

TEXAS' LARGEST COMIC & POP CULTURE EVENT

**COMICPALOOZA**

**MAY 12-14**  
HOUSTON, TEXAS

**EXHIBITOR SERVICE MANUAL**

GEORGE R. BROWN CONVENTION CENTER

Halls A-E



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**CP EXHIBITOR CONTACT** - Rheanna Whitman - [rheanna.whitman@comicpalooza.com](mailto:rheanna.whitman@comicpalooza.com)

## **SHOW SCHEDULE**

Exhibitor's Hours for Move In:

Thursday, May 11, 2017: Noon – 11:30PM

Friday, May 12, 2017: 8:00AM – 10:00AM

## **CP EXHIBIT HOURS**

Friday, May 12, 2017: 11:30PM - 8:00PM

Saturday, May 13, 2017: 9:30AM - 7:00PM

Sunday, May 14, 2017: 9:30AM - 5:00PM

**\*Please Note:** The first 30 minutes listed, the Exhibit hall will be open to VIP pass holders ONLY.

Exhibitors will be allowed entry at 9:00AM through the back loading Dock Hall B or from the front doors through Hall C grand entry and then through the Hall D VIP Entrance on Saturday, May 13th and Sunday, May 14th to reset/restock booth area and are allotted one hour after closing to secure their items for overnight.

## **EXHIBITOR MOVE-OUT**

Sunday - May 14, 2017: 5:00PM – 12:00 AM

## **DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Sunday, May 14th, 2017 at 11:59 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move out deadline, please have all carriers check in at Exhibitor Relations Check-In located in the back of Hall B no later by no later than Sunday, May 14th, 2017 at 9:00 PM.

## **EXHIBITOR AGREEMENT**

You will need to print out your confirmation form from Growtix and bring with you to check in for your booth.

## **PARKING**

Parking is limited behind the GRB. You may utilize the back of the GRB on Thursday for load in but proper parking procedures are in effect. If you violate any of the parking laws, your car may be towed or issued a ticket. Paid parking is available for trailers and vehicles at a first come first serve basis with a paid Growtix parking ticket. A fee will be paid on Growtix which can be accessed from the link located on the next page. NO payment will be paid/taken at the gate. Parking will be for Friday, Saturday, and Sunday. EXHIBITORS WILL BE ABLE TO PARK STARTING THURSDAY AFTER 8:00 PM. There is a limited quantity of parking available.

Parking Costs (for all 3 days)

- Trailers, Trucks, & Oversized Vehicles - \$50.00
- POV's - \$40.00



Each individual vehicle or trailer must have a pass (i.e. a POV with a trailer must have two individual passes). All vehicles will be given a colored “hangtag” pass to display. Trailers will be given a colored “sticker” pass to display. All passes will be handed out at the loading dock gate. Exhibitors will be directed where to park.

Purchase Parking - [https://register.growtix.com/e/comicpalooza\\_2017/8130](https://register.growtix.com/e/comicpalooza_2017/8130)

### **ALL PASSES MUST BE DISPLAYED AT ALL TIMES!**

If you would like to utilize other parking options, or find that Lot 4 parking is sold out, please go to the link below. Note: These lots are not associated with Comicpalooza and therefore Comicpalooza has no control on the rates or locations.

<http://www.grbhouston.com/attendees/parking-maps-and-directions/>

Street parking in front of the Facility on Avenida de las Americas is strictly prohibited. There is limited availability to park behind the GRB. Parking behind the GRB in Lot 4 is by permit only. Parking on the third level ramp at the Facility is by permit only.

### **FOOD AND BEVERAGE**

You may not bring any outside food or beverage into the George R. Brown Convention Center. Restaurants and Concessions will be available.

### **CONCESSIONS**

Concessions will be open during regular exhibit hall hours throughout the weekend. Additionally, restaurants are conveniently located throughout the front of the convention center.

### **LOAD IN GUIDELINES**

Exhibitor Load In will begin on Thursday, May 11th at 12:00PM. You may park behind the GRB but spaces are limited. There is no “drive in load in” unless you have made special arrangements with event management. All Exhibitors will enter the building at Hall B beginning Thursday at 12PM-11:59PM. Here you will check in, receive some general information and be issued a map of where your booth is located. Once you have checked in, you are free to load in your booth space.

### **ISSUE RESOLUTION**

Comicpalooza Questions: Comicpalooza Exhibitor relations team members will be available in the Exhibitor check in area located in the back of Hall B throughout the weekend to assist you.

- Freeman Issue: See desk at back of Hall B
- Smart City Issue: See desk at back of Hall B
- GRB Issue: See desk at back of Hall B

### **SECURITY ASSISTANCE AND/OR MEDICAL ASSISTANCE**

If you need security and/or medical assistance please contact a Comicpalooza staff person and they will assist you in getting the proper attention needed.



## **EXHIBITION MOVE IN/MOVE OUT**

The move in and move out times above are for the convenience of the Exhibitors. All Exhibitors must be in place one hour before the Dealers Room opens to the public and check in with the dealer's liaison. Please make sure you pick up your badges on the first floor of the George R. Brown Convention Center in the back of Hall B. You will be required to print out all tickets from GrowTix and have them scanned in by registration staff. If you do not have your tickets printed out or available on your smart phone and ready to scan you will have to wait get them printed out at the FedEx Office above Hall E on the second floor of the George R. Brown Convention Center. Neither Comicpalooza nor the George R Brown Convention Center will be providing dollies or hand trucks.

If the exhibit area is not claimed by 10:00AM on May 13th, 2017 the exhibit space will be considered abandoned. It will be considered available for purchase and setup by another Exhibitor. Refunds will only be given at the discretion of Comicpalooza. Please see the section on our cancellation policy for details.

Comicpalooza reserves the right to remove any material left behind and place it in storage at the Exhibitor's expense or dispose of items left as abandoned. All Exhibitors are responsible for providing their own labor and staffing. Comicpalooza staff and volunteers are not available to help with Move In/Move Out or the setup of any merchandise in any way, nor will Freeman Decorating or the George R. Brown Convention Center staff.

The Move In/Move Out of exhibits must be through designated loading docks, freight doors and freight elevators. The main lobbies, side doors, escalators and passenger elevators are not to be used for such purposes. Comicpalooza and subcontractors ARE NOT responsible for loss or disappearance of Exhibitor's material after such material has been delivered to the Exhibitor's booth. Similarly, Comicpalooza and subcontractors ARE NOT responsible for loss or disappearance of Exhibitor's material before such material has been picked up for loading after the Event. Vehicles, forklifts, boom lifts, scissor lifts, pallet jacks and similar equipment is prohibited on carpeted areas of the Facility unless approved in advance and in writing by the Event Manager. All platform trucks, dollies and carts used on permanently carpeted areas shall have tires and wheels of a type approved by the Facility Manager and shall meet the following requirements:

1. Wheels of at least six inches (6") in diameter
2. Thread width of at least two and one-half inches (2 ½")
3. Non-skid tires only. No tape of any kind shall be permitted on any permanently carpeted or ainted areas or be affixed to any permanent feature of the Facility. Only tapes pre-approved by the Event Manager shall be used in the Facility. Tapes approved for use in the Facility is low residue safety tape, Asiachem SST-736 or painter's masking tape.

