

TABA 2020 Spring Conference - Exhibitor Contract

Texas Association of Benefit Administrators, referred to as "TABA" and the undersigned firm, referred to hereinafter as "Exhibitor" and The Woodlands Waterway Marriott 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 2020 Spring 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.

The hotel will gladly accept and store your boxes and shipments sent to the hotel for the conference. **The boxes will be secured in our Purchasing/Receiving Department. Please refer to the Parcel Delivery Form for timing and fees.** Please provide advance notice to the convention services manager if you will be sending shipments so that the hotel can anticipate their arrival. Please have all shipments mailed to:

The Woodlands Waterway Marriott
1601 Lake Robbins Rd.
The Woodlands, TX 77380
Attn: Purchasing/Receiving Manager
Hold for: (Your Name or guest who will receive the package upon arrival & their arrival date)
TABA 2020 Spring Conference

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 March 3, 2020 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, agents 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 payment to TABA (if you are paying by check); you may register and pay online.