



TRADE SHOW BOOTH ORDER FORM

TEXAS ASSOCIATION OF FAIRS AND EVENTS ANNUAL CONVENTION & TRADE SHOW
JANUARY 13-14, 2012 — RENAISSANCE AUSTIN HOTEL

TEXAS FESTIVALS & EVENTS ASSOCIATION ANNUAL CONFERENCE & TRADE SHOW
AUGUST 3-4, 2012 — OMNI COLONNADE SAN ANTONIO HOTEL

BOOTH DESCRIPTION: All booths are 10' deep and 10' wide. Booths will include 8' tall flameproof background drapes and 3' tall dividers, one 6' draped table, two chairs, one 110-volt electrical outlet (if requested, TAF&E booth only), and a 7" x 44" identification sign with up to two lines of copy. Additional electrical can be ordered for an additional fee by calling the TAF&E office at 800/990-1332.

EXHIBITOR CONTACT INFORMATION

Name of Business (Booth sign to read) _____

Contact Person _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____ Cell (____) _____

Email Address _____ Website Address _____

Type of Business _____

LIABILITY STATEMENT: EXHIBITOR AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS TEXAS ASSOCIATION OF FAIRS AND EXPOSITIONS, INC., TEXAS FESTIVALS & EVENTS ASSOCIATION, AND THE CONVENTION HOTEL(S), ITS OWNERS OR MANAGERS, OFFICERS, OR DIRECTORS, AGENTS, EMPLOYEES, SUBSIDIARIES AND AFFILIATES, FROM ANY DAMAGE OR EXPENSE ARISING FROM OR OUT OF OR BY REASON OF ANY ACCIDENT OR BODILY INJURY OR OTHER OCCURRENCE TO ANY PERSON OR PERSONS, INCLUDING THE EXHIBITOR, ITS AGENTS, EMPLOYEES, AND BUSINESS INVITEES WHICH ARISES FROM OR OUT OF THE EXHIBITOR'S OCCUPANCY AND USE OF THE EXHIBITION PREMISES, THE HOTEL OR ANY PART THEREOF. EXHIBITOR SHALL BE FULLY RESPONSIBLE TO PAY FOR ANY AND ALL DAMAGES TO PROPERTY OWNED BY THE CONVENTION HOTEL, ITS OWNERS OR MANAGERS WHICH RESULTS FROM ANY ACT OR OMISSION OF THE EXHIBITOR.

EARLY BIRD TRADE SHOW PRICING (On or before November 18, 2011)

BUY BOTH 2012 SHOWS NOW & SAVE!

Reserve your booth space for both the Texas Association of Fairs & Events Trade Show (TAF&E) in January 2012 and the Texas Festivals & Events Association (TFEA) in July 2012 and save \$50!

2012 TAF&E BOOTH RENTAL - January 13-14, 2012
_____ booth(s) x \$300 each (regularly \$325) = \$ _____

2012 TFEA BOOTH RENTAL - August 3-4, 2012
_____ booth(s) x \$250 each (regularly \$275) = \$ _____

2012 TAF&E Dues (if not already paid)
\$100.00 (membership runs 12/1-11/30) \$ 100.00

TAF&E Convention Registration (one required) \$ 125.00

Add'l **2012 TAF&E Registrations** ___ x \$125 \$ _____

2012 TAF&E Treasure Chest Sponsorship ___ x \$100 \$ _____

TOTAL DUE \$ _____

Electrical hook-up required for TAF&E? Yes No
One 110-volt outlet (circle one)

2012 TAF&E TRADE SHOW ONLY

Use this portion of the form if you wish to reserve space for the Texas Association of Fairs & Events Trade Show (TAF&E) only.

2012 TAF&E BOOTH RENTAL - January 13-14, 2012
_____ booth(s) x \$325 each \$ _____

2012 TAF&E Dues (if not already paid)
\$100.00 (membership runs 12/1-11/30) \$ 100.00

TAF&E Convention Registration (one required) \$ 125.00

Add'l **2012 TAF&E Registrations** ___ x \$125 \$ _____

2011 TAF&E Treasure Chest Sponsorship ___ x \$100 \$ _____

TOTAL DUE \$ _____

Electrical hook-up required? Yes No
One 110-volt outlet (circle one)

Please see other side to select TAF&E booth placement preferences.

