

TABA 2021 Fall Conference - Exhibitor Contract

Texas Association of Benefit Administrators, referred to as "TABA" and the undersigned firm, referred to hereinafter as "Exhibitor" and Hilton Granite Park Hotel, referred to hereinafter as "Hotel" agree as follows:

1. Exhibit Fees are payable upon return of signed contract. Signed contract and payment must be received to guarantee exhibit space for the 2021 Fall Conference. Space will be assigned by the date payment & contract are received.
2. TABA will provide exhibit space and facilities as described in accordance with item 2 -9 below.
3. Due to extremely limited space only Tabletop Exhibits will be allowed. If your booth exceeds a 6' table top, you will be charged for two booth spaces. You are responsible for completing and sending the Exhibitor Parcel Delivery Form and Hotel Services Form to the Hotel with credit card information for any extra services or receiving packages. Both forms are on the webpage.

Shipping & Receiving: Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and must be marked with the responsible party's name, company, & TABA Conference. All deliveries must be coordinated with hotel personnel prior to function date. The processing fee includes the storage of packages up to two (2) calendar days before your event. Exhibitor must provide a credit card for all charges relating to shipping and storage. Hotel will not be responsible for any damages or loss to any packages or boxes.

Hotel will assist in the return of packages but will not assume any responsibility of shipping costs or delivery. Please package and label materials to be shipped and include your own shipping label. If the Hotel's pallet jack will be required for unloading/loading additional labor fees will apply.

Receiving Fee Storage Fee > 48 hours 1-49 lbs. \$5.00 each: \$20 per day
50 + lbs. \$50.00 each: \$40 per day Per Pallets/Skid \$125.00 each: \$100 per day
Per Crate \$125.00 each: \$150 per day

Explain any special needs for your display:

Describe your company's Services/Products and Display Items:

4. Exhibitors are limited to products and services used by and useful to Professional Benefit Administrators. The Exhibits Manager will make the final determination as to whether this criteria is met.
5. Exhibitor may cancel this agreement in writing prior to August 20, 2021, and receive a refund less a \$50 administrative processing fee. No refunds will be made for cancellation after this date.
6. Neither the Hotel or TABA shall be liable to the Exhibitor for any damage to, destruction or loss of an exhibit or property of the Exhibitor by fire or other casualty, whether caused by the negligence of the Hotel, TABA, their officers, agent's staff, employees or otherwise. The Exhibitor waives all claims for such losses, and Exhibitor shall indemnify and hold the Hotel and the TABA harmless from such claims.
7. Exhibitors and/or their agents shall not injure or deface the walls or carpets or the equipment or the booths provided. Exhibitors are forbidden to drive tacks, nails or screws into the walls or woodwork in the exhibit area. Should such damage occur, the Exhibitor is liable to the owner of the property so damaged.

8. TABA reserves the right to refuse any exhibit or Exhibitor and further reserves the right to close down any exhibit or Exhibitor for breach of this agreement, or for cause. In the event that an exhibit is closed down, TABA's liability is limited to the refund of contracted and paid space.

9. Exhibitor declares the value of this Exhibit at: \$_____. Exhibitor declares the weight of this exhibit is: _____ and stays within the size requirements. _____(initial)

Please type or print:

I, the undersigned, have read all of the above and will abide by the same:

Representative's Name: _____ Company: _____

Signature of Representative: _____ Date: _____

Signature of TABA Representative: _____

Return form with registration fee payment to TABA (if you are paying by check); you may register and pay online.



Shipping of Materials to/from the Hilton Dallas/Plano Granite Park Hotel

Thank you for your interest in shipping materials to our hotel. Due to space restrictions, The Hilton Dallas/Plano Granite Park can only accept and store boxes up to **two (2)** days prior to the event. To ensure that materials are received and delivered to your event in a timely manner, please review our guidelines below, complete, and return this form to your Event Manager at least **ten (10)** days prior to the event. **Storage Fees will apply*

Please print and attach the following label to each package:

<p style="text-align: center;">HILTON DALLAS/PLANO GRANITE PARK ATTN: <i>Shannon Rutkowski</i> <i>Name of Event/Company</i> 5805 Granite Parkway Plano, Texas 75024</p> <p>ATTN: _____, with _____ (On-Site Contact / Person retrieving package) (Company Name)</p> <p>EVENT DATE: _____</p> <p>BOX/PACKAGE COUNT: _____</p> <p>Number _____ of _____ pieces</p> <p>BOOTH # _____</p>

Qty.	Weight	Fee	Amount Due
	0 – 49 lbs	\$5.00 per package	\$
	50 lbs +	\$50.00 per package	\$
	Skid / Pallet	\$125.00 per skid/pallet – in each direction (Receiving & Shipping)	\$
	Crate	\$125.00 per crate	\$

☐ Please check here if the hotel's pallet jack will be required for unloading/loading. If so, additional labor fees will apply.
Please see your Catering/Event Manager for details.

Storage Fees	
\$100.00 / day pallet storage	\$150.00 / day crate storage
\$20.00 / day <49 lbs box	\$40.00 / day >50 lbs box

General Information:

Loading dock dimensions: Bays 114" W, 44" H, Dock Levelers: 72" W, 78" H
Service elevator dimensions & capacity: Door measurement: 4'W x 7'H Interior 94"L x 68"W x 9'H, 4,500lbs.
Exhibitors are responsible for arranging their own shipping and handling.
Trucks/Trailers over 26' must make alternate arrangements directly with the hotel.

Return Shipping Instructions:

Properly pack and label all of your outgoing packages. Packages that are not taped or sealed will NOT be accepted or stored. Please provide your own return shipping labels for any outgoing packages following the event. When packages are ready for shipment, please leave them at your booth, and our housemen will collect them. When returning packages via UPS, you must call to schedule pickup. When returning packages via FedEx, additional fees may apply if hotel schedules pickup.

Client: _____ Company: _____ Date: _____



DALLAS/PLANO GRANITE PARK

5805 Granite Parkway
Plano, TX 75024
469-353-5000

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

FAX COMPLETED FORM TO: (469) 353-5001

ATTN: _____

Date: _____

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:	Phone:	
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type: (Circle one) Visa/MasterCard American Express Discover JCB Diners Club		
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle) All Charges Food & Beverage/Room Rental* Parking *Includes tax and service charge		
DIRECT BILL ACCOUNT PAYMENTS ONLY:		
Name on Invoice/Statement _____		Date on Invoice/Statement _____
Invoice/Statement Number _____		Authorized Amount \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____