



2019 ANNUAL CONFERENCE

OCTOBER 13-15, 2019

THE WOODLANDS WATERWAY MARRIOTT
THE WOODLANDS, TX
TKSSA.ORG



Please type or print legibly.

Company/Organization _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone number _____ Fax _____

E-mail _____

The undersigned hereby authorizes Texas Self Storage Association, Inc. to reserve exhibit space for the above company or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations, and to all conditions under which exhibit space is leased to the Texas Self Storage Association.

Authorized Signature and Date _____ Printed Name and Title _____

All pre-show information should be sent to:

Name _____

Mailing address (if different from above) _____

City _____ State _____ ZIP _____

Phone number _____ Fax _____

E-mail _____

Number of 10' x 10' booths requested: _____ Booth number(s) selected: _____

My main product or service: _____

Please try to avoid placing me near (TSSA will make every effort but cannot guarantee): _____

Booth fee (see attached for prices and deadlines): \$ _____

PAYMENT INFORMATION:

A minimum of a 50 percent deposit on all booth space is due at the time this contract is returned to TSSA.

- ☐ Charge my credit card for the 50 percent deposit, and send an invoice for the remaining amount (due August 1, 2019).
- ☐ Charge my credit card for the full amount of my booth fee

SPACE CANNOT BE SECURED BY PHONE OR WITHOUT AT LEAST 50 PERCENT PAYMENT. FAXED CHECKS WILL NOT BE CONSIDERED PAYMENT

Credit Card Information (credit card information is not kept on file and must be submitted)

☐ MasterCard ☐ VISA ☐ American Express ☐ Discover

Card number: _____ Expiration date: _____

Name on card (print): _____ Signature: _____

Billing ZIP code for this card: _____ V-code on this card: _____

TEXAS SELF STORAGE ASSOCIATION, INC. EXHIBIT RULES AND REGULATIONS

(PLEASE TAKE THE TIME TO READ AND UNDERSTAND THIS, ESPECIALLY ITEMS 10, 11, and 16)

1. ACCEPTABILITY OF EXHIBITS: All exhibits shall serve the interests of the TSSA trade show attendees and shall be operated in a way that will not detract from other exhibits or the Exhibition as a whole. Exhibit Management reserves the right to require the immediate withdrawal of any exhibit that is believed by Exhibit Management to be injurious to the purpose of the Association and this event. In the event of such restriction or eviction, TSSA is not liable for any refund of exhibit fees, or any other exhibit-related expense. TSSA reserves the right to regulate volume on any loudspeakers, radios, televisions, and musical instruments during exhibit hours.

2. APPLICATIONS FOR SPACE: Applications for space shall be made only in writing on the official contract.

3. ASSIGNMENT OF SPACE: TSSA reserves the right to change location assignments at any time, as it may deem necessary.

4. DEPOSIT AND FULL PAYMENT: A deposit of at least 50% is required for contract to be accepted. Full payment must be received by August 1, 2019. **Contracts submitted after August 1, 2019 must include payment in full.**

5. CANCELLATION: TSSA must be notified in writing in the event of cancellation or space reduction. Refunds (less a \$150 fee) on booth fees will be made only if TSSA is able to resell the space.

6. FAILURE TO OCCUPY SPACE: Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor with no refund, and this space may be resold, reassigned, or used by Exhibit Management.

7. EXHIBIT FEES:

MEMBERS	Thru 8/1/19	After 8/1/19	Non-Members - \$3200 per 10x10
Per 10x10	\$1250	\$1350	

Corner booths add \$100 per corner

Booth price includes: Full conference registration for two individuals per 10 x 10 booth, company identification sign, back wall (8' high) and side rail (3' high), one six-foot skirted table, two folding chairs, pipe and draping, per 10'x10' booth, unlimited free trade show passes for distribution to customers (these may not be used for admission by other personnel from the same company, other exhibitors or vendors). Additional personnel may register at \$300.