## **SECURITY & PROVISIONS**

Comicpalooza will provide security which may include but is not limited to police during posted operational hours of the Dealers Room and licensed security guards during all other times, and Comicpalooza security personnel. Even though there will be 24-hour security in and around both the Dealers Room, Artist Alley, and the rest of the Event Facility, any cash or valuables are requested to be removed from the Dealers Room at the end of each day. As an extra precaution against theft, Comicpalooza asks that the Exhibitors take extra care in placement of merchandise and cash boxes. Exhibitors are responsible for their own property, and under no circumstances will Comicpalooza or its personnel be liable for any loss or damage including but not limited to merchandise, equipment, and/or revenue. Exhibitor is responsible for their own security during show hours.



## **LISTINGS AND PROMOTIONAL MATERIALS**

By Exhibitor's participation in the Event, The Exhibitor expressly grants to Comicpalooza a fully paid, perpetual non-exclusive license to use, display and reproduce the name, trade names, and product names of Exhibitor in any directory (print, electronic or other media) listing the Exhibiting companies at the Event and to use such names in Comicpalooza promotional materials. Comicpalooza shall not be liable for any errors in any listing or descriptions or for omitting any Exhibitor from the directory or other lists or materials. Exhibitor agrees that Comicpalooza may also take photographs of Exhibitor's booth space, exhibit and personnel during, before or after the open hours of the Event and use such photographs for any Comicpalooza promotional purpose.

## **EXHIBITOR'S BADGES**

Each Exhibitor will receive two badges for the first booth purchased and may receive an additional two badges for each additional booth upon request. If more badges are required than those supplied additional badges maybe purchased at the cost of \$30.00 per badge. All additional badges must be purchased before May 11rh through Growtix. If additional badges are requested during the convention there will be a \$40.00 charge per badge. The Exhibitor's badge entitles you to sell merchandise within the confines of the Exhibit Hall during operational Exhibit Hall hours, entrance to the convention and to participate in all events available to convention attendees. Comicpalooza will not replace lost badges. Replacement badges must be purchased. Only people with Exhibitor's badges can enter the Exhibit Hall during Move In, Setup, Breakdown or Move Out. Exhibitor badges must be VISIBLY worn within the exhibition area.

## **CONVENTION ATTENDEE RULES**

Any rules or regulations established in the Program Guide, or made during the convention are to be followed at all times. By registering for Comicpalooza, you, all owners, managers, officers or directors, agents or employees, volunteers, subsidiaries, affiliates and invited guests agree to be subjected to the Comicpalooza convention rules and policies put forth in this contract. Failure to read the Comicpalooza Dealers' Room contract does not limit or remove Exhibitor's liability as set forth in this contract, nor does it prevent an artist from being subjected to these rules and policies. All Exhibitors are to be registered and approved by authorized Comicpalooza representatives to display and sell their products only within the Dealers Room at the assigned times. Any attempts to sell products or merchandise outside of the authorized Dealer areas is a violation of Comicpalooza policy and will be considered a violation of this contract. Anyone found selling items outside the Dealers Room will be asked to leave the premises immediately and will be barred from the convention without any refund or compensation. Sales of any promotional items or memberships for Clubs or other conventions must be sold at an Exhibitor Booth in the Dealers Room during the established Exhibit Hall hours. Original artwork and "small press" are the only merchandise acceptable for sale in the Artist Alley location. The sale of commercially produced merchandise is strictly prohibited in Artist Alley or any other function space outside of the Dealers Room. The sale of non-original art or commercially available merchandise (e.g. toys, glow sticks, food, etc.) within the Artist Alley is grounds for being expelled from the premises. Comicpalooza reserves the right to control all individuals in the Premises and Facility, including, but not limited to, any employee, agent, contractor, or invitee of the Exhibitor. Comicpalooza may remove from the Premises any such individual and reserves the right to eject any objectionable individual from the Premises and the Facility and the Exhibitor hereby waives any and all claims for damages against Comicpalooza on account thereof. Exhibitor invitee is anyone who enters the Exhibitor's space of sale within the Dealers Room. Anyone visiting, viewing or otherwise participating in the Exhibitor's booth space is deemed to be the invitee or licensee of the Exhibitor, rather than the invitee or licensee of Comicpalooza.



## DEALERS ROOM LAYOUT

Exhibitors will be set up and ready by 10:00AM, May 12th. Each Exhibitor Booth will be set up as shown in the Dealers Room Layout. Any displays or tables that extend outside of the allotted Exhibitor Booth area, into the aisles, passageways or another Exhibitor's booth space is strictly prohibited. The aisles, passageways and overhead spaces remain strictly under control of Comicpalooza and no signs, decorations, banners, advertising material or special exhibits will be permitted in any of these spaces except by written permission of Comicpalooza. Any and all advertising distribution must be made by Exhibitor only from within his or her booth. Dealers may not carry a sign anywhere in the convention. Dealers are allowed and encouraged to place signs throughout their booth area advertising their booth, labeling prices and making their name visible. Signs must not contain material that would violate the Adult Material Policy, Bootleg Policy or any other rules/regulations in this contract. No exhibit may block or interfere with any neighboring exhibit. Dealers must police their own booths to be sure that noise levels are kept to a minimum and does not interfere with others. Comicpalooza reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Character and compliance of exhibits is subject to the approval of Comicpalooza and all decisions regarding the display of material shall rest solely with Comicpalooza.

## HARASSMENT / SEXUAL HARASSMENT / DISCRIMINATION

Comicpalooza has a **ZERO TOLERANCE** policy against harassment and discrimination of any kind.

Comicpalooza is dedicated to providing a harassment-free convention experience for everyone; regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, political background, or fandom. We do not tolerate harassment of convention participants in any form.

Harassment includes offensive verbal comments relating to sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Sexual harassment, as defined by the Equal Employment Opportunity commission, and upheld by recent court cases, is "unwelcome sexual attention or atmosphere."

To report harassment, please locate the nearest Comicpalooza Staff member. For your own safety, if you feel that you are being harassed or see someone being harassed in a non emergency situation, please report the problem to Comicpalooza volunteers or staff. If you are unable to find a staff member or volunteer to assist, please go to the Comicpalooza information booth located in Hall C of the main lobby. Please report any issues to Comicpalooza before taking matters into your own hands (such as confrontation). We have professional security to assist with such issues and are properly equipped to do so.

If there has been a report of harassment and it is determined – either by observation or complaint – that an individual or group has harassed another attendee, guest, volunteer, etc. any or all of the following may occur:

The individual or group may be:

1. Warned to cease and desist. If an exhibitor, this will include the removal of all materials that have violated this policy.
2. Escorted from the convention by Security. If an exhibitor fails to comply and/or subsequently violates this policy it will result in removal from the Event and forfeiture of all Exhibitor's fees.



