

2019 Traffic Safety Conference: Exhibitor FAQs

May 29 - 31, 2019

*Wyndham San Antonio Riverwalk Hotel
111 Pecan Street East
San Antonio, TX 78205*

The Texas A&M Transportation Institute (TTI) reserves the right to exercise its discretion in the acceptance or refusal of applications. The Wyndham San Antonio Riverwalk Hotel will be referred to herein as the Event Property.

1. Installation of exhibits can commence on Wednesday, May 29, 2019, from 12:00 pm to 5:00 pm.

Show hours will be as follows:

Wednesday, May 29, 2019
5:00 pm to 7:00 pm

Thursday, May 30, 2019
7:30 am to 5:00 pm

Friday, May 31, 2019
7:30 am to 10:30 am

2. It is agreed that TTI and the Event Property are NOT liable to the Exhibitor for any loss or damage or injury to his property contained in such exhibits or injuries to his person, his agents, employees or others, no matter how sustained from fire, theft, accident or other causes. Security will be provided after show hours each day. All claims for loss, damage and/or injury to TTI and the Event Property are being hereby expressly waived by the Exhibitor.
3. Exhibitors or their agents may not allow any articles to be brought into the exposition or any act done on the premises which will invalidate the insurance or increase the premium on the policies held by the management of the Event Property. Exhibitors may not permit anything to be done by their employees through which act the premises, property or equipment of other exhibitors will be damaged. No signs or equipment of other exhibitors will be damaged. No signs or articles can be affixed, nailed or otherwise attached to walls,

doors, etc. Likewise, no attachments can be made to the floors by nails, screws or any devices that would damage them. All space leased is subject to these restrictions. Violations of these rules will annul the Exhibitor's contract, and he/she will be held liable for any damage resulting from such violation.

4. The Exhibitor agrees that TTI and the management of the Event Property shall have the right to make such rules and regulations or changes in the floor plan arrangement of booths for the exhibition as it is deemed necessary and to amend the same from time to time. TTI and the management of the Event Property shall have the final determination and enforcement of all rules, regulations and conditions.
5. TTI reserves the right to decline an application of an Exhibitor to conduct and maintain an exhibit if in the judgment of the show management, said exhibitor or exhibit, or proposed exhibit, shall in any respect be deemed unsuitable. This reservation relates to person, conduct, and articles of merchandise, printed matter, souvenirs, catalogs and any other things, without limitation, which affect the character of the exhibit.
6. Audio presentations are allowed so long as they do not disrupt neighboring exhibitors.
7. Exhibitors or their representatives who fail to observe these conditions, or who, in TTI's opinion, conduct themselves unethically, may be dismissed from the Event Property without appeal for redress.
8. Exhibitors shall agree to follow the rules and regulations set forth by TTI and the Event Property management.
9. Special Decorations: TTI and the Event Property have specific rules regarding special decorations:
 - Helium balloons are NOT permitted in the building.
 - Glitter is NOT allowed in carpeted areas in the building.
 - Method of installation, location and material used for banners, decorative signs, etc., are subject to approval.
 - UNDER NO CIRCUMSTANCES may decorations be nailed, screwed, taped or attached to ceilings, floors, and walls, painted surfaces, doors, columns, or any other parts of the Hotel or furniture without prior written approval.
 - No ballroom doors will be blocked or obstructed. Nothing can be hung or attached to light fixtures. No light bulbs can be disconnected or removed.
 - No "stick-on" decals and/or similar promotional items may be distributed in the complex.
10. All cartons, packages or containers brought into or taken from the Event Property are subject to inspection.
11. Food and/or beverages may be served with prior notification to TTI and the management of the Event Property.

12. All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass the rights of other exhibitors.
13. FIRE REGULATIONS: Absolutely NO combustible oils or bottled gases, open flames of any type, nor any corrosives will be permitted in the Event Property. Any questions regarding specific problems should be referred to the complex management, who will obtain the necessary rulings from the Fire Marshal.
14. The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibit's activities on Event Property premises and will indemnify, defend, and hold harmless Event Property, its agents, servants and employees from any and all such losses, damages, and claim.
15. Exhibitor assumes responsibility and agrees to indemnify and defend TTI and Event Property and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.
16. The Exhibitor understands that neither TTI nor Event Property maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

SPACE LIMITATIONS

There is a limited amount of exhibit space available. Spaces are available on a first-come, first-served basis. Sign up early to get the space size you desire!

The floor plan will be determined on a space-available basis. Only the first applications paid in full will be guaranteed assigned space. No space will be reserved based solely on verbal notice or unpaid contract.

Each 8'x10' booth will be supplied with (1) six foot draped and skirted table, two chairs, a wastebasket. Any electrical, computer, or equipment needs must be ordered directly through Event Property.

Individual booth cleaning is the responsibility of the Exhibitor. The Exhibitor will be responsible for all setup and breakdown of portable booths.

SHIPPING AND RECEIVING BOXES

Receiving and Storage of box(es) and delivery to room location incur a fee of \$5.00 per box, up to 10 lbs. The Wyndham San Antonio Riverwalk Hotel will accept boxes up to 3 days prior to the start of an event or function. All return shipping must be arranged by the party shipping the packages/boxes. All boxes sent to the hotel must be sent to: Attention: BANQUET MANAGER, HOLD FOR: Michelle Jones, Event Planner. 111 E. Pecan St., San Antonio, TX 78205.

SHIPPING OUT MATERIALS

Please arrange all shipments prior to arrival. Have packing materials ready to box up supplies at teardown and have the proper shipping labels ready for your boxes. Please make sure you contact your shipping provider to schedule pickup on the final day of the event.

AUDIO VISUAL / ELECTRICAL NEEDS

The Hotel is pleased to have PSAV as the exclusive audiovisual provider for our clients; PSAV has provided outstanding service for conventions, meetings, and special events across the United States since 1937. A complete line of basic and specialized audio, video and lighting equipment, along with professionally trained technicians, is available on-site and can help provide a successful event of any size or technical complexity.

PSAV is the exclusive provider of all audiovisual services, rigging services, operator labor, and pipe and drape for the hotel. Additionally, it maintains exclusive control over all connections to house audio, lighting, data and electrical systems.

PSAV staff may be contacted directly by dialing 210-362-6425 or at tmarshall@psav.com.

PAYMENT

The registration fee through March 29, 2019 is \$500 for a tabletop booth. After March 29, 2019, the registration fee will be assessed a \$100 late fee. You may pay your registration fee by check, money order or credit card. Registration at the event will be an additional \$100

Payment must be postmarked by March 29, 2019 to avoid the late fee. Event Management & Planning (EM&P) cannot invoice; therefore, payment of the exhibit registration fee must be received prior to admission to the conference.

For payment processing purposes, the vendor identification number for TTI EM&P is 37277277275000. The federal identification number is 74-2270624.

Please make checks or money orders (U.S. currency drawn on a U.S. bank) payable to TTI-Safety19. EM&P also accepts Visa, MasterCard, Discover and American Express credit cards.

CANCELLATIONS

Only cancellations received in writing by EM&P by 5:00 p.m. April 29, 2019 will be refunded, less a \$100 handling fee. No refunds will be made after April 29, 2019.