**Exhibitor Guidelines**

**Liability**

Neither Texas Society of Architects (TxA) nor any officer or staff member thereof will be liable for any personal injury or damage to any and all persons or property caused by the exhibitor, his/her agents, representatives, or employees. The exhibitor indemnifies and agrees to hold harmless TxA, its members, officers, directors, and employees against any and all liability arising from any and all damage to property or personal injury caused by an exhibitor or his/her agents, employees, or other representatives.

**Exhibit Hall Access and Booth Assembly**

Exhibiting companies may allow representatives to assemble their allotted exhibit space prior to the Design Expo opening to attendees. Representatives must check-in with TxA representatives before assembling their booth. During the designated Design Expo days, booth representatives must have a conference badge to access the exhibit hall. Each 10’ X 10’ space will receive four (4) complimentary exhibitor badges. Additional booth personnel that exceed the complimentary allotment require additional registration fees.  
  
Booths must remain intact until 5:00 PM on the final day of the Design Expo. Exhibitor representatives are not allowed to deconstruct their booth until after the close of the Design Expo and all conference attendees have exited the exhibit hall.  
  
**Unoccupied Space**Should any rented exhibitor space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, TxA reserves the right to rent that space to any other exhibitor or use that space for such purposes as it may see fit without any liability on its part. This clause shall not affect the obligation of the exhibitor to pay the full amount in the space rental agreement should TxA not resell the space. All storage and handling charges due to failure to remove exhibit materials from the display or storage area at the conclusion of the move-out period shall be the responsibility of the exhibitor. If move-in and move-out are not conducted during scheduled time, a fee may be assessed.

**Acceptability of Exhibits**

TxA reserves the right to refuse to sell exhibit space to any company it deems objectionable or at cross purposes to the association’s mission. Additionally, TxA reserves the right to require exhibitors to remove promotional materials from the Exhibit Hall that are deemed objectionable.

**Fire, Safety, and Health**

The exhibitor agrees to accept full responsibility for compliance with local, city and state ordinances regarding the installation and operation of equipment. Necessary precautions will be the responsibility of the exhibitor.

**Damages to Property**

Exhibitors are liable for any damage caused to the building or tables or to any other exhibitor’s property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building surfaces or tables.

**Cancellations**

Request for cancellation of space must be directed in writing to TxA, c/o Missy Floyd-Seward, [melissa@texasarchitects.org](mailto:melissa@texasarchitects.org), and must include a brief explanation for the cancelation. Telephone cancellations will not be accepted.

After the deposit or final payment is received, the following schedule applies on cancelled exhibit space:

If the date of cancellation is between June 1, 2023, and June 30, 2023, the exhibitor will forfeit 30% of the payment; between July 1, 2023 and July 31, 2023, the exhibitor will forfeit 60%; on or after August 1, 2023, the exhibitor forfeits 100% of the payment.

TxA will only honor cancellation requests whose receipt has been confirmed.

**Guidelines for Display**

A standard booth (10’ x 10’) will have an 8’ back drape and 3’ side rails. For endcaps, only the center 10’ may be 8’ tall. The front of a booth (5’ from the aisle to the middle of a booth) may not extend any higher than 42”, so as not to obscure the sight line of other exhibitors. Side rails must not exceed 36” to prevent any obstructions that would interfere with the view of the other booths. High counters must be placed at least 2’ back from the booth entrance, so as not to cause aisle congestion. Booths must be carpeted.

**Third Party Vendors**

We do not contract with third parties to sell its attendee or member data. Be careful of companies emailing and posing as vendors for our event. Some scams include housing, mailing lists, directory listings, and onsite services. ***TxA never sells attendee list*s.**