

2020 Texas Department of Transportation Planning Conference: Exhibitor FAQs

May 5 – May 7, 2020

*Wyndham San Antonio Riverwalk Hotel
111 E Pecan Street
San Antonio, Texas 78205*

1. The Texas A&M Transportation Institute (TTI) reserves the right to exercise its discretion in the acceptance or refusal of applications.
2. Installation of exhibits can commence on Tuesday, May 5, 2020, from 12:00 pm to 5:00 pm.

Show hours will be as follows:

Tuesday, May 5, 2020 – Reception
5:30 pm to 7:30 pm

Wednesday, May 6, 2020
7:30 am to 5:00 pm

Thursday, May 7, 2020
7:30 am to 12:00 Noon

3. It is agreed that TTI and the Wyndham San Antonio Riverwalk Hotel 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 **NOT** be provided after show hours each day. All claims for loss, damage and/or injury to TTI and the Wyndham San Antonio Riverwalk Hotel are being hereby expressly waived by the Exhibitor.
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 Wyndham San Antonio Riverwalk Hotel. 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 TTI and the management of the Wyndham San Antonio Riverwalk Hotel 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 Wyndham San Antonio Riverwalk Hotel shall have the final determination and enforcement of all rules, regulations and conditions.
6. 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.
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 TTI's opinion, conduct themselves unethically, may be dismissed from the Wyndham San Antonio Riverwalk Hotel without appeal for redress.
9. Exhibitors shall agree to follow the rules and regulations set forth by TTI and the Wyndham San Antonio Riverwalk Hotel management.
10. Special Decorations: TTI and the Wyndham San Antonio Riverwalk Hotel 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, 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.
11. All cartons, packages or containers brought into or taken from the Wyndham San Antonio Riverwalk Hotel are subject to inspection.
 12. Food and/or beverages: All food and beverage to be served on the hotel property must be supplied and prepared by the Wyndham San Antonio Riverwalk Hotel.
 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 Wyndham San Antonio Riverwalk Hotel. 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 Wyndham San Antonio Riverwalk Hotel premises and will indemnify, defend, and hold harmless the Wyndham San Antonio Riverwalk Hotel, its agents, servants and employees from any and all such losses, damages, and claim.
 16. Exhibitor assumes responsibility and agrees to indemnify and defend TTI and the Wyndham San Antonio Riverwalk Hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.
 17. The Exhibitor understands that neither TTI nor the Wyndham San Antonio Riverwalk Hotel 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.

Any electrical, computer, or equipment needs must be ordered directly through the Wyndham San Antonio Riverwalk Hotel.

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

SHIPPING & STORAGE

NOTE: the Wyndham San Antonio Riverwalk Hotel cannot accept responsibility for meeting materials delivered prior to (3) days before your function.

Receiving and storage of box(es) and delivery to room location incur a fee \$5.00 per box, up to 10 lbs.

Anything shipped to the Wyndham San Antonio Riverwalk Hotel should be clearly labeled in the following manner and numbered appropriately

(i.e., box 1 of 3):

ATTN: Name of person to receive package at the Conference
2020 TxDOT Transportation Planning Conference
(May 5 – May 7, 2020)
Wyndham San Antonio Riverwalk Hotel
111 E Pecan Street
San Antonio, Texas 78205

Items without this information might be delayed.

Shipping Out Materials

If materials are to be shipped back to you at the end of your function, please make arrangements with your shipper in advance.