Exhibitors are required to participate during all show hours each day as listed in the exhibitor kit. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during the viewing hours without the permission of show management.

Dismantling of displays must not begin until after exhibits close at the time listed in the Exhibit Kit as the official closing time. Any exhibitor who removes exhibits or displays from the floor before the show is officially closed will not be eligible to submit a reservation request on-site or before booths are made available for sale online for the following year.

All exhibitor property must be removed by the end of the designated move-out time. In the event that an exhibit space is not vacated by that time, show management is authorized to remove all goods and property of the exhibitor at the exhibitors' expense. Show management or its agents shall not be liable for any damage or loss to such goods or property by such removal.

No one under the age of 18 is permitted in the exhibit hall during move-in and move-out. Vehicles are allowed in the dock area only during move-in and move-out strictly for unloading and loading purposes. Exhibitors are responsible for advising show management of the names, addresses, contact information, and contracts for all Exhibitor-Appointed Contractors by submitting the appropriate form available in the Exhibitor Kit.

Only exhibit staff actively engaged in move-in/move-out of the exhibit hall are permitted inside the hall during these times.

### **ACCESS TO THE HALL**

Exhibitors will be allowed access to the hall during designated setup and teardown times, one hour before the show opens each day and for 30 minutes after the hall closes each day. Exhibitors must have credentials to access the exhibit hall. An exhibitor entrance will be designated and must be used by exhibitors to access the hall before and after the hall is open to attendees. Any special arrangements must be approved by show management and requests for such arrangements should be submitted to [exhibits@statweb.org](mailto:exhibits@statweb.org).

Each 10'x10' exhibit space will be granted 5 complimentary badges. Additional exhibitor badges may be purchased for \$50 per badge; however, no more than 5 people may be present for each 10'x10' space at one time. Exceptions may be made to the complimentary badge policy for non-profit organizations utilizing volunteers for exhibit booth staffing at the sole discretion of show management. Please submit exception requests to [exhibits@statweb.org](mailto:exhibits@statweb.org).

To ensure access for registered attendees, exhibits personnel are not permitted to attend workshops, trainings, or general meetings without full conference registration.

Exhibitor badges, including additional badges that are purchased, do not include STAT membership.

### **INSURANCE, LIABILITY AND INDEMNITY**

Insurance on the exhibit is entirely at the exhibitor expense. Each exhibitor must maintain adequate insurance to cover injury, loss or damage to the general public, their employees and property. Show management will not be responsible for the loss of property of exhibitors from theft, damage by fire, water, accident or other causes.

Indemnity to show management: The exhibitor agrees to defend and indemnify show management, including their respective employees and agents, and hold and save them harmless from and against all claims, actions, damages, losses, expenses, and liabilities arising out of the act, omission, negligence, or misconduct of the exhibitor or any of its employees, agents, or contractors at the convention center, including the exhibit hall and exhibitor's assigned space, for the convention under this contract. Additionally, the exhibitor releases show management from any liability relating to the loss of or damage to the exhibitor's goods or property at the convention center. The provisions of this section shall survive the termination of this contract.

Indemnity to Host City: The exhibitor agrees to defend and indemnify the Host City, the owner of the exhibit hall, and hold and save it harmless from and against all claims, actions, damages, losses, expenses, and liabilities arising out of the act, omission, negligence, or misconduct of the exhibitor or any of its employees, agents, or contractors at the convention center, including the exhibit hall and the exhibitor's assigned space, for the convention under this contract. Additionally, the exhibitor releases show management from any liability relating to the loss of or damage to the exhibitor's goods or property at the convention center. The provisions of this section shall survive the termination of this contract.

### **COPYRIGHT/INTELLECTUAL PROPERTY**

Exhibitors are responsible for obtaining permission or the license to use any copyrighted work that is performed, broadcasted, or displayed by the exhibitor during conference and be prepared to furnish proof to show management of compliance is all intellectual property laws, including but not limited to copyright laws, if requested. Each exhibitor assumes full liability for any infringement of intellectual property rights committed by or on behalf of the exhibitor and agrees to hold show management and its employees and agents harmless and to assume all costs and damages for any direct or indirect liability show management may incur by such infringement. For any infringement committed, each exhibitor agrees to assume to duty to defend, include paying for all costs associated with the infringement defense, giving show management the right to control litigation and choice of

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counsel. The provisions of this section shall survive the termination of this contract.

### **USE OF STAT AND CAST TRADEMARK**

STAT and CAST are registered trademarks and cannot be used without written permission of show management and prior approval of proposed trademark use. Approval of an application does not carry STAT's endorsement of the products or services of that exhibitor.

### **Conditions of Agreement**

These Policies of Exhibition are subject to all rules and regulations named herein, and also to all conditions the exhibit facility has made available. The exhibitor agrees to abide by all applicable fire, utility, and building codes.

All points not covered herein are subject to settlement by show management, and show management reserves the right to make such changes, amendments, and additions to these rules and such further regulations as may become necessary. This agreement shall be governed by the laws of the State of Texas.

Once an online booth reservation request has been submitted, the Policies of Exhibition is in force, and the exhibitor is bound by this agreement.