## **BOOTLEG POLICY**

Exhibitors are to observe all copyright and international trade laws. Only properly licensed commercially produced materials or original works may be on display, sold or purchased. The sale of bootleg, unlicensed, or any other form of illegal or illegitimate merchandise will not be tolerated. Failure to comply and/or subsequent violation will result in action taken, including but not limited to being asked to remove any material in violation or removal from the convention and forfeiture of all Exhibitor's fees. Final decisions will reside with Comicpalooza's senior staff. The Dealer Liaison can be contacted prior to the convention with any concerns regarding specific merchandise.

## **COPYRIGHT LAW COMPLIANCE**

The Exhibitor warrants that no music, artistic works, or other property protected by copyright will be performed, produced, exhibited or used, during the convention, unless duly licensed or authorized by the copyright or trademark owners or their representatives. The Exhibitor covenants to strictly comply with all laws respecting copyright and trademarks and warrants that it will not infringe on any related statutory, common law, or other rights of any person or entity during the Event. The Exhibitor is solely responsible for remitting payment to the appropriate agencies for the use of any copyrighted materials. Exhibitor shall not advertise, promote, or conduct a live musical performance at the Facility through the use of a false, deceptive, or misleading affiliation, connection, or association between a performing musical artist or group and the original recording artist or group in violation of Texas Business and Commerce Code §17.902. Failure to comply and/or subsequent violation will result in action taken, including but not limited to being asked to remove any material in violation or removal from the convention and forfeiture of all Exhibitor's fees. Final decisions will reside with Comicpalooza's senior staff.

## **ADULT MATERIAL POLICY**

No adult material may be displayed or sold without prior written permission by Comicpalooza. Comicpalooza is an all age's event. Although vendors may sell adult oriented products, per Texas state law, no public display of sexually explicit or suggestive material will be allowed. Exhibitor assumes all responsibility for adult content at their booth. Exhibitor agrees not to sell or distribute any adult material to minors. All "Adults Only" material must be either behind the table or, if displayed on a table or display rack, bagged or covered so that minors may not open it. Adult DVDs and magazines are not allowed to be openly displayed. They must be kept behind the tables. A sign may be posted to let customers know that you carry that merchandise. Any adult material depicting nudity must be "blinded" (i.e. the nudity or sexual conduct must be covered). The sale of adult material to minors is illegal. The display or sale of adult material to anyone under the age of 18 will not be tolerated. Please keep all displays acceptable for a PG audience with no adult materials on display in plain sight. Exhibitor will be asked once to remove such items. Any further violation will result in the Exhibitor removal from the convention and forfeiture of all Exhibitor fees. Any sale of adult merchandise to minors will invoke immediate removal from the premises and charges will be filed in accordance to the applicable Texas Penal Code(s). Adult content in artwork is regulated by the Texas Penal Code, sections 43.21, 43.22, 43.23, 43.24, and 43.26. To remain in compliance with Texas state laws, Comicpalooza requires:

1. Adult material must be covered, kept out of reach of children and labeled 18+
2. Vendors must check the ID of every individual prior to allowing the viewing of adult material.
3. Adult material may not be sold to anyone under the age of 18, or sold to anyone over the age of 18 if the seller reasonably believes that the purchaser intends to provide the items to someone under the age of 18.





4. Adult content must not depict any character that appears to be under the age of 18.
5. Vendors MUST, per Texas Penal Code, section 43.27, report any witnessed violation of adult content law violations, including, but not limited to:
  - Adult products containing depictions of minors.
  - Sales to minors, or providing adult content to minors.
  - Display of adult content to minors.
  - Display of adult content to the public at large, without prior verification of age and assurance that minors are prohibited from entering area where adult content is being shown.
  - A copy of the applicable Texas Penal Code sections has been added to this contract as Appendix 1. Public Nudity/Indecent Exposure Public nudity is regulated by Texas State of Ordinance, section 28.18. It shall be unlawful for any person to appear on any public street, sidewalk, alley, or other public thoroughfare, in or such close proximity thereto, as to be observed by the public traveling on such street, sidewalk, or other public thoroughfare, in a state of complete nudity, or in such a manner of dress or of undress in a manner which exposes to the public view such person's genitalia and/or buttocks, and in the case of a female, the female breasts. Indecent exposure is regulated by Texas Penal Code section 21.08.
  - A person commits an offense if he exposes his anus or any part of his genitals with intent to arouse or gratify the sexual desire of any person, on the premises.

## **WEAPONS SALES**

Comicpalooza does not permit any attendee, Exhibitor, artist or guest to carry weapons within the event venue. Exhibitors who have prior approval to sell weapons, including knives, swords, air soft guns, any "bladed" item, and any other item considered a weapon under Texas State Penal Code section 48, must comply with the following:

1. Exhibitors must check ID for all weapons that Texas state law imposes an age limit for purchase.
2. Exhibitors must seal weapons sold in a box or other container prior to allowing customers to remove weapons from Exhibitor's booth.
3. Prior to completion of sale, Exhibitor must inform purchaser that they cannot carry the item even in a box or other container within the convention area. All weapons must be taken to a vehicle or hotel room immediately after exiting the Dealers Room. Exhibitors are solely responsible for all sale of weapons, including, but not limited to the sale of weapons to minors. Exhibitor may be held accountable for violations of Comicpalooza weapons policies by customers. Exhibitors of weapons must ensure that all weapons sold are in compliance with Comicpalooza's Bootleg Policy. Unlicensed and "fan" versions of copyrighted materials may not be sold under any circumstances. Comicpalooza may, at its discretion, require the removal of some or all merchandise not approved for sale. If sales for any unapproved merchandise continue, Exhibitor will be removed from the Dealers' Room and barred from the Event without any compensation or refund. All unboxed weapons sold must be safety banded with zip ties. Safety banding refers to securing the weapon with zip ties in such a way that it cannot be removed from its sheath, carrier, or made to not function. Each Exhibitor must supply their own zip ties. An Exhibitor



not securing purchased item(s) with zip ties will not be allowed to sell their product requiring them until they obtain some. An Exhibitor selling unboxed weapons without the safety banded zip ties may be removed from the convention with no refund. Texas Penal Code sections 46.01, 46.02, 46.03, 46.035, 46.04, 46.05, 46.06, and 46.15 regulates weapon sales and unlawful possession.

## **FIREARMS**

Possession of firearms is forbidden in the Facility. A “firearm” is defined as any device designed, made or adapted to expel a projectile through a barrel or cylinder by using the energy generated by an explosion or burning substance or pressurized air or gas or any device readily convertible to that use.

## **DUTY TO INFORM**

Vendors have legal duty to inform staff and law enforcement upon witnessing any illegal activities. Comicpalooza staff further requests that vendors inform Comicpalooza staff regarding violations of rules and policies.

