

TEXAS' LARGEST POP CULTURE FESTIVAL

# CP COMICPALOOZA X

MAY  
25-27



**EXHIBITORS MANUAL**



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**MUST SIGN PAGE 21 AND BRING TO CHECK-IN  
TO RECEIVE YOUR BOOTH ASSIGNMENT**





## OVERVIEW

### Contact Information

Any questions should be directed to Manager Exhibitor Relations, Rheanna Whitman, the on-site contact for the event, by email at [exhibitors@comicpalooza.com](mailto:exhibitors@comicpalooza.com).

### Exhibit Hours

Thursday, May 24, 2018: 12:00 p.m. to 11:59 p.m. (Exhibitor move-in)

Friday, May 25, 2018: 6:00 a.m. to 11:00 a.m. (Exhibitor move-in)

Friday, May 25, 2018: 12:00 p.m. to 8:00 p.m. (11:30 a.m. entry for VIPs)

Saturday, May 26, 2018: 10:00 a.m. to 7:00 p.m. (9:30 a.m. entry for VIPs)

Sunday, May 27, 2018: 10:00 a.m. to 5:00 p.m. (9:30 a.m. entry for VIPs)

Sunday, May 27, 2018: 5:00 p.m. to 11:59 p.m. (Exhibitor move-out)

### Badges

Exhibitor badges will be available on the first floor of the George R. Brown Convention Center in the back of Hall B beginning at 12:00 p.m. on Thursday, May 24, 2018. Each Exhibitor licensing a booth for the event can receive two exhibitor badges. Additional badges may be purchased through Growtix (prior to May 24, 2018) at the cost of \$48.00 per badge. Subject to availability, additional or replacement exhibitor badges may be available onsite at the cost of \$60.00 per badge.

An exhibitor badge allows the holder of record to attend the event and sell merchandise within the confines of the exhibitor's assigned exhibit booth during operational Exhibit Hall hours. An exhibitor badge is required to access the exhibit floor during move-in, setup and move-out.

### Check-in

Exhibitors will be allowed entry at 12:00 p.m. on Thursday, May 24, 2018 through the back loading Dock Hall B. Exhibitors will be allowed entry at 6:00 a.m. on Friday, May 25, 2018 through the back loading Dock Hall B. Exhibitors must bring a print out of their confirmation from Growtix, or have ready access to the Growtix-issued QR confirmation code on their mobile device, in order to check in. Once checked-in, move-in may begin.

### Load-In and Load-Out Guidelines and Rules

Load-In will begin once the exhibitor has checked in and received their booth number and space. A new load in procedure will be followed this year and additional details will come out in a Load-In and Load-Out document the week of April 16, 2018.

### Parking

There is NO Parking behind the George R. Brown Convention Center. Paid parking is available for trailers and vehicles at a first come first serve basis at Astros Lot's A. Additional Information regarding parking will be sent out via email the week of April 16th, 2018.



## CODE OF CONDUCT

All attendees, exhibitors, talent, event staff, sponsors, volunteers, contractors, licensees, and invitees (collectively, “Attendees”) are required to observe and adhere to the following Code of Conduct at all times as a condition of their admission to the convention center and continued participation during Comicpalooza:

### **Behavior/Personal Conduct:**

Attendees must be courteous to and tolerant of all persons, respectful of the property of others, and abstain from conduct causing or likely to cause damage, harm or offense. Activity of any kind preventing free movement of other attendees, causing a nuisance, or otherwise disrupting Comicpalooza – such as throwing items, use of projectiles, fighting, assault, harassment, loud shouting/amplified sound, vulgarity, lewd conduct, and abusive profanity or behavior – is prohibited.

(See also Harassment)

### **Bladed/Pointed Weapons:**

Attendees in possession of a bladed weapon will not be allowed to enter the convention center. The term “bladed weapons” includes pointed weapons as well as knives, swords, daggers, switchblades, machetes, scissors, razor blades, needles, icepicks, axes, hatchets, chainsaws, saws, pickaxes, edged/pointed martial arts weapons, sickles, scythes, spears, pikes, polearms, halberds, arrows, throwing stars, caltrops, and other items featuring a sharpened edge or point.