8. FLOORPLAN: All dimensions and locations on the official floorplan are believed to be accurate. Exhibit Management reserves the right to make such modifications as may be deemed necessary. TSSA shall endeavor to maintain adequate separation between Exhibitors who are direct competitors. However, such separation cannot be guaranteed because of floorplan configuration, accommodating location priorities, and the number of exhibiting competitors in any industry.

9. CANCELLATION OF CONFERENCE AND EXHIBITION: If TSSA should be prevented from holding the Exhibition by reasons beyond its control (such as, but not limited to, damage to buildings, riots, labor disputes, acts of government or acts of god) or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then TSSA has the right to cancel the Exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of Exhibition expenses.

10. RESTRICTION OF SPACE: Exhibitor agrees that its space is to be used solely for the person or entity whose name appears on the contract, and Exhibitor will not assign, sublet, or apportion booth space or any part thereof allotted to Exhibitor, nor to exhibit or advertise goods other than those manufactured or sold by Exhibitor in the regular course of business, without the prior written consent of TSSA. Aisles shall not be used for exhibiting, signage, solicitation, or distribution of any materials. Exhibits, signs, and displays created and/or authorized by anyone other than TSSA Exhibit Management are prohibited in any public areas or elsewhere on the conference premises. Operation of sound devices is allowed only if exhibitor complies with TSSA Show Management discretion regarding volume. Any organization not assigned exhibit space is prohibited from soliciting business at the trade show or in the conference facility, unless the organization is an event sponsor and/or has obtained written permission from TSSA Exhibit Management.

11. CONSTRUCTION: Exhibits shall be constructed and arranged so that they do not block the general view of any other exhibit. Nothing higher than 3' may extend more than 50% of the distance from the back wall of the booth toward the aisle. This rule applies to end-caps (peninsulas) as well. For booths on an end-cap, the back wall shall not cover more than 50% of the center of the space (5 feet wide for a 10'x10' booth). Nothing shall be displayed higher than the back wall of any booth, except where the booth is on the outer perimeter of the trade show hall. No display material exposing an unfinished surface to neighboring exhibits or aisles will be permitted. Height restrictions for linear booths = 8'; perimeter booths = 12'; islands = 20'.

12. FIRE REGULATIONS: Local fire regulations relating to exhibits will be strictly enforced. Any exhibitor bringing a motor vehicle into the trade show area must notify TSSA in writing 60 days in advance and is responsible for receiving approval from local fire authorities.

13. INSURANCE: All exhibitors must show proof of \$1 million worth of liability insurance identifying TSSA as an additional insured before the booth is erected. The exhibitor assumes entire responsibility for losses, damages, and claims arising out of exhibitor's activities on the hotel and/or convention center premises and will indemnify, defend, and hold harmless the hotel and TSSA, their agents, servants, and employees from any and all such losses, damages, and claims. The Exhibitor shall obtain and keep in force during the term of the installation and use of the premises, policies of Comprehensive general Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2 million Combined Single Limit for personal injury and property damage. In addition, the Exhibitor acknowledges that TSSA does not maintain insurance covering exhibitor's property and that it is the sole responsibility of Exhibitor to obtain insurance for losses by the Exhibitor. The exhibitor assumes all responsibility for any and all loss, theft, damages, and claims arising out of injury or damage to exhibitor's display, equipment, and other property while on the premises, and shall indemnify and hold harmless TSSA, the official exhibit decorator, and the hotel and its affiliates arising from such loss, theft or damage. **Please present documentation to TSSA no later than September 2, 2019.**

14. SECURITY: Exhibit Management provides peripheral security guard service. It is the responsibility of each exhibitor to protect display materials from loss or damage.

15. COMPLIANCE: The exhibitor agrees to abide by and comply with the Rules and Regulations including any amendments that Exhibit Management may make. Exhibitor further assumes all responsibility for compliance with all laws, ordinances, regulations and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health, as well as the rules and regulations of the operators of the exhibit property.

16. TEAR DOWN: Exhibitor agrees not to begin booth tear-down until 4:00 p.m. (the end of the expo) on October 15, 2019.