

2019 ITS Texas Annual Meeting: Exhibitor FAQs

1. ITS Texas reserves the right to exercise its discretion in the acceptance or refusal of registrations.
2. Installation of exhibits can commence on Wednesday, November 13, 2019, from 10:00 am to 5:00 pm.

Show hours will be as follows:

- Thursday, November 14, 2019 (7:30 am - 8:00 pm)
 - Friday, November 15, 2019 (7:30 am to 10:30 am) booths must be removed or prepared for shipping by 2:30 pm.
3. It is agreed that ITS Texas and the Omni Mandalay Hotel are NOT liable to the Exhibitor for any loss or damage or injury to the exhibitor's property contained in such exhibits or injuries to the exhibitor's person, exhibitor's agents, employees or others, no matter how sustained from fire, theft, accident or other causes. All claims for loss, damage and/or injury to ITS Texas and the Omni Mandalay are being hereby expressly waived by the Exhibitor. If needed the exhibit hall will have security from 8:00 pm Wednesday evening until 7:30 am Thursday morning, and again Thursday evening from 8:00 pm to 7:30 am Friday Morning.
 4. 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 Omni Mandalay. Exhibitors may also 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.
 5. The Exhibitor agrees that ITS Texas and the management of the Omni Mandalay shall have the right to make such rules and regulations or changes in the floor plan arrangement of exhibit spaces for the exhibition as it is deemed necessary and to amend the same from time to time. ITS Texas and the management of the Omni Mandalay shall have the final determination and enforcement of all rules, regulations and conditions.
 6. ITS Texas 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.
 7. Audio presentations are allowed so long as they do not disrupt neighboring exhibitors.

8. Exhibitors or their representatives who fail to observe these conditions; or who in ITS Texas' opinion, conduct themselves unethically, may be dismissed from the Omni Mandalay without appeal for redress.
9. Exhibitors shall agree to follow the rules and regulations set forth by ITS Texas and the Omni Mandalay management.
10. Special Decorations: ITS Texas and the Omni Mandalay 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, walls or painted surfaces without prior written approval.
 - No "stick-on" decals and/or similar promotional items may be distributed in the complex.
 - Exhibit area includes Heating/Air Conditioning during show hours; room lighting during show hours; and finished carpeted* space (*unless scheduled in Atrium lobby, space will be mix of carpet and tile). Exhibit area does not include exhibit storage; drayage (material handling); decoration, special lighting; security services; cleaning or janitorial services; labor required to install, erect, drape or decorate exhibit booths or the exhibit area and/or to move exhibit materials in and out of the Hotel.
11. All cartons, packages or containers brought into or taken from the Omni Mandalay are subject to inspection.
12. Outside food and/or beverages may not be served.
13. All efforts to advertise, demonstrate and operate the exhibit must be conducted so as not to trespass the rights of other exhibitors.
14. FIRE REGULATIONS: Absolutely NO combustible oils or bottled gases, open flames of any type, nor any corrosives will be permitted in the Omni Mandalay. Any questions regarding specific problems should be referred to the complex management, who will obtain the necessary rulings from the Fire Marshal.
15. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibit's activities on the Omni Mandalay premises and will indemnify, defend and hold harmless the Omni Mandalay, its agents, servants and employees from any and all such damages and claim.
16. ITS Texas and Events management and planning reserve the right to change the exhibit layout to fit the needs of the conference to best serve the needs of our attendees.

EXHIBITOR REGISTRATION FEES

The cost of each exhibit space is \$800 for a 6' tabletop space and \$1,100 for a 10' wide x 10' deep for pop-up spaces. Exhibitor registration fees include full access to all meeting sessions and

meals for two (2) participants. Any additional exhibit personnel will need to register and pay admission as a meeting participant.

Payment must be received by October 11, 2019, in order to avoid the late fee. Event Management & Planning (EM&P) cannot invoice; therefore, payment of the conference registration fee must be received prior to admission to the conference.

SPACE LIMITATIONS

Exhibit spaces should be no larger than 6' wide x 4' deep for tabletops and 10' wide x 10' deep for pop-up spaces. 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.

Payment is due in full by October 28, 2019.

EXHIBIT SPACES

Two display options are available:

- **Table-top**
Includes: 1 draped and skirted 6' table; 2 chairs; 1 electrical outlet; wireless internet access; and admission for (2) representatives to attend all sessions and meals provided to conference attendees.
- **10x10 Pop-up Booth**
Includes: 1 10'x10' space; 1 draped and skirted 6' table; 2 chairs; 1 electrical outlet and admission for (2) representatives to attend all sessions and meals provided to conference attendees.

All exhibit spaces must be shut down and removed by Friday, November 15, 2019 at 2:30 pm.

Any additional electrical, computer or equipment needs must be ordered and paid for directly with Encore, at the Omni Mandalay.

Individual exhibit space cleaning and return shipping is the responsibility of the Exhibitor.

Omni Mandalay

PACKAGES

Packages may be delivered to the Hotel within 48 hours of the date of the function. Packages or materials of excessive weight or value must be approved for receipt by the Hotel prior to shipping. There will be a \$5.00 per box, incoming and \$8.00 outgoing handling charge for all boxes processed by our Security Department. Each pallet or crate delivered to the Hotel is subject to a \$75.00 handling charge. Shipping and receiving hours are 7:00am - 4:30pm Monday through Friday. Any Boxes received or shipped on Saturday or Sunday will incur an incoming and outgoing, \$12.50 per box handling fee. Should special arrangements for delivery be

necessary, please contact your Conference Services Manager. The following information must be on all packages to ensure proper delivery:

ATTENTION: Name of Exhibitor

Contact Phone:

Group: Texas A&M Transportation Institute, 2019 ITS Texas Annual Meeting

Arrival: Tuesday, November 12, 2019

Property Address:

221 East Las Colinas Boulevard,

Irving, TX 75039

Senior Conference Planning Manager: Renee Reagan,

Manager Phone/Email: 972-869-5595, rreagan@omnihotels.com

Number of Boxes:

A storage fee of \$3.00 per box and \$10.00 per crate per day will apply for any boxes received prior to 48 hours of the first function. This storage fee will also apply to each empty packing container stored during the function. The Omni Mandalay Hotel at Las Colinas is not in any way liable for the contents of these packages.

Arrival/Shipping

TTI will provide the hotel with the exhibitor booth locations. The hotel will deliver the shipments to their booths.

Departure/Shipping

Hotel unfortunately does not have storage space for crates.

Upon departure, each vendor will pack up their own shipment and contact the shipping company they are using to schedule the pickup. The vendor can then leave their shipments in the expo area and the hotel staff will bring the shipments to the hotels loading dock to be shipped out.

The hotel can share packing tape for boxes but they do not have nor provide wrapping for pallets.