Attendees who chose to purchase a weapon of any kind or type from a licensed exhibitor are prohibited from tampering with or removing security measures, such as zip ties, or removing such items from their sealed box or packaging.

### **Commercial Activity:**

Selling, offering for sale, promoting, soliciting, fundraising, distributing (novelties, samples,

literature, publications, flyers, cards, coupons, etc.), and all other commercial or charitable activities are prohibited, with the exception of licensed exhibitors during approved hours within their assigned exhibit booth. Guerrilla marketing and other unauthorized advertising or branding is prohibited. Market research, surveys, petitions, polling, or other information/signature-gathering activities are prohibited. No solicitation of tips or donations is allowed for any reason or cause.

### **Compliance with Law:**

Attendees must comply with all applicable laws, ordinances, rules, regulations, and orders of governmental authorities with regard to presence at the convention center and participation in Comicpalooza.

### **Cosplay/Costume Rules:**

As Comicpalooza is a family-friendly event, Attendees must ensure that their costumes are appropriate in all respects. Nudity, thongs, body paint/sheer material in lieu of appropriate clothing, and hate symbols (such as swastikas), are prohibited. Shoes must be worn at all times. Military, law enforcement, emergency medical personnel, government agent, or similarly themed costumes must be easily distinguishable from modern, official uniforms. Oversized costumes and props are discouraged and may be prohibited.

(See also Bladed/Pointed Weapons; Blunt Weapons; Firearms/Guns; Prohibited Items)

### **Cosplay Prop Inspections:**

All cosplay props/objects are subject to inspection prior to entry. Pre-entry inspections will be conducted on the 1st floor, near the Exhibit Hall doors in the Concourse of Hall C and on the 2nd floor, near the Fed-Ex Office. Approved Attendees will be issued a wristband and have their checked item physically tagged; any Attendee who removes their wristband or tag during the event will be required to leave and will not receive a refund. Cosplay props/objects must



be inspected in the same manner for EACH DAY of Comicpalooza prior to entry.

Fake or replica bladed/pointed/blunt weapons must be easily distinguishable from real weapons and be constructed from safe, lightweight material, such as plastic, rubber, foam, cardboard, or papier-mâché.

(See also Bladed/Pointed Weapons; Blunt Weapons; Firearms/Guns; Prohibited Items)

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(See also Bladed/Pointed Weapons; Blunt Weapons; Firearms/Guns; Prohibited Items)

### **Firearms/Guns:**

Possession of firearms – even if fake, replica, disabled, or inoperable – is prohibited. For purposes of this prohibition, the term “firearms” includes all items that are or appear to be guns, rifles, shotguns, Tasers, stun guns, ballistic knives, pepper spray, pellet guns, bb guns, paintball guns, dart guns, crossbows, blowguns, or any other device capable of expelling a projectile through a barrel or cylinder.

### **Food & Beverage:**

No outside food or beverage is allowed in the convention center. Concessions are available throughout the event premises and from several restaurants operating within the convention center.

### **Harassment:**

Harassment on the basis of gender, race, ethnicity, sexual orientation, disability, age, religion, disability, physical appearance, or other characteristic is prohibited. While an exhaustive list is impractical, harassment can take one or more of the following forms: Offensive behavior or verbal comments; vulgarity; lewd conduct; hate speech; threats or intimidation; assault; inappropriate physical contact; stalking; display of offensive images; non-consensual photography or recording; hate symbols; intentional disruption of sessions or other event activities; or unwelcome attention.

Attendees should report any observed, experienced, or otherwise apparent incident of harassment immediately to the nearest-available security or event personnel, or go directly to the information booth located in Exhibit Hall C of the main lobby.

(See also Behavior/Personal Conduct)

### **Pets/Animals:**

Pets and other animals are prohibited in the convention center, with the limited exception of trained service animals required because of a disability.