## **SALES TAX ID**

The State of Texas requires that all sellers have a valid Texas State Tax ID. Violation of this policy is a violation of Texas State Law. Comicpalooza requires that each seller within the convention area have a Texas State Tax ID that must be presented upon check in and at other times it may be requested. Exhibitors will not be allowed to set up a booth and/or sell any items without a copy of the Texas State Tax ID Certificate on file. To conform to Texas sales tax laws, any Exhibitor who does not already have a Texas Sales Tax Certificate and who wishes to sell at Comicpalooza must apply for a Texas Sales Tax Certificate, collect 8.25% taxes at the Event, and report and pay the tax amount. At that point Exhibitors who wish to remain active may keep their sales tax account open. Those who are only selling for the duration of the show may close the account when they report and pay their taxes. Applying for the tax certificate takes 5 – 10 minutes to fill out and can be done online at this link:

<http://www.window.state.tx.us/taxpermit/>

Please note: A hard copy of the application must be signed and mailed to the Texas State Comptroller. Allow 2 to 3 weeks to receive the permit. Reporting taxes and closing an account may be done at the same time. To report taxes online, use this link: [http://www.window.state.tx.us/taxinfo/sales/webfile\\_sales.html](http://www.window.state.tx.us/taxinfo/sales/webfile_sales.html)

To print out, report and close an account on a hardcopy which will then be mailed to the Texas State Comptroller’s office use this link:

<http://www.window.state.tx.us/taxinfo/taxforms/01-117.pdf>

Exhibitors shall obtain any licenses, permits or approvals under federal, state or local law applicable to its activities at the Event at its sole expense. Exhibitors shall own any necessary tax identification numbers and permits for paying all taxes, license fees, use fees or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event. The Texas State Administrative Code Title 34, Part 1 Chapter3, Subchapter 0, Rule 3.268.

## **FOOD & BEVERAGE**

You may not bring any outside food or beverage into the George R. Brown Convention Center. Restaurants and Concessions will be available.



The sale of food and/or beverages anywhere within the George R. Brown Convention Center is strictly prohibited. Anyone caught violating this policy is subject to penalties, including but not limited to, loss of Exhibitor's booth space, Exhibitor's badge, monetary fines, and forfeiture of any and all Exhibitor's booth fees. The George R. Brown Convention Center will have food vendors throughout the facility with food and beverages available for purchase, along with the restaurants that reside in the front of the convention center.

**CANCELLATION BY EXHIBITOR**

Generally, cancellation or partial cancellation of booth space is not permitted, any partial cancellation must have the prior written consent of Comicpalooza, which consent shall be given at Comicpalooza's absolute discretion.



# George R. Brown Convention Center

1001 Avenidas de las Americas Houston, TX 77010 713-853-8000

### **I-45 SOUTH**

#### **From Dallas, Conroe, The Woodlands, Bush Intercontinental Airport**

Take I-45 South > To I-10 East > To US-59 South (exit #770A) > Exit Downtown Destinations-Hamilton Street > Right on Capitol Street > Left on Avenida de las Americas

### **I-45 NORTH**

#### **From Galveston, NASA, Clear Lake, Houston Hobby Airport**

Take I-45 North > Exit Downtown Destinations (exit #45) > Exit Pease Street > Right on Chartres Street > Left on Polk Street > Right on Avenida de las Americas

### **US-59 SOUTH**

#### **From the Galleria, Missouri City, First Colony, Sugar Land**

Take US-59 South > Exit Downtown Destinations-Jackson Street > Left on Franklin Street > Right on Hamilton Street > Right on Capitol Street > Left on Avenida de las Americas

### **US-59 NORTH**

#### **From Kingwood, Humble, Bush Intercontinental Airport**

Take US-59 North > Exit Downtown Destinations-Polk Street > Left on Polk Street > Right on Avenida de las Americas

### **I-10 WEST**

#### **From Baytown, Channelview, New Orleans**

Take I-10 West > To US-59 South (exit #770A) > Exit Downtown Destinations-Hamilton Street > Right on Capitol Street > Left on Avenida de las Americas

### **I-10 EAST**

#### **From Katy, San Antonio**

Take I-10 East > To 59 South (exit #770A) > Exit Downtown Destinations-Hamilton Street > Right on Capitol Street > Left on Avenida de las Americas

### **SH-288 NORTH**

#### **From Pearland, South Loop, Reliant Park**

Take SH-288 North > To US-59 North > Exit Downtown Destinations-Polk Street > left on Polk Street > Right on Avenida de las Americas

### **SH-290 EAST**

#### **From Austin, Copperfield**

Take SH-290 East > To Loop 610 South > To I-10 East > To US-59 South (exit #770A) > Exit Downtown Destinations-Hamilton Street > Right on Capitol Street > Left on Avenida de las Americas

### **Loading Docks for Exhibit Hall A, B, C, D & E:**

Take Avenida de las Americas North > Right on Rusk Street > Right on St. Emanuel Street > Right on Polk > Right on Chartres > Using the left lane of Chartres, form line to entrance > Left on Walker and proceed to loading area

### **3rd Level Ramp for Exhibit Halls A3 & B3, Ballroom & General Assembly:**

Take Avenida de las Americas North in front of GRBCC > 3rd level ramp will be on the right at Capitol



★ First Level Exhibitor Lot is accessed from entry gate on Chartres Street at Walker  
 ★ Third Level Ramp is accessed from Chartres Street before Texas Avenue





## GRBCC EXHIBITOR GUIDELINES

1. All food, alcohol and non-alcoholic beverages, and concessions are operated and controlled exclusively by the Convention Center. Exhibitors must contact our exclusive food service contractor, ARAMARK Corporation, at (713) 853-8150, for authorization to exhibit and/or distribute sample food or beverage items. Once permission is granted, a health permit must be issued by the Houston Department of Health and Human Services covering the proposed booth. Both of these items should be completed at least 21 days in advance of the show opening. For any booth services, please contact the Sales Department of ARAMARK Corporation at (713) 853-8150.
2. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out to avoid problems with unattended equipment and materials.
3. All decorations, signs, banners, etc., may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Event Coordinator must approve the location and method of installation of any special decorations or signs.
4. Only facility electricians, plumbers, telephone technicians, and Convention Center Staff Engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.
5. Parking at the loading docks and on the entire third level ramp, except for loading and unloading, is prohibited. Parking, loading or unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner's expense.
6. The Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and may contain no more than two gallons of fuel, (five gallons of diesel). All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency.
7. The Houston Fire Code requires all exit doors have a 10' clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.
8. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. The Facility Manager and governmental regulating agencies require approval. Guide dogs are permitted at all times.
9. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.
10. The Convention Center has the right to alter and/or amend these guidelines.

Please note: These are exhibitor guidelines only. Please refer to the GRBCC Rules and Regulations for the complete guidelines of the Convention Center.



EXHIBITOR SERVICES

# F R E E M A N

Welcome to FreemanOnline

Your go-to resource before, during and after your show for ordering a wide range of products and services as well as accessing important show information, including dates, schedules, forms, key contacts and order/billing information.

If this is your first time using FreemanOnline, please click on the “Login” button to register.

As a reminder, to receive the deepest discount on select items, place your order online prior to the discount price deadline of April 24, 2017.

Our goal at Freeman is to help you have a successful event. If you need assistance or have any questions please contact Exhibitor Services at (713) 770-6750.

