



Please join us for the  
**91<sup>st</sup> ANNUAL CONVENTION & COACHING SCHOOL**  
**July 16-18, 2023**  
**George R. Brown Convention Center**  
**Houston, Texas**

### **2023 EXHIBIT SCHEDULE:**

**Saturday, July 15, 2023**

8:00 am – 6:00 pm      Exhibitor Move-In

**Sunday, July 16, 2023**

8:00 am – 5:00 pm      Exhibits Open

**Monday, July 17, 2023**

8:00 am – 5:00 pm      Exhibits Open

**Tuesday, July 18, 2023**

8:00 am – 12:00 pm      Exhibits Open

12:00 pm – 5:00 pm      Exhibitor Move-Out

# THSCA EXHIBIT TERMS AND CONDITIONS

## SPACE RENTAL & ITEMS PROVIDED

**Required Payment:** Full payment must accompany contract.

■ Contracts received without payment will not be considered.

■ Printable online contracts and an updated floor plan are available at [www.thsca.com/exhibitors](http://www.thsca.com/exhibitors).

**Space Assignment:** The THSCA reserves the right to reassign any space or rearrange exhibitors. THSCA has full discretion and authority to determine eligibility of any company seeking to participate in the show and all products proposed to be exhibited at the show. The THSCA reserves the right to reject any and all contracts and to demand the release of space at any time during the show for failure to conform to the terms and regulations as outlined in these terms. THSCA policy prohibits the THSCA from doing business with any company that provides recruiting services unless approved by THSCA Board of Directors.

**10' x 10' Exhibit Booth Rental = \$1,000 & \$1,200:** Each exhibitor who contracts for a 10' x 10' booth shall be provided with the following booth items: 10' x 10' area to solicit from with an 8' tall curtained back wall and 3' tall dividing side rails; one 6' long skirted table; 2 chairs; one identification sign; waste basket; listed in exhibitor directory posted online and on-site (if contract is received prior to June 1).

**20' x 20' Premium Bay Rental = \$3,200:** Each exhibitor who contracts for a 20' x 20' premium bay shall be provided with the following booth items: a 20' x 20' area to solicit from; one identification sign; waste basket; listed in exhibitor directory posted online and on-site (if contract is received prior to June 1). Upon request: four 6' long skirted tables; 4 chairs; 8' tall and/or 3' tall black pipe and drape.

**20' x 30' Premium Bay Rental = \$4,800:** Each exhibitor who contracts for a 20' x 30' premium bay shall be provided with the following booth items: a 20' x 30' area to solicit from; one identification sign; waste basket listed in exhibitor directory posted online and on-site (if contract is received prior to June 1). Upon request: six 6' long skirted tables; 12 chairs; 8' tall and/or 3' tall black pipe and drape.

**20' x 40' Premium Bay Rental = \$6,400:** Each exhibitor who contracts for a 20' x 40' premium bay shall be provided with the following booth items: a 20' x 40' area to solicit from; one identification sign; waste basket; listed in exhibitor directory posted online and on-site (if contract is received prior to June 1). Upon request: eight 6' long skirted tables; 16 chairs; 8' tall and/or 3' tall black pipe and drape.

**20' x 50' Premium Bay Rental = \$8,000:** Each exhibitor who contracts for a 20' x 50' premium bay shall be provided with the following booth items: a 20' x 50' area to solicit from; one identification sign; waste basket listed in exhibitor directory posted online and on-site (if contract is received prior to June 1). Upon request: ten 6' long skirted tables; 20 chairs; 8' tall and/or 3' tall black pipe and drape.

**20' x 60' Premium Bay Rental = \$9,600:** Each exhibitor who contracts for a 20' x 60' premium bay shall be provided with the following booth items: a 20' x 60' area to solicit from; one identification sign; waste basket; listed in exhibitor directory posted online and on-site (if contract is received prior to June 1). Upon request: twelve 6' long skirted tables; 24 chairs; 8' tall and/or 3' tall black pipe and drape.

**Exhibitor's Service Kit:** Any services or items needed, but not listed above may be provided for a fee. Freeman will email all exhibitors an Exhibitor's Service Kit that will contain information on available services and cost. You may contact Freeman at [www.myfreemanonline.com](http://www.myfreemanonline.com).

## CANCELLATION POLICY

In the event that written notification of intent to cancel is received by the THSCA Office within 14 days from the date space confirmation is issued; all sums paid by the exhibitor will be refunded. No refunds will be made after this date unless the space has been resold, in which case the exhibitor may be entitled to a refund less an administration fee of \$200 per 100 square feet of space.

**THE THSCA MUST BE NOTIFIED OF ALL CANCELLATIONS ON SIGNED COMPANY LETTERHEAD.**

**NO REFUNDS WILL BE GIVEN FOR SPACE CANCELLATIONS AFTER MAY 31, 2023.**

## FLOOR PLAN

All dimensions and locations shown on the official Floor Plan are believed, but not warranted, to be accurate. The THSCA reserves the right to make such modifications as may be necessary to meet the needs of the exhibitors and the exhibit show.