### **Prohibited Items:**

Skateboards; hoverboards; skates; rollerblades; bicycles; helium balloons; drones/UAVs; illegal narcotics; drug paraphernalia; confetti; firecrackers; explosives; bullets; ammunition; flammable liquids; incendiary devices; scooters/wheeled vehicles other than ADA mobility-assistance devices; handcarts; lasers; stilts;



luggage; roller bags; coolers; and other items likely to create a nuisance or cause injury or damage to persons or property (as determined by management) are not allowed in the convention center.

(See also Bladed/Pointed Weapons; Blunt Weapons; Firearms/Guns; Sleeping/Camping)

**Recording/Filming:**

Non-commercial photography and filming for personal use, including social media, is allowed only when it is not disruptive to the Event or movement of other attendees. Photography or recording of any kind or type is prohibited during panel discussions and other activities/events as determined by Management.

**Sleeping/Camping:**

Sleeping or camping is prohibited in the convention center. Possession of tents, sleeping bags and other camping equipment is prohibited.

**Smoking/Vaping/Tobacco:**

Smoking, vaping and use of smokeless tobacco products is prohibited throughout the convention center.

**Use of Image:**

Attendees acknowledge that they will, and expressly consent to be, filmed, photographed or otherwise recorded as a condition of attendance during Comicpalooza. By entering the event premises, each Attendee relinquishes any reasonable expectation of privacy and grants to Comicpalooza LLC an irrevocable, royalty and attribution-free right to use, publish and otherwise exploit (and allow others to use and otherwise exploit) any photograph, motion picture, image, recording, or any other record of attendance during Comicpalooza, in whole or in part, in perpetuity throughout the universe, in all media and means, now known or hereafter developed or discovered, for any promotional or other commercial purpose.

**Violation:**

Any violation of this Code of Conduct, as determined by event management in its sole direction, is grounds for immediate removal from the event premises and the convention center, whether observed personally by event staff or reported by a third party. Management may, but shall have no obligation to, allow an offending Attendee the opportunity to immediately correct their behavior before requiring their removal. Any Attendee removed from the event will not receive a refund or be allowed to reenter the convention center.

**Weapons:**

(See Bladed/Pointed Weapons; Blunt Weapons; Firearms/Guns; Prohibited Items)



## 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







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, LEVY RESTAURANTS INC., 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 LEVY RESTAURANTS INC.
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.



# F R E E M A N

Welcome to Freeman Online

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 **May 4, 2018**.

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=451895&referer=s>



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: ( ) -

**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></p> <p>Connection speeds of 3Mbps and up</p> <p><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>Broadband Wired Internet No Wired or Wireless Routers</b></p> <p>Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Internet Applications</li> <li>• Social Media</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Private IP Address</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\*\*\***

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
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>					
3. Internet Equipment & Labor					
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	
4. Voice Services: PBX Service – Domestic LD Included					
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	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)					
<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>		
<b>Make Checks Payable to SMART CITY NETWORKS</b> Send Completed Orders with Payment To: 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>		
<b>Effective January 1, 2018 – December 31, 2018</b>		<b>Customer No: 2018 – 001 -</b>			

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT



# Network Security Declaration

Center: **George R Brown CC (001) - TX**

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2018 - 001 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: Norton McAfee Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? Yes No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001





