



Booth assignments and floor plan will be sent to exhibitors upon receipt of signed contract and payment.

Company Name to be Displayed on Booth Sign

Exhibit Space Fees

TACCA Members 10' x 10' - \$500.00 each
Non-Members 10' x 10' - \$650.00 each

Includes: 1 table, 2 chairs, wastebasket, carpet, and signage

Total # of Booths _____

Preferred Booth Number(s) - Indicate four (4) choices

1) _____ 2) _____ 3) _____ 4) _____

Extra Fees

Electricity at Booth 120V Outlet \$75.00 _____

Limited Availability

Max of 4 Representatives Included at Each Exhibit Space

Representative Name(s)

1) _____
2) _____
3) _____
4) _____

Additional Representatives - \$100.00 each

Number of Additional Reps _____

Please Email Additional Names Separately

Description of Products and/or Services on Exhibit

Return Form to Dawn Thompson, Executive Director
TACCA Greater San Antonio
Info@taccagreatersanantonio.org
TACCAGreaterSanAntonio.org

SPONSORSHIP OPPORTUNITIES

Presenting, Platinum, Gold, Silver & Bronze Include Company Logo on EXPO Promotion & Event Banners, Recognition at TACCA Events & Meetings & Website* Plus TACCA Member Meeting Sponsorships Listed Below

(TAKEN) \$7000 Presenting Sponsor - Includes Galleria Booth & ALL 2026 TACCA GSA Member Meeting Sponsor

\$2500 Platinum Sponsor - Includes (1) Prime Booth, Speaking Opportunity, (4) Member Meeting Sponsorships

\$2000 Gold Sponsor - Includes (1) Prime Booth, Speaking Opportunity, (3) Meeting Sponsorships

\$1000 Silver Sponsor - Includes (2) Member Meeting Sponsorships

\$750 Bronze Sponsor (1) Member Meeting Sponsorship

\$500 Lunch Sponsor - Includes Logo on EXPO Tabletop Signs

\$400 Education Sponsor - Includes Logo on EXPO Tabletop Signs

Custom Sponsorships Available - Call to Discuss
(examples: Beverages, Lanyards, Owner Reception, etc.)

Sponsor Level:	\$ _____
Booth Fee:	\$ _____
Electricity:	\$ _____
Additional Reps:	\$ _____
TOTAL DUE	\$ _____

Check **Invoice** - TACCA Members Only!

Credit Card Use Form @taccagreatersanantonio.org

Booth Space Fees must be Paid in Full by January 28, 2026

Contact Person to Receive All Exhibitor Related Correspondence

Company: _____

Contact Title: _____

Contact Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____

Email: _____

I, the undersigned, have read all the Exhibit Rental Agreement, Terms and Conditions and agree to abide by the same.

Signature: _____

Print Name: _____ Date: _____

2026 SOUTH TEXAS HVAC EXPO EXHIBIT SPACE TERMS AND CONDITIONS

Reference – Texas Air Conditioning Contractors Association - Greater San Antonio (TACCA GSA) manages the South Texas HVAC EXPO (“EXPO”), held at the University of Texas at San Antonio H-E-B Student Union (UT SA/UT SA Student Union). All exhibitors agree to comply with TACCA GSA policies and UT SA Student Union facility regulations.