<https://www.freemanco.com/store/show/landing.jsp?nav=02&showID=451887&referrer=s>



# EXHIBITOR SERVICES

## Booth Catering Menu 2017

### Beverages

Keurig Coffee Machine Rental (Limited Quantities Available)	\$150.00/day
Includes: 1 gallon jug of water, creamers, sugar/sweetener, stirrers, napkins & disposable cups Client to Supply: 120v15 amp – please contact SmartCity at 713-853-8900	
Assorted Coffee K-Cups (Each)	\$4.50
Assorted Tea K-Cups (Each)	\$4.00
1 Gal Water Jug & Cups (Keurig Machine ONLY)	\$8.00
Water Cooler Rental	\$100.00/day
Client to supply: 120v15 amp – please contact SmartCity at 713-853-8900	
5 Gal Water Jug & Cups	\$40.00
Seattle’s Best Regular & Decaf Coffee**	\$54.00/gallon
Assorted Hot Tea**	\$54.00/gallon
Iced Tea**	\$37.00/gallon
Lemonade**	\$37.00/gallon
Assorted Sodas*	\$78.00
Bottled Water*	\$78.00
Assorted Fruit Juice*	\$90.00
LOGO Bottled Water Buy-Out Fee	Varies
Please contact your Sales Manager for pricing and approval	
20lb Bag of Ice	\$11.00
* (24) beverages per case, minimum of (1) case required	
**Price per gallon, minimum of (3) gallons required	

Please note that all food and beverage items must be purchased through ARAMARK – **this includes bottled water.**

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A \$25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.





## EXHIBITOR SERVICES

### George R. Brown Convention Center Exhibitor Catering Order Form & Service Contract

All exhibitors intending to prepare and/or serve sample-sized portions of food or beverage must return this form to Aramark by [April 21, 2017](#), to request permission to sample food and/or beverage in the booth. Return to Madeline Brock by email at [brock-madeline@aramark.com](mailto:brock-madeline@aramark.com) or by fax at 713-853-8188.

**ARAMARK** is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from an ARAMARK Representative. THIS INCLUDES BOTTLED WATER.

- All prices are subject to a (++) charge, which represents a 20% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- Food and beverages are provided on compostable disposable ware.
- Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **FOOD PREP:** Aramark can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.
- **INSURANCE:** Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of \$1,000,000 per occurrence naming George R. Brown Convention Center, and Aramark as additional insured. Be sure to check the [complete insurance requirements](#).
- **DELIVERY FEE:** A \$25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery.

ARAMARK DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.

- **ELECTRICAL:** Please contact Smart City at 713.853.8900
- **BOOTH CLEANING & TRASH REMOVAL:** Please contact Exhibitor Services at 713.853.8907

#### **FOOD AND BEVERAGE SAMPLING**

- **The food manufacturer's sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval. (4/21/17)**
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are **allowed** for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

#### **FOOD SAMPLING**

- Items dispensed are limited to products manufactured by the exhibiting company
- **Any product that is not manufactured by the exhibiting company must be purchased from Aramark if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or Aramark purchases.**
- Food items are limited to 'bite size' (1 oz. or less).
- Beverage items may be dispensed in containers holding not more than 2 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company **MUST** be purchased from Aramark.
- The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits **MUST** be displayed in booths at all times during the show.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.



# EXHIBITOR SERVICES



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1st Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
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<p><b>Dedicated Wired Internet Routers Allowed</b> Connection speeds of 3Mbps and up <b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Premium Wired Internet No wired or wireless routers</b> Shared Connection speeds up to 10Mbps <b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Wired Cyber Cafe</li> <li>• Social Media Feeds</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Static Private IP Address</b></p>	<p><b>Basic Wired Internet No wired or wireless routers</b> Shared Connection speeds up to 1.54Mbps <b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Surfing the Internet</li> </ul> <p><b>Supports 1 device only</b></p>
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**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

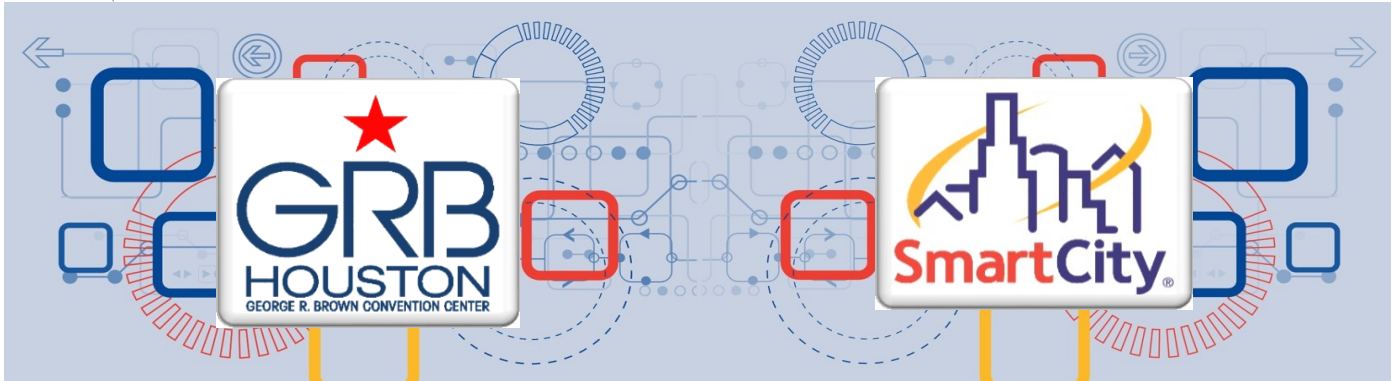
	QTY	Incentive	Base	On-Site	Total
<b>1. Shared Internet Services – Routers Prohibited</b>					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
<b>2. Dedicated Internet Services – Routers Supported</b>					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
<b>3. Internet Equipment &amp; Labor</b>					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
<b>4. Voice Services: PBX Service – Domestic LD Included</b>					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
<b>5. Special Quote – Attachment A or Statement of Work (if applicable)</b>					
<b>6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)</b>					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
			<b>SUBTOTAL</b>		
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>			<b>ESTIMATED 10% TAX / FEES</b>		
			<b>GRAND TOTAL</b>		

Effective January 1, 2017 – December 31, 2017

Customer No: **2017 - 001 -**



# EXHIBITOR SERVICES



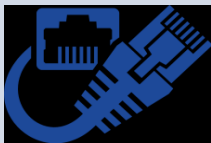
## Comicpalooza 2017

Event Dates: 5/12/2017-5/14/2017

Order 14 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

**Incentive deadline for the above event is 4/25/2017**

Smart City is the exclusive telecommunications, electrical and plumbing service provider for the George R. Brown Convention Center.



### Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



To review and order our services visit <https://orders.smartcitynetworks.com>



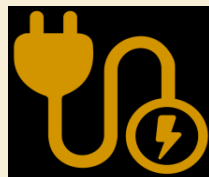
### Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



### Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



### Electrical Services

- Duplex Outlets
- Flood Lights
- 120/208/480 Services



### Plumbing Service

- Compressed Air
- Water fill and drain
- Natural Gas Services

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).