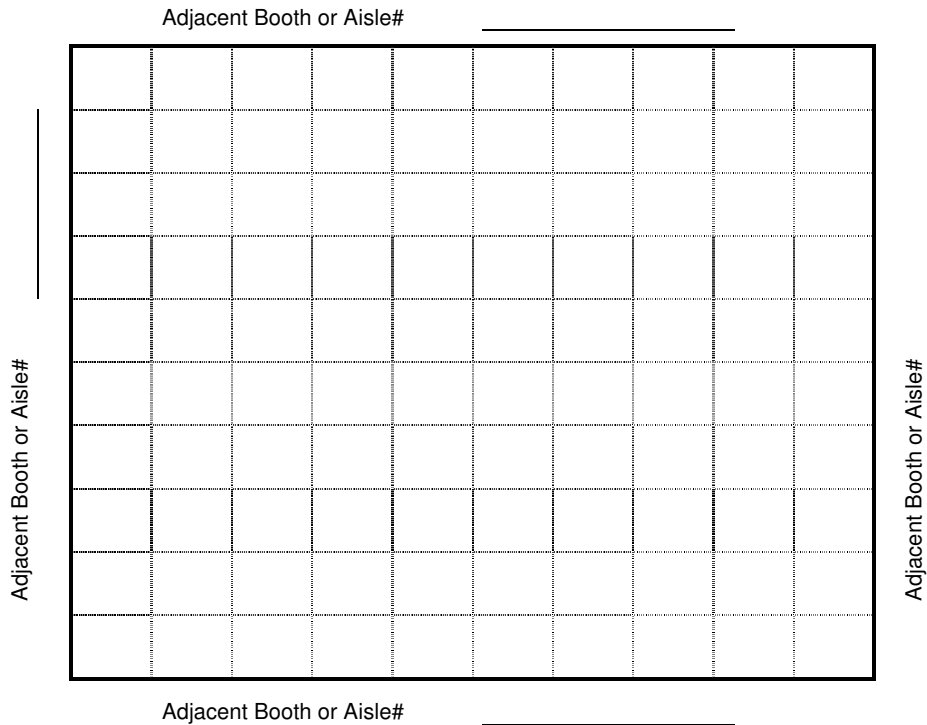


# Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX      Company Name: \_\_\_\_\_  
 Show: \_\_\_\_\_      Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2018 – 001 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_ . **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

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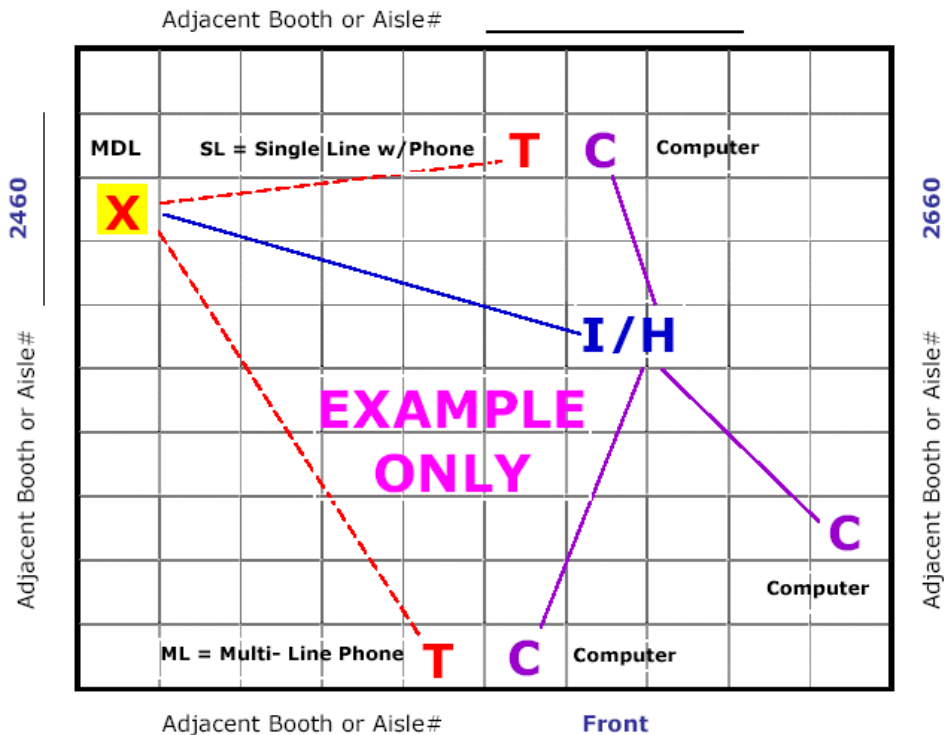
# Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2018 – 001 – XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

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**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.





