



Environmental Trade Fair & Conference

Terms and Conditions

A. Objectives of the Trade Show

To provide a unique educational framework for the dissemination of environmental education, innovative technology, and with the primary purpose of exchanging information directed at environmental issues in Texas.

B. Character of Exhibit

It is understood and agreed by each exhibitor that the Trade Show is undertaken by the Texas Commission on Environmental Quality (hereinafter "Show Management) primarily for the education of environmental professionals. To this end, each exhibitor agrees as follows:

1. To exhibit only products manufactured or distributed by the exhibitor in the regular course of its business, comprising materials, equipment, apparatus, systems, services, and other component products and/or services pertinent to the environmental arena.
2. To display such products or services in a manner which is intended to describe and depict the advantages of using such products or services.
3. That due to the great number of companies exhibiting similar or related product lines, Show Management cannot guarantee that a company exhibiting similar products or services (including an exhibitor's competitor) will not be located in a nearby or adjoining booth space.
4. That this document becomes a binding contract upon issuance of the confirmation of the booth number.

C. Exhibit Regulations

Note: In order to provide a well-balanced, well-regulated, attractive, and successful Exhibit Hall, Show Management reserves the right to enforce strict compliance with these Terms and Conditions.

1. **The Exhibitor Service Kit** provided by the Decorator includes the International Association of Exhibits and Events (IAEE) Guidelines for Display Rules & Regulations (page 39–49). Any Austin Convention Center guidelines as well as the guidelines set forth in this document should be followed for the TCEQ Environmental Trade Fair & Conference.
2. **Subletting Space:** No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted to it. Nor shall any exhibitor exhibit therein any other goods, apparatus, material or service that is not manufactured or distributed by the exhibitor in the regular course of its business or allow any other person or party to do so.

3. Complete details regarding the installation and removal of exhibits are included in the Exhibitor Service Kit. No exhibits may leave the building at any time after installation until the final course of the Trade Show begins (10:30 a.m.) except in an emergency situation that might cause bodily harm to people in the vicinity or special permission to vacate early has been obtained in writing from Show Management.
4. **Balloons:** All helium balloons and small individual balloons are prohibited.
5. **Vehicles/Trailers:** Vehicles on display should have no more than a ¼ tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. All vehicles or trailers must be coordinated with Sue Phillips, sphillip@tceq.state.tx.us or 512/239-6327 no later than March 12, 2008 and are limited to designated areas.
6. **Hospitality Functions:** Show Management has not reserved any areas for hospitality functions. Exhibitors who wish to sponsor receptions, banquets, special presentations, or other such hospitality events should coordinate them directly with the Austin Convention Center, sponsoring hotels and other appropriate sites.
7. Companies that “no show” or leave before the specified date and time (except with written approval of Show Management) will not be allowed to exhibit at the next Environmental Trade Show and Conference except under sole discretion of Show Management.
8. **Storage and Materials Handling:** Exhibitors must coordinate storage requirements with the decorator. Do not send materials directly to the convention center.
9. Exhibitor Service Kit (page 3) provides information on exhibitor package that is provided by Show Management as well as the Exhibit Hall Schedule.
10. **Volume/Light Control:** TCEQ reserves the right to regulate the volume or intensity of any and all loudspeakers, radios, television sets, musical instruments, entertainers, or blinking or flashing lights which are distracting to the attendees or neighboring exhibits during exhibit hours.
11. **Exhibitor Conduct:** Exhibitors can distribute literature, etc. from booth(s) and staff them with personnel of their choice. Exhibitors must remain within their own space while distributing literature, product samples or other materials. Strolling entertainment or exhibit personnel is prohibited. Exhibit personnel inappropriately dressed will be asked to leave the premises.
12. **Americans with Disabilities Act Requirements:** Exhibitor agrees to comply with applicable requirements of the Americans with Disabilities Act and its regulations and guidelines (collectively, the “ADA”) and agrees to indemnify, defend, and hold harmless Show Management, its,

directors, employees, and commissioners from and against all claims that may be brought against exhibitor on the basis of the exhibitor's noncompliance with ADA requirements. All Exhibitor personnel who may need special assistance or auxiliary aids pursuant with the ADA should contact Show Management as soon as possible.

13. Dispensing or serving of beverages or food from the booth must be approved by the Show Management and purchased from the Austin Convention Center's caterer prior to the commencement of the Trade Fair.
14. No children will be allowed in exhibit hall during setup or tear down.
15. Exhibitor agrees to indemnify, defend, and hold harmless Show Management, its officers, directors, members employees, and commissioners from any and all liability, claims, or expenses of any kind whatsoever, including legal fees and costs, that arise from the Contractor's performance hereunder. Exhibitors are responsible for damages to the facility that occurs as a result of their displays, equipment, or personnel.

As a representative of my company, I accept the Terms & Conditions listed above as a condition to exhibit at the TCEQ Environmental Trade Fair & Conference.

Signature

Date:

Printed Name

Company Name