# EXHIBITOR SERVICES



## ELECTRICAL SERVICE CONTRACT

SMART CITY ELECTRIC, INC.  
GRB Convention Center, Houston, TX  
888-446-6911 (Phone)  
702-943-6001 (FAX) [csr@smartcity.com](mailto:csr@smartcity.com)



Company Name:	Show Name:
Billing Name:	Show Dates: / / To / /
Billing Address:	Discount Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

\*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.** **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.** Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 14 days prior to the 1<sup>st</sup> day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

Duplex Outlets ( 120 volts up to 2000 Watts )						Flood Lights on Stand ( Includes power )					
----- Rate -----						----- Rate -----					
Watts	Discount	Standard	Qty	Total	Internal	Configuration	Discount	Standard	Qty	Total	Internal
500	\$ 89	\$ 116	_____	= \$ _____	500-WATT	150 Watt, 1spot	\$ 65	\$ 88	_____	= \$ _____	FLOOD-1
1000	\$ 108	\$ 140	_____	= \$ _____	1000-WATT	150 Watt, 2spot	\$ 70	\$ 95	_____	= \$ _____	FLOOD-2
1500	\$ 117	\$ 152	_____	= \$ _____	1500-WATT	300 Watt, 1spot	\$ 80	\$ 108	_____	= \$ _____	FLOOD-3
2000	\$ 126	\$ 164	_____	= \$ _____	2000-WATT	300 Watt, 2spot	\$ 85	\$ 115	_____	= \$ _____	FLOOD-4

**A separate outlet must be ordered for each location.**

**120/208/480 Volt Service** (Does not include Labor and Material for connect and disconnect requirements)

Amps	120 Volt Discount	Standard	Qty	208 Volt 1phase Discount	Standard	Qty	208 Volt 3phase Discount	Standard	Qty	480 Volt 3phase Discount	Standard	Qty	Total
15	\$ 126	\$ 164	_____	\$ 225	\$ 292	_____	\$ 305	\$ 397	_____	\$ 559	\$ 727	_____	\$ _____
20	\$ 150	\$ 195	_____	\$ 306	\$ 398	_____	\$ 403	\$ 524	_____	\$ 715	\$ 930	_____	\$ _____
30			_____	\$ 465	\$ 605	_____	\$ 689	\$ 896	_____	\$ 1592	\$ 2070	_____	\$ _____
60			_____	\$ 689	\$ 896	_____	\$ 1050	\$ 1365	_____	\$ 2519	\$ 3275	_____	\$ _____
100			_____	\$ 1014	\$ 1318	_____	\$ 1469	\$ 1910	_____	\$ 3712	\$ 4826	_____	\$ _____
150			_____	\$ 1210	\$ 1573	_____	\$ 1950	\$ 2535	_____	\$ 4890	\$ 6357	_____	\$ _____
200			_____			_____			_____			_____	\$ _____

**Special Quote – Attachment A or SOW (if applicable)**

(Call 888-446-6911 for quote)

\$ \_\_\_\_\_

**120/208/480 Power Total \$ \_\_\_\_\_**

For Horsepower requirements see Conversion Table on back. For other requirements call Smart City Electric, Inc. at (713)853-8900.

**24 Hour Power** (Total of all Electrical Power Charges needing 24 hr service, clean or dedicated lines X 25%) **Total: \$ \_\_\_\_\_**

**Electrical Labor** (Contact Smart City Electric, Inc.) \_\_\_\_\_ Hours @ \$ \_\_\_\_\_, \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ **Total: \$ \_\_\_\_\_**

Monday – Friday 8am – 4:30pm.....\$60.00/Hr. All other times Sat., Sun., Holidays.....\$ 120.00/Hr (1/2 hour Increments)

**PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE LABOR AND MATERIALS WILL BE ADDED.**

a. Subtotal Of Charges [all of the above]	: \$ _____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: \$ _____
c. 16.72% Tax [on Tax Surcharge(b)]	: \$ _____
d. 8.42% Tax [on Labor & Flood Lights]	: \$ _____
<b>e. Grand Total Of Order Due (a + b + c + d)</b>	<b>: \$ _____</b>

**Customer Acceptance of Terms and Conditions:**

**Date:** \_\_\_\_\_

<p><b>Example Floor Plan</b></p> <p>Island <input type="checkbox"/></p> <p>Standard <input type="checkbox"/></p> <p><b>Important! -</b> Standard placement includes center rear of an inline booth or nearest floor port inside of an island booth. See item #2 Terms &amp; Cond.</p>		<p>For Smart City Electric, Inc. Use</p> <p>Type of Service:</p> <p>Customer No. <b>2017 - 001 -</b></p> <p>Special Instructions:</p> <p>Floor Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>CSR: _____ Date: / /</p>
<p><b>ORDER ON LINE:</b></p> <p><a href="https://orders.smartcitynetworks.com/center.aspx?center=001">https://orders.smartcitynetworks.com/center.aspx?center=001</a></p>		
<p>Form Effective January 1, 2016 – December 31, 2016</p>		



**PLEASE SIGN AND RETURN THE FOLLOWING WHEN YOU CHECK IN TO GET YOUR BOOTH ASSIGNMENT ON THURSDAY, MAY 11, 2017. YOU WILL CHECK IN AT THE BACK OF HALL B.**



## CONDITIONS OF PARTICIPATION

The exhibiting company, its employees and agents is herein after referred to as Exhibitor, and Startling Events LLC (and its officers, agents and employees) is herein after referred to as Management. Exhibitor agrees to prepare an exhibit of its products, as described on page five, in accordance with these rules. Exhibitor must have paid in full before Exhibitor will be permitted to install its display. The actual occupancy of the space taken by Exhibitor is of the essence of this License. If Exhibitor does not occupy such space, Management is authorized to occupy such space or to cause such space to be occupied as Management deems in the best interest of the Exhibition without in any way releasing Exhibitor from any liability hereunder. It is further agreed that the conditions, rules and regulations printed on this License or any attachments hereto, and in the exhibitors' manual, as any of such may be amended from time to time, are made a part hereof as though fully incorporated herein, and Exhibitor agrees to be bound by such. All payments are non-refundable in the event Exhibitor cancels, withdraws, downsizes, defaults, or is not present for the Exhibition. Carefully read the following Cancellation, Withdrawal, Downsizing and Default Policy to ensure you fully understand your rights and financial obligations. This Policy will be strictly enforced. A non-refundable payment in accordance with Payment Schedule is required upon Exhibitor's return to Management of this License, in order to reserve a booth. Cancellation, Withdrawal, Downsizing and Default Policy. In the event Exhibitor seeks to cancel this License, withdraw from the Exhibition, or downsize its space requirements for the Exhibition, Exhibitor may only do so by giving written notice to Management, by certified mail, return receipt requested. The date of cancellation, withdrawal or downsize in space as applicable shall be the post mark date on the notice. Cancellations must be received in writing and must be acknowledged in writing by show management in order to be valid. If Exhibitor cancels, withdraws, or downsizes space requirements, Exhibitor agrees to pay on demand to Management, any unpaid amounts due hereunder as liquidated damages and not as a penalty, and the parties agree that such amounts constitute a reasonable provision for liquidated damages. In case of downsizing, in addition to the assessed liquidated damages, Exhibitor's booth location on the floorplan of the Exhibition may be moved. In the event Exhibitor defaults in any of its obligations under this License, in addition to having the right to direct Exhibitor to vacate the Exhibition hall, Management shall have the

right to collect from Exhibitor on demand the full amount of the License fees payable to Management as of the date of default, as well as the right to pursue any other remedy afforded it by law.

