

**TEXAS FUNERAL DIRECTORS ASSOCIATION
CONTRACT FOR EXHIBIT SPACE
2017 TFDA CONVENTION**

Palmer Event Center
Austin, Texas

JUNE 4-7, 2017

ALL APPLICATIONS MUST BE MADE ON THIS FORM

DATE: _____

In accordance with the rules and regulations governing the Texas Funeral Directors Exhibition in Austin, Texas, the undersigned hereby makes application for exhibit space and includes a payment for all or a minimum of 50% of the charges as deposit and partial payment thereof, balance to be due on or before April 1, 2017.

INDICATE CHOICE:

NOTE: Your 3 choices must be selected from different aisles of the Exhibit Hall.

1. Space No(s). _____ at \$ _____
2. Space No(s). _____ at \$ _____
3. Space No(s). _____ at \$ _____

Please locate my booth ___ near or ___ removed from: _____

Exhibitors will be assigned space in accordance with their preferences, as is possible. If we are unable to assign space in accordance with your preferences as listed above, an attempt will be made to assign comparable space in the same general location if possible.

DESCRIPTION OF MERCHANDISE TO BE DISPLAYED: (PLEASE COMPLETE THIS DESCRIPTION)

EXHIBITOR'S AUTHORIZED REPRESENTATIVE IN CHARGE: _____

LETTERING FOR STANDARD SIGN SHOULD READ: _____

Company Name: _____

SIGNED BY: _____ Charge Amount \$ _____

Credit Card # _____ Expiration Date: _____

Company: _____ Telephone: _____

Address: _____ Fax: _____

City/State/Zip: _____

Print Name: _____ E-mail: _____

Please read and complete this form as soon as possible. Assignment of booth space will be based primarily on the receipt date of each application along with payment to TFDA for not less than 50% of the total booth rental fee. Return by mail or fax to: TFDA, 1513 South IH-35, Austin, Texas 78741, fax 512-443-3559. For further information, contact the "Texas Funeral Directors Association" at 512-442-2304.

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FOR TFDA USE ONLY:

Accepted for Texas Funeral Directors Exhibit Application Received: _____

BY: _____ Deposit Received: \$ _____

Assigned Booth No(s): _____ Balance due by April 1, 2017: \$ _____

Balance Received: _____

RULES & REGULATIONS GOVERNING EXHIBITS

ARRANGEMENT OF EXHIBITS

All booths will be 10 feet deep and 10 feet wide, except where otherwise marked. No construction or drapes above 36 inches will be allowed at the side of booth which may obscure the view of adjacent booths. Exhibitors must confine their displays to the space assigned. Management reserves the right to restrict exhibits which are objectionable, or order removed any portion of an exhibit which, in their discretion, is detrimental in detracting from the general order of the exhibits.

In aisle spaces with aisles on all four sides, construction may be permitted to a maximum height of eight (8) feet in the center only. In aisle spaces surrounded by aisles on only 3 sides the background must be on the side that is not on the aisle. The background at this point is to be 8 feet high.

ELECTRICAL OUTLETS

Electrical service, other than general lighting of the exhibit hall, is not part of this agreement and must be contracted by the exhibitor directly with the exhibit hall electrician at prevailing rates. Information on electrical service will be included in the exhibitor kits mailed by the convention decorator.

SIGNS

Each exhibitor will be furnished a sign at no additional cost which will be installed by the official exhibit decorator. The name of the firm will be printed on the sign. Be sure to indicate the lettering desired when completing the exhibit contract.

CONFLICTING MEETING

In the interest of the exhibits and convention, the exhibitor agrees not to extend group invitations, call meetings or otherwise encourage absence of TFDA members and/or exhibitors from the exhibit hall and convention during the hours of said exhibit and convention.

LOTTERIES

Any plan to induce visitors to the booth of an exhibit which may be considered a lottery is prohibited. An opinion as to what constitutes a lottery may be obtained by writing the general chairman of the convention.

LIABILITY & INSURANCE

Public liability insurance, other than coverage on exhibitors and staff, is carried by Management. The exhibitor agrees to make no claims for any reason, including negligence, against the Texas Funeral Directors Association, the Convention Committee, members, agents or employees for loss, theft, damage or destruction of exhibit items; nor for any injury to himself or employees while in the exhibit building; nor for any damage of any nature or character, including the damage to his business by reason of failure to provide space for the exhibit or for removal of the exhibit, nor for failure to hold the exhibit as scheduled. Exhibitors are advised to carry floater insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person and property of others.

REFUNDS

Full refund if cancelled before March 31, 2017. From April 1 – May 15, 2017, 50% refund. No refunds will be made after May 16, 2017.

MUSIC

No loud or disruptive music will be allowed inside the exhibit hall during exhibit hours. An opinion as to what constitutes loud or disruptive music may be obtained by writing the general chairman of the convention. If music is to be used, all exhibitors will be required to secure music licensing for their booth.

NO EXHIBITS NEAR CONVENTION CENTER EXHIBIT HALL OR HEADQUARTERS HOTEL

No one shall exhibit outside of the Convention Center Exhibit Hall or the Headquarters Hotel for at least 5 blocks UNLESS APPROVED BY CONVENTION COMMITTEE.

DISMANTLING OF EXHIBITS

No display may be dismantled before 8:00 a.m., Thursday, June 8, 2017.

THE RULES AND REGULATIONS ARE CONSIDERED A PART OF THE CONTRACT FOR SPACE