ELECTRICAL SERVICE CONTRACT

SMART CITY ELECTRIC, INC.  
GRB Convention Center, Houston, TX  
888-446-6911 (Phone)  
702-943-6001 (FAX) [csr@smarcity.com](mailto:csr@smarcity.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: ( ) -
<b>Print Authorized Name Accepting Terms &amp; Conditions:</b>	<b>Authorized Signature Accepting Terms &amp; Conditions:</b>

**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) Includes Labor and Material						Flood Lights on Stand- Includes Labor and Material					
Watts	Discount	Standard	Qty	Total	Internal	Configuration	Discount	Standard	Qty	Total	Internal
500	\$ 105	\$ 137	_____	= \$ _____	500-WATT	150 Watt, 1spot	\$ 65	\$ 88	_____	= \$ _____	FLOOD-1
1000	\$ 127	\$ 165	_____	= \$ _____	1000-WATT	150 Watt, 2spot	\$ 70	\$ 95	_____	= \$ _____	FLOOD-2
1500	\$ 138	\$ 179	_____	= \$ _____	1500-WATT	300 Watt, 1spot	\$ 80	\$ 108	_____	= \$ _____	FLOOD-3
2000	\$ 149	\$ 194	_____	= \$ _____	2000-WATT	300 Watt, 2spot	\$ 85	\$ 115	_____	= \$ _____	FLOOD-4

A separate outlet must be ordered for each location.

**120/208/480 Volt Service (Includes Labor and Material for floorplan location)**

Amps	120 Volt		Qty	208 Volt 1phase		Qty	208 Volt 3phase		Qty	480 Volt 3phase		Qty	Total
	Discount	Standard		Discount	Standard		Discount	Standard		Discount	Standard		
15	\$ 149	\$ 194	_____	\$ 266	\$ 346	_____	\$ 360	\$ 468	_____	\$ 660	\$ 858	_____	\$ _____
20	\$ 177	\$ 230	_____	\$ 361	\$ 469	_____	\$ 476	\$ 619	_____	\$ 844	\$ 1097	_____	\$ _____
30			_____	\$ 549	\$ 714	_____	\$ 813	\$ 1057	_____	\$ 1879	\$ 2443	_____	\$ _____
60			_____	\$ 813	\$ 1057	_____	\$ 1239	\$ 1611	_____	\$ 2972	\$ 3864	_____	\$ _____
100			_____	\$ 1197	\$ 1556	_____	\$ 1733	\$ 2253	_____	\$ 4380	\$ 5694	_____	\$ _____
150			_____	\$ 1428	\$ 1856	_____	\$ 2301	\$ 2991	_____	\$ 5770	\$ 7501	_____	\$ _____
200			_____			_____			_____			_____	\$ _____

Power strips, additional extensions cords & Nema plugs available for additional cost. (CALL 888-446-6911 for Quote)

Special Quote – Attachment A or SOW (if applicable) – (CALL 888-446-6911 for Quote)

**IMPORTANT PLEASE READ: 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: Includes Labor and Material for each service located on the floor plan.**

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 [Flood Lights]	: \$ _____
<b>e. Grand Total Of Order Due ( a + b + c ) :</b>	<b>\$ _____</b>

**Floor Plan Details**  
Select booth details below

**Booth Type**  
Island  Inline

**Placement**  
Standard  Floorplan

All services include (1) extension cord. Please submit a valid floor plan. Inline booths include placement of center rear.

For Smart City Electric, Inc. Use	Type of Service:	Customer No.
Special Instructions:		
Floor Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	CSR:	Date: / /
<b>ORDER ON LINE:</b> <a href="https://orders.smartcitynetworks.com/center.aspx?center=001">https://orders.smartcitynetworks.com/center.aspx?center=001</a>		
Form Effective December 1, 2017 – December 31, 2018		



GRB-Electric Svc

## TERMS AND CONDITIONS

- Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply.
- Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
- Straight time labor for an electrician is \$90.00 per hour. There is a one half hour minimum charge.
- Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
- Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
- Supervision time will be charged at the rate of one half hour for each four hours of labor.
- Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
- Mail order with check to address listed above.
- Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
- Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
- The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
- CANCELLATION** - There is a minimum \$50.00 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material and/or engineering costs. Some services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.
- Prices are based upon current rates and are subject to change without notice.

### IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

- All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
- 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
- SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
- All electrical cords must be the three-wire, grounded type.** All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Each motor of 1 HP or over must be equipped with a fusible switch.

#### Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
120 1Ø	20	30	30	45	-	-	-	-	-	-	-	-	-
208 1Ø	15	15	20	30	45	60	85	-	-	-	-	-	-
208 3Ø	15	15	15	20	30	45	60	60	100	100	-	-	-
480 3Ø	15	15	15	15	15	20	30	30	45	60	60	85	100

### MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

#### Complete and Return To

SMART CITY ELECTRIC, INC.  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://orders.smartcitynetworks.com/center.aspx?center=001>





**PLEASE SIGN AND RETURN THE FOLLOWING WHEN YOU CHECK IN TO GET YOUR BOOTH ASSIGNMENT ON THURSDAY, MAY 24, 2018. YOU WILL CHECK IN AT THE BACK OF HALL B.**

**THERE IS NO NEED TO EMAIL US THIS FORM AHEAD OF TIME.**



**Defined Terms.** As used in these Exhibitor Contract Terms, the following terms have the meanings set forth below:

- (1) “Event” shall mean Comicpalooza 2018, to be held May 25-27, 2018 in Houston, Texas.
- (2) “Exhibit Booth” shall mean the portion of the exhibit area of the Event licensed by Management to Exhibitor.
- (3) “Exhibitor” shall mean the person or entity to whom the Exhibit Booth is licensed and its employees, agents, contractors, licensees, and invitees.
- (4) “Facility” shall mean the George R. Brown Convention Center in Houston, Texas.
- (5) “Management” shall mean Comicpalooza LLC, its sole member, authorized agents, successors, and assigns.

### **OPERATIONAL CONDITIONS**

**Supervision/Control.** Exhibitor shall at all times during its occupancy of the Exhibit Booth provide continuous supervision and maintain strict control of its employees, agents, contractors, and invitees while the same are at or about the Facility. Exhibitor shall be held liable for acts and omissions of its employees, agents, contractors, invitees, and other persons or entities performing services for, or on behalf of, Exhibitor.

**Exhibitor Services.** Exhibitor must contract in its own name and timely pay all fees and charges to the appropriate exclusive-service contractor for any of the following services required by Exhibitor:

- (1) Food, beverage and catering services, and advanced permission for sampling.
- (2) Telecommunications, including voice, data and network services.
- (3) Temporary utilities, including electrical, compressed air, water and drainage services.
- (4) Exhibit booth cleaning.
- (5) Rigging and hanging of signs, flown equipment, etc.

**Other Services.** Should Exhibitor require a service not provided by such exclusive-service contractors, such as audio-visual equipment rental, then Exhibitor shall promptly notify Management; use of any other service contractor must be reviewed in advance and shall be subject to approval by Management, which may be withheld.

**Badges.** Exhibitor personnel shall wear their non-transferrable Management-issued badge at all times when in the Facility.

**Move-in/Move-out.** All move-in and move-out of exhibits, displays, merchandise, prod-

ucts, freight, and other goods must occur during Management-approved date and times and utilize Management-designated loading docks, freight doors and freight elevators only. The main lobbies, side doors, escalators and passenger elevators at the Facility shall not be used for such purposes. All vehicles, forklifts, and heavy equipment shall be removed from the Facility at least one hour before the Event is opened to attendees.

**Damage Prevention.** No holes may be drilled, cored or punched into walls, floors, or any other part of the Facility. Use of nails and tacks on Facility walls is prohibited. Painting or finishing of signs, displays or other objects is prohibited at the Facility, and Exhibitor shall not apply paint, lacquer, adhesives, or other coating to any Facility surface. Hazardous materials, including biohazards, are strictly prohibited. Vehicles, golf carts, Cushman utility carts, Segways, forklifts, boom lifts, scissor lifts, pallet jacks, platform trucks, carts, dollies/hand trucks, and objects over 100 pounds are prohibited on carpeted areas of the Facility. No tape of any kind shall be permitted on any permanently carpeted or painted areas or be affixed to any permanent feature of the Facility.