1. Eligible Exhibits. Exhibits will be limited to those companies or other entities offering materials, products, or services of specific interest to registrants. Management reserves the right to determine the eligibility of any product for display. Exhibiting manufacturer's representatives and/or distributors must list its participating principals as the exhibitors of record. Only the sign of Exhibitor may be placed on the booth or in the printed list of exhibitors of the Exhibition. No exhibitors or advertising will be allowed to extend beyond the space allotted to Exhibitor, or above the back and side rails of such space. Exhibitor agrees that its exhibit shall be admitted and shall remain from day to day solely by strict compliance with these rules. Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor or any of Exhibitor's representatives upon Management's good faith determination that the same is not in accordance with these rules and regulations.

2. Limitation of Liability. Exhibitor agrees to indemnify and hold harmless Management and the sponsor, owner, exhibition hall facility, and city in which this exhibition is being held, and each of their respective officers, agents and employees, against all claims, losses, suits, damages, judgments, expenses, costs (including, without limitation, reasonable legal fees) and charges of every kind arising out of or resulting from its execution of this License or its occupancy of the space herein contracted for by reason of personal injuries, death, property damages or any other cause sustained by any persons or others. Management shall not be responsible for loss or damage to displays or goods belonging to Exhibitor, whether resulting from fire, storms, acts of God, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or other causes. All such items brought to the Exhibition are displayed at Exhibitor's own risk, and should be safeguarded at all times. Management will provide the services of a reputable protective agency during the period of installation, show, and dismantling, and Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of Management to supervise and protect Exhibitor's property within the Exhibition. Exhibitors may furnish additional guards at their own cost and expense, only with prior approval by Management. Exhibitor

agrees that Management shall not be liable in the event of any errors or omissions in any exhibitor's official directory listings or in any promotional material. Management makes no representations or warranties with respect to the number of Exhibition attendees or the demographic nature of such attendees.

3. Default. If Exhibitor's booth is not occupied by the time set for completion of installation of displays, such space may be possessed by Management for any purpose it may see fit. If Exhibitor breaches any of its obligations or covenants under this License, including without limitation any Exhibition rule or regulation promulgated pursuant to this License, Management may, without notice, terminate this License. In the event of such default, Management may thereupon direct Exhibitor forthwith to remove its employees, agents or servants, and all of its articles of merchandise and other personal property from the space licensed and from the Exhibition Hall. Also, refer to "Cancellation, Withdrawal, Reduction, Downsizing and Default Policy" of this License for liquidated damages.

4. Sub-licensing/Booth Usage. Exhibitor shall not sub-license, assign or otherwise permit any person to occupy, Exhibitor's booth, or any part thereof, or use the booth for the exhibition of anything not specified in this License. Exhibitor may not exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in its own name, except where such articles are required for the proper demonstration or operation of Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them. Exhibitor may not permit non-exhibiting companies' representatives to conduct business in its booth. Exhibits must solely be used for the purpose of promoting Exhibitor's products or services and shall not be used for other business purposes. Rulings of the Management in its sole discretion shall in all instances be final with regard to use of any exhibit space.

5. Damage to Property. Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to other exhibitors' property. Exhibitor may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard booth equipment.

6. Union Labor. Exhibitors are required to observe relevant contracts in effect between official contractors, the George R. Brown Convention Center and labor organizations. 7. Special Services. Electricity, gas, water, and



## CONDITIONS OF PARTICIPATION

other utilities, as well as other special services needed by individual exhibitors, are provided only when the exhibitor orders and agrees to pay for them directly to the persons authorized to supply such services in conformity with city, insurance and other requirements.

8. Booth Representatives. Booth representatives shall be restricted to Exhibitor's employees and their authorized representatives. Booth representatives shall at all times wear badge identification furnished by Management. Management may at any time limit the number of booth representatives. All booths must be staffed by Exhibitor during all hours the show is open.

9. Electrical Safety. All wiring on displays or display fixtures must conform to the applicable standards established by various governmental agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and/or such other seals of official approving agencies as may be required at the site of the Exhibition.

10. Safety and Fire Laws. All applicable fire and safety laws and regulations must be strictly observed by Exhibitor. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted and aisles and fire exits must not be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Acetate and most rayon drapes are not flameproof and may be prohibited. No storage behind exhibits is provided or permitted.

11. Performance of Music. Exhibitor acknowledges that any live or recorded performances of music by or on behalf of Exhibitor at the Exhibition must be licensed from the appropriate copyright owner or its agent. Exhibitor warrants to Management that it will take full responsibility for obtaining any necessary licenses to play or perform such music and agrees to defend, indemnify and hold harmless Management from any damages or expenses incurred by Management due to Exhibitor's use or authorization of use of such music.

12. Lotteries/Contests. The operation of contests, sweepstakes, games of chance, or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only to the extent permitted by applicable law and upon prior written approval from Management.

13. Personnel and Attire. Management reserves the right to determine whether the character and/or attire of booth personnel is acceptable and in keeping with the best interests of

other exhibitors and the Exhibition. Further, Exhibitor expressly agrees that it will not, nor will its employees or representatives conduct official exhibitor functions in private rooms during business hours of the Exhibition.

14. Decoration. Management shall have full discretion and authority in the placement, arrangement, and appearance of all items displayed by Exhibitor, and may require the replacing, rearrangement, or redecorating of any item or of any booth, and no liability shall attach to Management for costs that Exhibitor may incur thereby. An Exhibitor building special background or side dividers must make certain that the surfaces of such dividers are finished so as not to be unsightly to exhibitors in adjoining booths (no logos, no graphics). If such surfaces remain unfinished at 5:00pm of the day before the opening day of the Exhibition, Management shall authorize the official decorator to effect the necessary finishing, and Exhibitor must pay all charges involved thereby. In addition, if Exhibitor has not started setting up any of its displays by 5:00pm of the day before the opening day of the Exhibition, Management reserves the right to have such displays installed at Exhibitor's expense. All exhibits shall be ready by the opening hour of the Exhibition. Management will not allow any noise or moving of exhibits after this time. No exhibit may be built or erected to exceed the height limitations as set by Management. Any Exhibitor whose booth exceeds the height limitation will be required at its own expense to alter the display in order to conform.

15. Obstruction of Aisles or Booths. Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby exhibitors' booths shall be suspended for any periods specified by Management.

16. Termination of Exhibition. In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Management under the License, of which these rules and regulations are a part, are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Management, this License and/or the Exhibition (or any part thereof) may be terminated by Management. Management shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of Management. If Management terminates this License and/or the Exhibition (or any part

thereof) as aforesaid, then Management may retain such part of Exhibitor's License fee as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. For purposes hereof, the phrase "cause or causes not reasonably within the control of Management" shall include, but not be limited to: fire; casualty; flood; epidemic; earthquake; explosion or accident; blockade embargo; inclement weather; governmental restraints; restraints or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment; local, State or Federal laws, ordinances, rules, orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or acts of God.

