



## 44th Annual Texas Roofing Conference Gaylord Texan Resort & Conference Center Grapevine, TX – September 18 - 20, 2019

The Roofing Contractors Association of Texas is excited that you have chosen to exhibit your products at the largest Trade Show in Texas! The Texas Roofing Conference “TRC” objectives are to provide an exhibit of the equipment and materials used in the roofing and waterproofing industry; to provide an arena for the exhibitor to meet with customers and potential new customers on a one-to-one basis; to distribute information on new products and services.

### General Information

#### Decorator

Freeman Decorating Company (214) 634-1463 is our official decorating company. A full kit of exhibit materials, furniture order forms and electrical will be sent no less than 120 days prior to the show date. **Take advantage of discount pricing by ordering online by [Date TBA] at: [link coming soon].**

#### Hotel Reservations

Hotel reservations are to be made directly with the venue: Gaylord Texan Resort & Conference Center 1501 Gaylord Trail, Grapevine, TX 76051. The RCAT discounted room rate is \$249 (inclusive of the resort fee).

**All reservations must be made no later than Friday August 16, 2019** or the above rate is not guaranteed. To make reservations please call 877-491-5138. For Speed and Convenience please mention group name “Roofing Trade Show 2019.” Online booking link:

<https://book.passkey.com/go/RoofingTradeShow2019>

#### Exhibitor Registration

Every person connected with any exhibit booth must be registered and have a proper badge. RCAT will provide each exhibitor with two free registrants per each booth purchased. Additional badges are \$15 each. Tickets to the Annual Business Meeting/Awards Luncheon are NOT included with your booth but can be purchased for \$75 each. Regular and additional badges are to be ordered online using the link provided in your registration confirmation email. **ALL non-exhibiting manufacturers, suppliers and independent representatives will be charged \$250 to enter the show floor.**

#### Booth Equipment

Each 10” x 10” booth will be set with 8” high back drape, 36” side dividers, and a 7” x 44” identification sign. **Note that your booth space is NOT carpeted.**

**Booth carpeting and all furnishings should be ordered directly from Freeman Decorating.** RCAT will carpet the aisle ways and lounge area only in a tan color.

#### Booth Payments

Remittance of the full amount of the booth charge; or a deposit of one-half the full amount with the **balance due on or before August 16, 2019**. Booth assignments are made on a first-come first-served basis with islands reserved for multiple booth sales. All funds must be US and drawn on a US bank; made payable to the Roofing Contractors Association of Texas (RCAT). Cancellation clauses are addressed in the Rules and Regulations for Exhibitors.

#### Installation and Dismantle

Displays may be set up starting on Wednesday, September 19, 2019: Large equipment and islands only will be loaded 11am-2pm and all others from 2pm - 6pm. Setup time on Thursday, September 19, 2019 is from 7am - 12pm. All exhibits must be set and ready before the Trade Show Grand Opening at 1:00pm on Thursday, September 19, 2019. The hotel convention center cannot accept shipments in advance; all shipments must be coordinated with Freeman Decorating (214) 634-1463. Dis-mantle of displays may commence at 6:00pm on Thursday, September 19, 2019 and must be completed by 9:30pm. **Early dismantle constitutes a breach of contract and requires the exhibitor to pay for the distraction to the exhibits (See Rules and Regulations).**

#### Events

The RCAT Golf Tournament & Welcome Reception are both on Wednesday, September 18, 2019. Note that our Trade Show is one day only and will run from 1:00 – 6:00pm Thursday September 19, 2019. RCAT’s Annual Business Meeting and Awards Luncheon will be held on Thursday September 19, 2019. All events require a registration for ticketing and food planning; please respond on your exhibit contract where indicated.

Questions? Call 512-251-7690  
or email [rcat.tradeshow@rooftex.com](mailto:rcat.tradeshow@rooftex.com)



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## Exhibitor Contract, Rules and Regulations

### OBJECTIVES OF EXHIBITS

Exhibits are intended for informational and educational purposes directly related to the productivity and management of roofing companies. Exhibits should allow participants to see, hear, examine, question and evaluate the latest developments in products and services. RCAT reserves the right to determine if an exhibit meets the objectives and standards of RCAT.

### ELIGIBILITY

Exhibitors must agree to meet the objectives stated above and the rules, regulations and conditions as stated in the following items and on the actual contract.

### BOOTH ASSIGNMENT

Completed contracts/registration forms and a 50% deposit for exhibit booth space are accepted on a first-come, first-served basis. Assignments will be made immediately, in order of receipt and as space permits. No reservations for space will be accepted over the phone or without the minimal deposit payment.

