

2022 Institute & Expo Display Space Contract

College Station, TX - Feb 15-18

Expo Dates: Feb. 16-17

Exhibitor Company Information & Show Directory Information

Information provided below will be printed in the Institute & Expo show directory & provided on the mobile app. Company name will appear on the booth ID sign as indicated below.

COMPANY _____ WEBSITE _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

Description of products or services (15 word max)

Exhibitor Contact Information

Service kit, name badge registration, event/meal tickets and show updates will be directed to this person.

NAME _____ TITLE _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

PHONE _____ FAX _____ EMAIL _____

Booth Selection

Please list the number of each preferred booth, up to six, in order of preference.

1.) _____ 2.) _____ 3.) _____ 4.) _____ 5.) _____ 6.) _____

List those companies you prefer not to be near. TRAPS will try to honor requests.

1.) _____ 3.) _____ 5.) _____

TRAPS Member Booth Rates

Standard 10 X 10 | \$1100

Educational 10 X 10 | \$250

TRAPS Non-Member Booth Rates+

Standard 10 X 10 | \$1,300

Educational 10 X 10 | \$450

Educational booths ARE NOT guaranteed expo hall placement and DO NOT include all exhibitor benefits. (See back page, section 3)

FOR OFFICE USE ONLY

Total \$ Amount _____

Deposit Payment _____

Method _____

Date _____

Deposit/Payment _____

Method _____

Date _____

*Booth deposit: \$200 per booth *

2022 rates include one table and two chairs per booth

*** Access to Sponsorship Booths require a Sponsorship total of \$2,500 or more.***

An invoice will be emailed to the provided address which details payment options

EXHIBITOR REPRESENTATIVE SIGNATURE _____ DATE _____

TRAPS REPRESENTATIVE SIGNATURE _____ DATE _____

State Rules & Regulations

1. This contract is made and entered into by and between the Texas Recreation and Park Society, Inc., a Texas nonprofit corporation, hereinafter called TRAPS, and _____ (Company or Organization Name), hereinafter called Exhibitor.

This contract shall not be binding until it is signed by the Exhibitor (or authorized agent) **and** cosigned by a TRAPS representative.

2. It is understood that space will not be assigned to an Exhibitor unless both the deposit and the signed Display Space Contract are received by TRAPS. The deposit amount is \$200 per booth. Membership must be current through 2022 show dates to receive member discount.

Final payment for the booth is due on or before January 5, 2022. After January 5, 2022, TRAPS shall have the right to cancel and resell the booth, or change the booth number if fee is not fully paid.

3. Exhibitor Benefits:

- Included with each booth purchased – Three name badges
- Included with each booth purchased – Three event/meal tickets ******(does not apply to educational booths)******
- Receive a mailing labels list of Institute attendees in PDF format, 30-45 days after the Institute
- Receive four guest passes to the Exhibit Hall

4. **Standard booth equipment includes 8-foot backdrop drapes, 3-foot high side divider drapes, one identification sign, one table and two chairs.**

5. TRAPS has contracted with Superior Expo Services (SES) to provide **exhibitor support services**. Each exhibitor will receive information including order forms for booth furnishings, carpet, shipping instructions, production information and order forms for all services needed during installation, exhibition and removal. All freight service will be provided by SES, not TRAPS or the tradeshow/conference facility. Freight shipped to the tradeshow conference facility will be refused, and the handling charges will be the responsibility of the Exhibitor.

Exhibit Service Center: An Exhibitor's Service Center will be maintained during setup, move-in, exhibit hours and during dismantling to handle exhibitor service requests.

6. 2021 Exhibitor Dates & Times

February 16-17 | Times TBD (TRAPS.org -> Events -> Partner with TRAPS)

7. **Assembling/Dismanteling** - (TRAPS.org -> Events -> Partner with TRAPS)

8. **Care of Buildings and Equipment:** Exhibitors are cautioned that they are directly responsible for any damage to the convention center. Nothing may be affixed to any wall, ceiling or floor without express written permission from the convention center.

9. **Security Service:** The conference will provide security during published setup and dismantling hours, show hours and all hours that the show is closed during the show days. However, each exhibitor will be responsible for their exhibit at all times. The conference, the convention center and the official general services contractor shall not be liable for any loss, damage or displacement of any exhibitor's property due to any cause. Exhibitors are cautioned that small portable articles of value should be properly secured or removed for safekeeping after exhibit hours or whenever the booth is unattended.

10. **Cancellation Policy:** Space will be considered cancelled by the exhibitor upon the date that a written notice of cancellation is received by TRAPS. Refunds for cancelled space will be given as follows:

- Full Refund – if TRAPS receives written notification on or before November 1, 2021. A \$200 administrative fee per booth if TRAPS receives written notification on or before December 1, 2021.
- No refund – if TRAPS receives written notification after December 1, 2021.

11. **Special Regulations:** It is imperative that each exhibitor understands and agrees to the following:

- A. That the TRAPS Show is an opportunity to network and build relationships so future sales opportunities develop.
- B. That the purpose of the Show is the promotion and stimulation of interest in, and demand for, the industry's products and services in general, and is conducted in a manner reasonably calculated to achieve that purpose.
- C. That the Show is presented as a service to the industry, for the education of members and visitors through contact with exhibit personnel and products. Your cooperation in this matter is solicited.
- D. The exposition is limited to those persons, firms and corporations that have contracted and paid for exhibit space in exposition facility. No other persons, firms, or corporations will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the convention or exposition facility. All violators will be promptly ejected from the facility.

12. **Liability/Hold Harmless/Insurance:** Neither TRAPS, Inc., Embassy Suites by Hilton Frisco Hotel Convention Center, nor the City of Frisco will be responsible for personal injury to an exhibitor or exhibitor's agent, or for financial loss due to robbery, fire, accident or other causes. Exhibitors agree to save, keep and hold harmless TRAPS, Inc. and its official agents and employees for all damages to property; death or injury of persons received or suffered, or which may be occasioned by a negligent act or omission to act, which may amount to negligence on the part of the exhibitor, or defective condition of property, or the maintenance of a defective or dangerous condition of property.

Exhibitor agrees to name the Texas Recreation and Park Society as additional insured in the amounts of \$1 million each occurrence, \$1 million personal injury and \$2 million general aggregate. A Certificate of Insurance bearing this information must be submitted on or before January 4, 2021, and must remain in force through the 2021 TRAPS Institute & Expo.

EXHIBITOR REPRESENTATIVE SIGNATURE _____

DATE _____

Inventory as of 06/24/2021

Dimension	Size	Qty	SqFt
10'x10'	100	110	11,000
Totals:		110	11,000