**Signage/Advertising.** Only the name of the Exhibitor may be placed on the booth or in the printed list of exhibitors of the Event. No Exhibitor or third-party advertising shall be allowed to extend beyond the Exhibit Booth, or be visible from the back or side rails of such space. In no event shall Exhibitor use its Exhibit Booth to promote any other event, convention, meeting, or conference in any manner.

**Vehicle Displays.** The display or presence of an automobile, truck, motorcycle, or other motorized vehicle requires the prior written approval of Management, which may be withheld. Vehicle displays require a permit from the Houston Fire Department, the cost of which shall be the sole responsibility of Exhibitor. For approved displays, fuel in the tanks of display vehicles shall not exceed the lesser of ¼ of their capacity or 5 gallons of fuel; all display vehicle gas caps shall be taped or locked; and the battery must be disconnected while any vehicle is on display.

**Occupancy.** Exhibitor covenants that the Exhibit Booth shall be occupied and staffed by Exhibitor personnel continuously throughout the time the event is open to attendees.

**Permitted Use.** Exhibitor shall ensure that its Exhibit Booth is prepared in all respects for the opening of the Event to attendees and remains open throughout the Event hours. No Exhibitor shall change and/or add to the products and services to be sold, displayed or promoted without the prior written consent of Management, which may be withheld. Exhibitors in “Artist

Alley” are allowed to sell original artwork and limited edition prints of original works only; offering commercially-produced items of any kind in such area is prohibited. Exhibitor shall not begin to dismantle its Exhibit Booth or commence packing until the Event is closed to attendees. Exhibitor activity shall be restricted to the Exhibit Booth; Exhibitor shall not sell, solicit, or distribute merchandise, novelties, brochures, or other items outside of the assigned Exhibit Booth. Exhibitor agrees that any inappropriate Exhibit Booth activity or content (as determined by Management) shall be halted or removed immediately upon demand.

**Appearance/Attire.** Management reserves the right, in its sole and absolute discretion, to determine whether the character, appearance and attire of Exhibitor’s personnel is acceptable and in keeping with the best interests of other exhibitors and the Event.

**Exhibitor Conduct.** Exhibitor, including its employees, agents, and contractors, shall be courteous and respectful to all persons throughout the Event. Distribution of any item that interferes with the activities of, or obstructs access to, neighboring booths, or that obstructs aisles, is prohibited. Exhibitor shall occupy its Exhibit Booth and conduct business so as not to annoy, endanger or interfere with the rights of other exhibitors or Event attendees. Throwing items, use of projectiles, fighting, assault, harassment, loud shouting/amplified sound, vulgarity, lewd conduct, and abusive profanity or behavior (all as determined by Management) is prohibited.

**Displays.** Exhibitor shall immediately make any adjustment or modification to the appearance or placement of any item(s) displayed by Exhibitor, whether offered for sale or not, as deemed necessary by Management in its sole discretion. Any costs incurred due to such adjustment or modification shall be the responsibility of Exhibitor. Exhibitor shall keep its Exhibit Booth clean, neat and aesthetically pleasing in appearance at all times.

**Nuisance.** Displays, exhibits or activities of any kind obstructing aisles, preventing free access to adjacent exhibit booths, or otherwise causing a nuisance to exhibitors/attendees or disrupting the Event (all as determined by Management) are prohibited.

**Counterfeit Goods.** Exhibitor covenants it shall not use the Exhibit Booth for the display, sale, storage, or distribution of any product or merchandise that is or appears to be (as determined by Management) a counterfeit, knockoff, imitation, bootleg, lookalike, replica, facsimile of, or in any manner an infringement upon any trademarked or copyrighted product or merchandise of any third party. (See also Copyright/Use of Creative Works)



**Pornography/Graphic Content.** Display, sale, storage, or distribution of pornography, adult novelties, or other vulgar, graphic, or discriminatory items, content or materials (as determined by Management) is prohibited.