### BOOTH PAYMENT AND CANCELLATION REFUNDS

A 50% deposit must be submitted with your completed contract. The remaining balance is due to RCAT no later than August 16, 2019. If a deposit is made using a credit card, that card will automatically be charged for balance due on August 16, 2019 if alternate payment has not been received at the RCAT office. If a booth is reserved on/after August 16, 2019 the full payment must be provided. EXHIBITOR MAY CANCEL BOOTH REGISTRATION ONLY IN WRITING TO RCAT.TRADESHOW@ROOFTEX.COM. A FULL REFUND OF THE AMOUNT PAID WILL BE PROCESSED WITHIN 5 BUSINESS DAYS OF THE REQUEST. BOOTH CANCELLATION REQUESTS RECEIVED AFTER AUGUST 16, 2019 WILL BE REFUNDED AFTER THE CONFERENCE IS OVER. CANCELLATION REQUESTS RECEIVED AFTER SEPTEMBER 6, 2019 WILL NOT BE REFUNDED.

### LIABILITY AND INSURANCE

All property of the exhibitor remains under its custody and control in transit to and from the exhibit facility. Neither the show sponsor (RCAT), the management of the exhibit facility (Gaylord Texan Resort & Conference Center) nor any of the officers, staff members or directors of the same are responsible for the safety of the property of the exhibitors from theft, or damage by fire, accident, vandalism or other causes. Exhibitor expressly waives and releases any claim he/she may have against any of them by reason of damage or loss, except where the damage of loss is due to the gross negligence or willful misconduct of the persons or entities mentioned above. Each exhibiting company is required to insure itself against property loss or damage and liability for personal injury.

### INSTALLATION AND DISMANTLE OF EXHIBITS

It is mutually agreed that each exhibitor will be responsible for the delivery and removal of his/her products and display materials to and from the exhibit area.

### FIRE RULES AND REGULATIONS

All decorative and construction materials must be non-combustible or flame-proof. If any of your materials require flame-proofing, a certificate of flame-proofing must remain at the exhibitor service desk during the setup and exhibit hours. Any vehicles placed on display must conform to the following rules: 1) Fuel level must conform with local Fire Marshall's standards 2) Battery must be disconnected 3) Key must remain with show management from move-in to move-out.

### SUBLETTING OF SPACE

Exhibitors may not assign or sublet the whole or any part of the space allocated.

### PLAYING OR PERFORMING OF MUSIC

Exhibitor agrees to obtain the appropriate music license if they utilize any type of copyright music in their booth space.

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### USE OF EXHIBIT SPACE

Any entertainment must be kept within the bounds of the booth. Exhibitors using musical instruments, sound systems, or noise-making machines must not annoy or disturb adjacent exhibitors. Any sound that consistently exceeds decibels measure at the edge of an exhibitor's booth will not be allowed. Due to the importance of avoiding disruption in the orderly operation of the exposition, RCAT reserves the sole right to resolve any dispute or disagreement among exhibitors, and RCAT's decision shall be final. Live animals are prohibited.

### DISPLAY BOUNDARIES

A single booth measurement is 10' x 10' piped and draped and consists of front posts and division drapes 3' high, background columns and curtains 8' high and a 7" x 44" identification sign complete with exhibitor's name and booth number. RCAT reserves the right to inspect the final setup of all booth decorations and recommend lowering any decoration that obstructs the view of another exhibitor's booth.

### FAILURE TO OCCUPY SPACE / REMOVAL

Unless previously arranged, space not occupied by the exhibiting company by 10am on Thursday, September 19, 2019 will be forfeited without refund and the space may be resold by RCAT. No exhibit shall be packed, removed or dismantled prior to 6:00 pm on Thursday September 19, 2019 AFTER the show closes. If the exhibitor acts in breach of this provision, it shall pay as compensation for the distraction to the exhibits appearance, an amount equal to one-third of the total space rental charged.

### SPECIAL ASSISTANCE / ADA COMPLIANCE

In compliance with the Americans with Disabilities Act, all exhibit personnel needing special assistance should contact RCAT with their requests in advance.

### CONFLICTING MEETING AND SOCIAL EVENTS

In the interest of the entire conference, the exhibiting company agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees from the RCAT events, educational sessions or during the official exhibit hours.

### CANCELLATIONS OF EXPOSITION

Should any situation beyond the control of RCAT arise to prevent the performance of the 44<sup>th</sup> Annual Texas Roofing Conference, RCAT will not be liable for any expenses incurred by the exhibiting company or its employees.

### ARBITRATION

Any controversy or claim between the parties arising out of or related to the provisions of the agreement or the breach thereof shall be settled by arbitration in Fort Worth, Texas in accordance with the Rules of the American Arbitration Association.

### HOLD HARMLESS CLAUSE

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Convention Center premises and will indemnify, defend and hold harmless the Convention Center, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages, and claims.

### AGREEMENT TO RULES AND REGULATIONS

Exhibitor agrees the foregoing rules and regulations by electronically submitting the contract for exhibit space.

### HOSPITALITY SUITES OR EVENTS

Hospitality Suites or Events are welcomed and encouraged however all hospitality suites or events must be approved in advance by the RCAT Headquarters office to assure there are no conflicts with other scheduled events. No exceptions.