## BADGES AND EXHIBIT PERSONNEL

As an exhibitor at the THSCA Convention and Coaching School, the THSCA policy states that you are allotted four (4) badges for your first 100 square feet of rented booth space and two (2) badges per 100 square feet of rented booth space thereafter. Past the allotted amount, additional badges may be purchased by the exhibitor in advance for \$60 each. If badges are ordered in advance, they will be printed at the THSCA headquarters and prepared for pick-up at the Convention. **On-site badge policy:** Each badge printed (within allotted amount) will be \$10 each. Past the allotted amount, additional badges may be purchased for \$90 each. Name changes and adjustments to previously printed badges will be \$5 each.

## ACCEPTABILITY & DRESS

The purpose of all exhibits shall be to serve the interest of the members of the THSCA and shall be operated in a way that will not detract from other exhibits, the exhibition, or the convention. Dress of exhibitors must be conservative and should conform to a reasonable businesslike standard. Persons, things, conduct, printed matter or anything of character, which the THSCA determines is objectionable to the exhibition, is unacceptable. The THSCA reserves the right to require the immediate withdrawal of any exhibit, which is believed to be injurious to the purpose of the THSCA. In the event of such restriction or eviction, the THSCA is not liable for any refund, rental fees or other exhibit-related expense.

## **INSTALLATION AND DISMANTLING OF EXHIBITS**

The exhibitor expressly agrees to do all installation and dismantling of exhibits during the time indicated in the exhibit schedule. No exhibit may be erected after the exhibition opens nor be dismantled before the official closing time. **Space not occupied by 6:00pm on Saturday will be forfeited by the exhibitor and resold, reassigned or used by the THSCA.** If the exhibit materials are on hand and not set up for display at the close of the installation period in absence of the exhibitor, the THSCA reserves the right to remove and store said material. The exhibitor will be billed for all charges incurred.

**Texas is a right-to-work state. Exhibitors may load and unload their own equipment subject to the following rules:**

- Exhibitors may unload their own non-branded, personally owned vehicles by hand only. If the use of a forklift or equipment other than a 2-wheeled dolly is required for unloading, additional charges may be applied by Freeman Decorating Company. See Freeman Service Kit available in May for more details regarding move-in and move-out procedures.
- You may NOT use equipment (forklifts, pallet jacks, push carts) belonging to Freeman. Freeman will assist you in loading your materials with their equipment if arranged before the show or ordered on-site at the Freeman Service Desk.

## **HEAVY EQUIPMENT, VEHICLES, AND MACHINERY**

If there is a possibility of unusually heavy materials being displayed, the exhibitor is hereby advised that this must be cleared by the THSCA prior to signing up for booth space.

Any equipment/vehicles/machinery requiring fuel for power will not be allowed on the show floor without prior approval. All equipment powered by fuel will need to be inspected and approved by the Fire Marshal and the THSCA. Contact the THSCA to coordinate an inspection with the Fire Marshal.

## **DAMAGE TO EXHIBIT FACILITIES**

The exhibitor must surrender rented space in the same condition it was at commencement of occupancy. The exhibitor or his agent shall not injure or deface the walls, columns or floors of the exhibit facilities, the spaces, equipment or furniture of the space. When such damage appears, the exhibitor shall be liable to the owners of the property so damaged.

## **RULES AND REGULATIONS**

**Restrictions on Use of Space:** No exhibitor shall sublet, assign or share any part of the space allocated without written consent of the THSCA. Solicitations, demonstrations, distributions of promotional material, signage and all material **must be confined within the bounds of their own respective space.** Exhibits, signs and displays are prohibited in aisles, meeting facilities, guest rooms and hallways of the hotels. Operation of audio devices is allowed if the exhibitor complies with the restriction on loud volume. No firm or organization not assigned space will be permitted to solicit business at the show.

- **Exhibitors' materials may not reach any taller than a maximum of 14 feet.**
- **Exhibitors may not hang any items from the ceiling.**
- Large screens must be anchored and may not block booths behind or adjacent.
- Materials and literature may not be distributed outside of the exhibitor's assigned booth space.
- Policy will be enforced to ensure that the view of adjacent exhibit space is not obstructed.
  - 10' x 10' booths: Must keep 5' at end of each wing drape transparent, as to not obstruct view of neighboring booths.
  - Endcaps: Must keep 5' at each end of backdrop transparent, as to not obstruct the view of neighboring booths.
  - See "Line of Site" diagram at [www.thsca.com/exhibitors](http://www.thsca.com/exhibitors).
- Exhibitors are not permitted to: write, tack or cut on walls or panels.
- Scotch tape is not to be used on walls or glass panels for the support of posters and signs – easels are recommended.
- Objects such as table back-drop, etc. are not to be placed against the walls or glass windows.
- Banners or displays are not permitted on the windows or glass panels.
- Explosives or combustible materials are not to be displayed; this includes cylinders of gas, paint, alcohol, chemicals, turpentine, etc. Any questions should be referred to the Convention Center Event Coordinator.
- Aisles and exits must be kept clear, clean and free from obstruction and exhibitors may not stand or block aisles during show hours.
- All fire extinguishing equipment shall always be maintained in plain sight – unobstructed and accessible for use .

