

## TABA 2022 Spring Conference - Exhibitor Contract

Texas Association of Benefit Administrators, referred to as "TABA" and the undersigned firm, referred to hereinafter as "Exhibitor" and The Westin Galleria Dallas 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 2022 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 items 2 -9 below.
3. Due to extremely limited space only Tabletop Exhibits will be allowed. If your booth exceeds a 6' tabletop, 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 for receiving packages. Both forms are on the webpage and at the end of this contract.

**Shipping & Receiving:** Boxes/packages may be sent for arrival a maximum of 72 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 72 hours 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.

Please see documents at end of this contract for additional shipping instructions and cost.

Explain any special needs for your display:

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

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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 criterion is met.
5. Exhibitor may cancel this agreement in writing prior to April 14, 2022 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 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.

Contact Hotel directly for anything extra you will need for your booth space (electrical outlet, extra chairs or to rent AV equipment).



## Packages and Shipping

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- All packages and shipments must have information on the package label located on page 2.
- PLEASE bring your tracking numbers with you to assist our staff in locating your boxes in our package room or to track any box that might not have arrived by exhibit set up time.  yes
- Incoming packages will not be accepted any earlier than 72 business hours prior to the start of your meeting.
- Please number all boxes.
- All outgoing packages must be packed and clearly labeled prior to shipping.

**HOTEL ADDRESS**  
Westin Galleria Dallas  
13340 Dallas Parkway  
Dallas, TX 75240

Contact **Stacie Escobar** [Stacie.Escobar@westin.com](mailto:Stacie.Escobar@westin.com) to receive a credit card authorization link

<b><u>PRICING</u></b>	
0 – 2 pounds	\$2.00 each
3 – 10 pounds	\$5.00 each
11 – 20 pounds	\$10.00 each
21 – 40 pounds	\$20.00 each
41 – 60 pounds	\$40.00 each
61 – 100 pounds	\$60.00 each
101+ pounds	\$80.00 each
Crate on Wheels	\$80.00 each
Pallet (s)	\$100.00 each

**\*\*Details below MUST be included on ALL boxes to ensure they can be located\*\***

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## EXHIBITOR Package Label

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Dates of Meeting	
Meeting Name	
Company Name	
Booth #	
On-Site Contact	
Hotel Service Contact	
Total # of Boxes	

Box \_\_\_\_\_ of \_\_\_\_\_

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.  
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.  
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	# of DAYS	RATE
LCD PROJECTOR			\$500.00
TRIPOD SCREEN			\$95.00
MONITOR	QUANTITY	# of DAYS	RATE
32" MONITOR TABLE TOP			\$307.00
55" MONITOR			\$805.00
70" MONITOR			\$1,140.00
FLOOR STAND			\$28.00
AUDIO	QUANTITY	# of DAYS	RATE
PERSONAL SPEAKER			\$45.00
INTERNET	QUANTITY	# of DAYS	RATE
SIMPLE WIFI CONNECTION			\$20.00
HARD LINE CONNECTION			\$190.00
POWER	QUANTITY	# of DAYS	RATE
120V SINGLE PHASE - 20 AMP			\$310.50
120V THREE PHASE - 60 AMP			\$508.50
POWER STRIP/AC CORD COMBO			\$42.00
MISCELLANEOUS	QUANTITY	# of DAYS	RATE
LAPTOP			\$250.00
FLIPCHART PACKAGE			\$96.00