

2010 TRADE SHOW RULES
TEXAS ASSOCIATION OF FAIRS & EVENTS ANNUAL CONVENTION & TRADE SHOW
RENAISSANCE AUSTIN HOTEL – AUSTIN, TEXAS

1. All exhibitors must be members of the Texas Associations of Fairs & Events in good standing with dues paid for the year the Trade Show is held. Booth rentals require at least one convention registration. Each booth will receive two (2) Trade Show passes. Additional passes cost \$25 each/per day used.
2. All exhibitors must provide a certificate of general liability insurance with a minimum coverage level of \$1 million and name the Texas Association of Fairs and Expositions, Inc. d/b/a Texas Association of Fairs and Events as an additional insured.
3. Exhibits must be arranged so as not to create any obstruction to the view of the other exhibits or create a hazard. Displays cannot extend beyond the bounds of next booth. The tacking, posting or placing of advertisement outside of the space contracted for will not be permitted elsewhere in the hotel, nor will soliciting be allowed outside the confines of an exhibitor's booth. No walk around acts will be permitted to perform outside of the space contracted for unless approved by the Trade Show Chairman.
4. Exhibitors who wish to build any structure in their booth must submit plans along with contract for approval by the Trade Show Committee and any local inspection codes. Exhibits must be of sound and attractive construction and must not deface or mar walls, ceiling or floor of exhibit area. No one will be allowed to operate combustible engines. It will be the responsibility of exhibitors to keep their booths neat and clean.
5. Organs, pianos and other musical instruments may be played at intervals at low tones; however, loud speaker sound systems are discouraged and may be operated only with the approval of the Trade Show Committee. Arrangements must be made with the Trade Show Committee if any entertainer is to be presented within a booth.
6. Exhibitors may start setting up their booths beginning at noon on Thursday, January 7, 2010. Deadline for set-up will be at noon on Friday, January 8, 2010.
7. Booths may be dismantled starting after the Trade Show closing time on Saturday, January 9, 2010. Deadline for removal of exhibits will be 9:00 p.m. on Saturday, January 9, 2010.
8. Trade Show hours will be as follows:

Friday, January 8, 2010	4:15 p.m. – 6:15 p.m.
Saturday, January 9, 2010	2:15 p.m. – 4:15 p.m.
9. Exhibitors selling merchandise will be responsible for paying all city and state sales tax. Drawings for prizes must be approved and under the supervision of the Trade Show Committee. Prize announcements will only be made if the exhibitor completes a "Trade Show Prize Announcement" form.
10. It is the responsibility of each exhibitor to protect his or her property. TAF&E will not be responsible for any losses.

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11. The Texas Association of Fairs & Events reserves the right to accept or reject unconditionally any contract for exhibit space. The Trade Show Committee also reserves the right to cancel a booth rental contract and have the property of the exhibitor removed from the building, if in the Committee's judgment the business or activity of the exhibitor is objectionable or not as represented to TAF&E. Exhibit space may not be transferred or sublet to another party.
12. Treasure Chest Sponsors shall have the right to locate a chest, which can be purchased from TAF&E at a cost of \$65. Treasure Chest Sponsors may choose to locate their treasure chest in their booth or a high traffic common area of the trade show floor.
13. Payment for booth space, treasure chests, convention registration and 2010 dues must be made in full when booth is reserved.
14. Upon written notice of cancellation to the TAF&E Office postmarked by December 1, 2009, TAF&E will return 90% of the 2010 booth rental. After December 1, 2009, there will be no refund.