17. Resolution of Disputes. In the event of a dispute or disagreement between Exhibitor and an official contractor, or between Exhibitor and a Labor Union or Labor Union Representative, or between two or more exhibitors, all interpretations of the rules governing the Exhibition, actions, or decisions concerning this dispute or disagreement by Management intended to resolve the dispute or disagreement shall be binding on Exhibitor.

18. Receipt of Goods and Exhibits. All arriving goods and exhibits will be received at receiving areas designated by Management. All incoming goods and exhibits must be plainly marked and all charges prepaid.

19. Care and Removal of Exhibits. Management will maintain the cleanliness of all aisles. Exhibitor must, at its own expense, keep exhibits clean and in good order. All exhibits must remain fully intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit prior to the official closing hour of the Exhibition can result in a refusal by Management to accept or process exhibit space applications for subsequent exhibitions. Exhibits must be timely removed from the building. In the event Exhibitor fails to remove its exhibit in the allotted time, Management reserves the right, at Exhibitor's expense, to ship the exhibit through a carrier of Management's choosing or to place the exhibit in a storage warehouse subject to Exhibitor's disposition or to make such other disposition of the exhibit as it may deem desirable without any liability to Management.



## CONDITIONS OF PARTICIPATION

20. **Photography.** The photographic rights for the Exhibition are reserved to Management, and photography in the Exhibition required by Exhibitors can be carried out at moderate charges by the Official Photographers (as designated by Management) if desired. Exhibitors wishing to make their own arrangements for the photographing of their exhibit must apply to Management, whose permission shall not be unreasonably withheld.

21. **Insurance.** Exhibitor is advised to see that its regular company insurance includes extraterritorial coverage, and that it has its own theft, public liability, and property damage insurance. Additionally, Management shall be named as an additional insured on any General Liability insurance policy.

22. **Losses.** Management shall bear no responsibility for damage to Exhibitor's property, or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If its exhibit fails to arrive, Exhibitor is nevertheless responsible for exhibit space cost. Exhibitor is advised to insure against these risks.

23. **Amendment to Rules.** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Management. The Management shall have full power in the matter of interpretation, amendment and enforcement of all said rules and regulations.

24. **License Acceptance.** Deposit of your payment does not constitute acceptance of this License. This License shall not be binding until accepted by Management.

25. This License is non-assignable by Exhibitor. Any attempted assignment of this License shall be null and void and shall constitute a breach, resulting in cancellation.

26. **Interest and Collection Fees:** Exhibitor agrees to pay interest at a rate of 1% per month (12% per annum), or the maximum allowable by law, on all past due balances to Management. Exhibitor further agrees to pay any collection costs, including but not limited to, court costs, collection fees, and attorney's fees.

27. **Integration of License:** This License contains the entire agreement between Management and Exhibitor. It may not be orally modified. Only an agreement in writing signed by a duly authorized representative of the party against whom enforcement of any waiver or modification is sought will be enforceable.

28. **Forum Selection Clause:** This agreement is deemed to be entered into in the State of Texas and governed by the laws of the State of Texas without regard to conflict of law principles. Exhibitor consents to the jurisdiction of the

courts of the State of Texas for the resolution of any and all disputes and claims arising out of this License. Exhibitor waives any claims as to lack of personal or subject matter jurisdiction and agrees that it is subject to the jurisdiction of the State of Texas.

29. **Hotel Suites.** Operation of hotel suites for sales or entertainment purposes is strictly prohibited during the open hours of the exhibition.

30. **Sound Level.** Mechanical or electrical devices which produce sound must be operated so as not to disturb other exhibitors. Management reserves the right to determine the placement and acceptable sound level of all such devices.

31. **Offset.** Management shall have the right to set off against any amount which may be due to Management from Exhibitor, pursuant to this License or otherwise in connection with the Exhibition, any amounts owed to Management or its affiliates by Exhibitor or its affiliates for any reason. In addition, Management shall have the right to apply any amounts received from Exhibitor under this Agreement to any other amounts due to Management from Exhibitor or its affiliates.

32. **Admission.** Management shall have sole control over admission policies at all times.

33. **Exhibitor Conduct.** The distribution of any article that interferes with the activities of, or obstructs access to, neighboring booths, or that obstructs aisles, is prohibited. In no event shall Exhibitor use its booth to promote any other exhibition or conference. The Exhibitor shall conduct and operate its exhibit so as not to annoy, endanger or interfere with the rights of other exhibitors and visitors. Any practice resulting in complaints from any other exhibitor or any visitor which, in the opinion of Management, interferes with the right of others or exposes them to annoyance or danger, may in its sole discretion be prohibited by Management.

34. **Advertising.** All advertisements with signed insertion orders are non-cancelable and non-refundable. In the event of cancellation, Exhibitor shall be responsible for full payment. Management reserves the right to reallocate such advertising space at its discretion. All advertisements are subject to approval by Management. Management has the right to offer new products or positions throughout the show cycle that may not be listed on this License Agreement.

35. **Booth Service Package.** The Booth Service Package is being provided as a service to the exhibitor. Any property that is purchased or leased in order to provide such service is merely incidental to the rendering of such service to

the exhibitor. Thus, the provider of the service will incur all applicable sales and use taxes on such property when purchased or leased.

36. **Venue and Date Changes.** Management shall, at its sole discretion, be entitled to change the dates and/or the venue for the Exhibition upon written notice to the Exhibitor. Management shall not be liable for any costs, damages, fees or expenses of Exhibitor as a result of such changes in the Exhibition schedule or location. Additionally, Management reserves the right to relocate Exhibitor to a space within the Exhibition facility other than the space specified on page five. Management shall be entitled to retain any portion of Exhibitors License fee paid to date and said amount shall be applied to the Exhibition as though no change in dates or venue had occurred. Any remaining payments from Exhibitor shall be due in accordance with the agreed upon payment schedule for the Exhibition. In the event that Exhibitor should cancel participation, due to a change in date, venue or space assignment by Management, Exhibitor would be subject to liquidated damages as set forth above.

37. **Americans with Disabilities Act (ADA).** Exhibitors must be in full compliance of the Americans with Disabilities Act.





# CONDITIONS OF PARTICIPATION

## COMPANY INFORMATION

Company: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
**Twitter:** \_\_\_\_\_  
 Website: \_\_\_\_\_

## PRODUCTS TO BE DISPLAYED/SOLD


The person(s) signing this document expressly represents and warrants to Show Management that he or she is authorized by Company to execute this License Agreement. The person(s) also acknowledge that he or she has read and accepted the rules and regulations set forth on pages 2,3 and 4 of this License Agreement.

Name (please print): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**SHOW MANAGEMENT USE ONLY**

Booth Number: \_\_\_\_\_

Booth Dimensions: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Event Management: \_\_\_\_\_

Approved By: \_\_\_\_\_