## **SHIPPING INSTRUCTIONS**

Because of lack of storage space, the THSCA cannot accept and store shipments of exhibit material in advance of the show. However, The Freeman Company may assist you. Contact the Freeman Exhibitor Services Department for information on shipping and additional charges. After making shipping arrangements with Freeman, Freeman will have your exhibit material delivered directly to the Convention Center on the set-up day. Freeman will also arrange to remove empty crates, store them during the show and return them on dismantle day.

## **THSCA LIABILITY POLICIES**

The THSCA and the George R. Brown Convention Center shall not be liable or responsible for any loss, theft, damage or injury that may occur to property of exhibitors. The THSCA and the George R. Brown Convention Center shall not be liable or responsible for the death or personal injury of exhibitors, employees, agents, servants, guests or invitees from any cause whatsoever arising out of or from an incident to the use of the occupancy of the exhibit area by the exhibitors, it's agents, servants, employees, guests, and invitees; and the exhibitors, by signing up for a specific space expressly release the above named parties from liability from all and any such losses, theft, damage, injury, death and personal injury claims whatsoever.

The exhibitors shall forever reimburse, indemnify, save and keep the THSCA and the George R. Brown Convention Center harmless from and against any and all liability, damages, expanses, judgments, and injury and expenses including investigation and counsel fees arising from or out of by reason of any action or other occurrences on or about the convention premises or elsewhere occasioned wholly or in part by any negligent act or acts, omission or omissions of the exhibitor or by any of the agents, servants, employees, guests and invitees of the exhibitor resulting in property damage, including damage to the convention premises, or loss or injury or death to any persons arising out of or incident to or from the use or occupancy of the exhibit area by the exhibitor, it's agents, servants, guests, employees or invitees.

The THSCA will provide watchman service during the hours in which the exhibits are NOT open. This service will be provided Sunday, Monday and Tuesday only.

Show personnel will be on duty at the door to see no one is admitted except those with proper badges. From the start of the show until move-out, no exhibitor is allowed to take anything out of the Convention Center even though it is his own property without first getting approval from the THSCA. This is in an effort to protect exhibitors as much as possible from theft and loss.

**EXHIBIT SPACE WILL BE ASSIGNED BASED ON THE TIER LEVELS LISTED BELOW:**

**1) TIER I EXHIBITORS = THSCA Sponsors**

THSCA Sponsors (Tier I exhibitors) are eligible to select exhibit space before all other exhibitors. Sponsor booths are assigned in **June 2022** in the following order:

First	Cornerstone Sponsors
Second	Title Sponsors
Third	Platinum Sponsors
Fourth	Gold Sponsors
Fifth	Silver Sponsors
Sixth	Bronze Sponsors

**2) TIER II EXHIBITORS = Exhibitors who have completed & returned the exhibit contract & provided full payment to the THSCA before September 1<sup>st</sup>, 2022.** We encourage ALL exhibitors to take part in Tier II.

Tier II Exhibit contracts will be collected starting at the convention through September 1<sup>st</sup>. Companies that submit a Tier II contract will be assigned points earned with the criteria listed below. In the month of September, booths will be assigned in point order from highest points to lowest.

Tier II points earned based on the following criteria:

- Number of spaces purchased
- Contributions to THSCA and THSCEF
- Advertising in Texas Coach magazine
- Advertising in THSCA Weekly Headlines
- Years exhibited with THSCA (must be consecutive)

**3) TIER III EXHIBITORS = Exhibitors who have completed & returned the exhibit contract & provided full payment to the THSCA after September 1<sup>st</sup>, 2022.**

Tier III Exhibitors will be assigned exhibit space in the order the contracts and full payment is received. If two or more contracts are received on the same day with the same postmark date, the THSCA will assign booths with the Tier II point system listed above.

Assignment of exhibit space, where possible, will be according to the choices listed on the exhibitor's contract, the number of spaces requested and exhibit space availability on the date and time the application is received with full payment at the THSCA office.

Exhibitor space location preferences will be considered whenever possible. However, based upon the amount of space requested, the space configuration and ceiling height required, the THSCA reserves the right to assign exhibitors to areas that can best accommodate these requirements. While every effort will be made to avoid assignment of space near competitors (where known), the nature of the exhibits and the limited availability of space prevent the THSCA from guaranteeing non-competitive placement. The THSCA may be required to move an exhibitor's confirmed exhibit space in order to accommodate the needs of the show. In the event the exhibitor's space number or location has changed, the THSCA will notify the exhibitor promptly.

If all choices of locations indicated on the application are unavailable at the time of assignment, the THSCA reserves the right to assign what they consider to be the next best available space assignment.