- 1 Purpose of Exhibition** – The EXPO provides HVAC industry leaders the opportunity to learn about the latest technology solutions from suppliers. All exhibits must align with TACCA GSA policies and Code of Ethics.
- 2 Exhibitors** – All exhibitors and their representatives are bound by these Terms & Conditions and any additions or revisions by TACCA GSA. Exhibitors must also agree to comply with UT SA Student Union policies, regulations and restrictions.
- 3 Expo Management** – The EXPO is managed by TACCA GSA. Interpretation of all policies rests with the Executive Director, the TACCA GSA Board of Directors, and the EXPO Committee. TACCA GSA reserves authority over booth operations and exhibitor conduct.
- 4 Assignment of Booth Space** – Booth space is assigned on a first-come, first-served basis with priority to TACCA GSA members and event sponsors. TACCA GSA reserves the right to adjust the floor plan in the best interest of exhibitors and EXPO. EXPO cannot guarantee that exhibitors will receive their preferred booth selection.
- 5 Failure to Occupy, Subleasing, Sharing** – Booth space not occupied at the official opening of EXPO is forfeited and may be reassigned without refund. Subleasing, assigning, or shared use of booth space is prohibited. Only one company may occupy each booth. No exhibitor shall permit any representative of any company that is not exhibiting to solicit business in the booth space.
- 6 Payment and Refunds** – A 50% deposit is required for booth assignment. Remaining balance must be paid in full by February 4, 2026. Payments are non-refundable. TACCA GSA is not responsible for exhibitor expenses in the event of cancellation.
- 7 Exhibit Display Specifications** – Exhibitors must keep all merchandise, displays, and promotional materials within booth boundaries. Displays must not obstruct aisles, exits, or neighboring booths. UT SA prohibits the following inside the Student Union: glitter, confetti, fog machines, aerosol sprays, adhesives on any surface, open flames, candles, propane, or any hazardous materials. All installations must comply with UT SA fire code and ADA accessibility requirements.
- 8 Conduct** – Exhibit staff must maintain professional behavior and refrain from inappropriate or disruptive conduct. TACCA GSA reserves the right to remove individuals for misconduct. UT SA may remove or stop any activity deemed unsafe or non-compliant with campus regulations.
- 9 Exhibition Schedule** – Exhibitors must comply with the official schedule for move-in, show hours, and move-out. Move-in is Wednesday, February 18, 2026 beginning at 1:00 pm. All exhibitors will have displays ready by the official opening of EXPO and will not initiate breakdown or remove exhibit materials from the exhibit facility prior to the official closing of EXPO.

- 10 Exhibitors Credentials** – All exhibit personnel must check in at registration on move-in day. Credentials must be worn at all times. Staff present in the booth must be knowledgeable about products and services displayed.
- 11 Handout Materials** – Printed materials and giveaways are permitted if professional in nature. TACCA GSA may prohibit inappropriate items. Literature from non-exhibiting companies is not permitted.
- 12 Liability Disclaimer** – TACCA GSA assumes no responsibility for injury to exhibitors, staff, or attendees, nor for loss or damage to exhibitor property. Exhibitors are responsible for any damage to booth equipment or UT SA facilities. Exhibitors shall be fully responsible to pay for all damages to booth construction poles, drapes items, materials and floor structure, including carpet of UT SA Student Union.
- 13 Insurance and Indemnity** – Exhibitors must maintain appropriate liability insurance covering participation in EXPO. Exhibitors agree to indemnify and hold harmless TACCA GSA from claims arising from exhibitor activities. UT SA is not responsible for loss or damage to exhibitor property. All exhibitor operations must comply with UT SA safety standards. Exhibitor agrees to maintain such insurance that will fully protect TACCA GSA from any and all claims of any nature whatsoever, including claims under the Workers compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of exhibitor's display. Exhibitor agrees to indemnify and hold harmless TACCA GSA for any such claims, irrespective of insurance coverage.
- 14 Force Majeure** – TACCA GSA and the UT SA Student Union shall not be liable for failure to perform any obligation under this Agreement if such failure is caused by events beyond their reasonable control, including but not limited to natural disasters, weather emergencies, fire, flood, utility or mechanical failure, campus closure, epidemic or public health order, acts or directives of governmental or university authorities, labor disputes, civil disturbance, or any condition that renders use of the UT SA Student Union unsafe or prohibited. Should such circumstances occur, TACCA GSA may cancel, postpone, or modify the EXPO without liability. Exhibitor waives any claim for damages or additional compensation. Exhibitor acknowledges that any refund or credit of exhibit fees shall be determined solely by TACCA GSA after considering expenses already incurred.

- 15 Violations** – Violation of TACCA GSA or UT SA Student Union rules may result in loss of exhibit space privileges or removal from EXPO without refund. Upon evidence of violation TACCA GSA may take possession of space occupied by the exhibitor and may remove all persons and materials at the exhibitor risk.

I, the undersigned, have read all the Exhibit Rental Agreement, Terms and Conditions and agree to abide by the same.

Signature: _____

Print Name: _____ Date: _____



2026 SOUTH TEXAS
HVAC
EXPO
FEBRUARY 19 • SAN ANTONIO