REGULAR TRADE SHOW PRICING (After November 18, 2011)

BUY BOTH 2012 SHOWS NOW & SAVE!

Reserve your booth space for both the Texas Association of Fairs & Events Trade Show (TAF&E) in January 2012 and the Texas Festivals & Events Association (TFEA) in August 2012 and save \$50!

2012 TAF&E BOOTH RENTAL - January 13-14, 2012

_____ booth(s) x \$325 each (regularly \$350) = \$ _____

2012 TFEA BOOTH RENTAL - August 3-4, 2012

_____ booth(s) x \$250 each (regularly \$275) = \$ _____

2012 TAF&E Dues (if not already paid)

\$100.00 (membership runs 12/1-11/30) \$ 100.00

TAF&E Convention Registration (one required) \$ 125.00

Add'l 2012 TAF&E Registrations ___ x \$125 \$ _____

2012 TAF&E Treasure Chest

Sponsorship ___ x \$100 \$ _____

TOTAL DUE

\$ _____

Electrical hook-up required for TAF&E? Yes No
One 110-volt outlet (circle one)

PAYMENT METHOD

- Check Enclosed — Check # _____
- Money Order — Money Order # _____
- Credit Card — Visa, MasterCard, Discover or American Express
Card Number _____
Expiration. Date _____ Security Number _____
Name on Card _____
(please print)

EXHIBITOR AGREEMENT

I acknowledge that:

- I have received a copy of the Texas Association of Fairs and Events (TAF&E) Trade Show Rules and Regulations and agree to abide by said rules.
- I agree to pay both TAF&E and the Texas Festivals & Events Association separately for booth space for dual show space, if indicated.
- A \$25 service fee will be charged on all returned checks.
- Payments for late registrations must be received prior to set-up.
- Placement of exhibitor booths will be based on the order in which the booth reservation form was received.

Signature Required _____ Date _____

2012 TAF&E TRADE SHOW ONLY

Use this portion of the form if you wish to reserve space for the Texas Association of Fairs & Events Trade Show (TAF&E) only.

2012 TAF&E BOOTH RENTAL - January 13-14, 2012

_____ booth(s) x \$350 each \$ _____

2012 TAF&E Dues (if not already paid)

\$100.00 (membership runs 12/1-11/30) \$ 100.00

TAF&E Convention Registration (one required) \$ 125.00

Add'l 2012 TAF&E Registrations ___ x \$125 \$ _____

2012 TAF&E Treasure Chest

Sponsorship ___ x \$100 \$ _____

TOTAL DUE

\$ _____

Electrical hook-up required? Yes No
One 110-volt outlet (circle one)

TAF&E BOOTH PREFERENCES

2012 Trade Show

1st _____ 2nd _____ 3rd _____
4th _____ 5th _____ 6th _____

**To ensure the best placement possible,
please list all six booth preferences.**

FOR TAF&E OFFICE USE ONLY

BOOTH NUMBER(S) _____ DATE RECEIVED _____

2012 TRADE SHOW RULES
TEXAS ASSOCIATION OF FAIRS & EVENTS ANNUAL CONVENTION & TRADE SHOW
RENAISSANCE AUSTIN HOTEL – AUSTIN, TEXAS

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.

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.

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.

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.

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.

Exhibitors may start setting up their booths beginning at noon on Thursday, January 12, 2012. Deadline for set-up will be at noon on Friday, January 13, 2012.

Booths may be dismantled starting after the Trade Show closing time on Saturday, January 14, 2012. Deadline for removal of exhibits will be 9:00 p.m. on Saturday, January 14, 2012.

Trade Show hours will be as follows:

Friday, January 13, 2012	4:00 p.m. – 6:00 p.m.
Saturday, January 14, 2012	2:45 p.m. – 4:45 p.m.

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.

It is the responsibility of each exhibitor to protect his or her property. TAF&E will not be responsible for any losses.

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.

Treasure Chest Sponsors shall have the right to locate a chest, which can be purchased from TAF&E at a cost of \$100. Treasure Chest Sponsors may choose to locate their treasure chest in their booth or a high traffic common area of the trade show floor.

Payment for booth space, treasure chests, convention registration and 2012 dues must be made in full when booth is reserved.

Upon written notice of cancellation to the TAF&E Office postmarked by December 1, 2011, TAF&E will return 90% of the 2011 booth rental. After December 1, 2011, there will be no refund.