**Guns/Firearms/Explosives.** Possession, display, sale, storage, or distribution of firearms, ammunition, bullets, bump stocks, silencers, Tasers, stun guns, gunpowder, explosives, and incendiary devices is prohibited – even if fake, disabled, or inoperable. For purposes of this prohibition, the term “firearms” includes guns, rifles, shotguns, ballistic knives, pepper spray, pellet guns, bb guns, paintball guns, dart guns, crossbows, blowguns, or any other device capable of expelling a projectile through a barrel or cylinder.

**Bladed/Pointed/Blunt Weapons.** Display and sale of bladed weapons and blunt weapons is allowed on a limited basis subject to strict compliance by Exhibitor with the conditions of this section. Any bladed, pointed or blunt weapon offered for sale or otherwise displayed must be in a secured case/cabinet or safety-banded with zip ties. Prior to agreeing to sell any bladed, pointed or blunt weapon to anyone during the Event, Exhibitor shall ensure that (i) the prospective buyer is at least 18 years of age; (ii) the purchased weapon is secured in a sealed box or, when appropriate, safety-banded with zip ties (e.g., sheaths, scabbards); and (iii) the buyer explicitly instructed by Exhibitor that weapons cannot be used, brandished, wielded, or openly-carried in the Facility. The term “bladed weapons” includes pointed weapons as well as knives, swords, daggers, switchblades, machetes, scissors, razor blades, needles, icepicks, axes, hatchets, chainsaws, saws, pickaxes, edged/pointed martial arts weapons, sickles, scythes, spears, pikes, polearms, halberds, arrows, throwing stars, caltrops, and other items featuring a sharpened edge or point. The term “blunt weapons” includes bats, clubs, maces, mallets, hammers, paddles, golf clubs, brass knuckles, non-edged/pointed martial arts weapons, and other melee weapons and items capable of causing blunt trauma.

**Smoking/Vaping/Paraphernalia.** Display, sale, storage, or distribution of cigarettes, cigars, tobacco, smokeless tobacco, vaping devices/supplies, and actual or apparent drug paraphernalia (as determined by Management) is prohibited. Smoking and vaping are prohibited throughout the Facility.

**Sound Level.** Mechanical, electrical or other devices that produce sound shall be operated at moderate levels (as determined by Management) so as not to disturb other exhibitors or

Event attendees. Management reserves the right to determine the placement and establish an acceptable sound level for any such device.

**Copyright/Use of Creative Works.** 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. Exhibitor acknowledges that artistic works and any live or recorded music used in any manner by or on behalf of Exhibitor must be licensed from the appropriate copyright owner or their agent.

**Animals/Pets.** Pets and other animals are prohibited in the Facility, with the limited exception of trained service animals required because of a disability. Live animal displays or exhibitions of any kind are prohibited.

**Fire Safety.** All applicable fire and safety laws and regulations must be strictly observed by Exhibitor. All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant to the satisfaction of the City of Houston Fire Marshal. Use of flammable compressed gas cylinders is prohibited; non-flammable compressed gas cylinders must be secured to prevent toppling. No portion of the entrances, exits, corridors, passageways, halls, lobbies, stairways, escalators, aisles, driveways, sidewalks, ramps or other common areas shall be obstructed or used for any other purpose than ingress and egress. Exit signs and fire detection/suppression systems, such as sprinklers and firehose cabinets, shall remain visible and unobstructed at all times.

**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. Exhibitor shall arrange and secure any cables, wires or cords to prevent trip hazards or physical damage

**Return of Exhibit Booth.** During the move-out time scheduled by Management, Exhibitor shall (i) remove from the Exhibit Booth and Facility all of Exhibitor’s merchandise, displays, goods, items, effects, and other personal property, and (ii) peaceably surrender the Exhibit Booth to Management in good order, repair and condition, damage by ordinary wear and tear excepted. Exhibitor agrees that any such personal property remaining within the Exhibit Booth or Facility after expiration of the scheduled move-out time is conclusively deemed to be abandoned by Exhibitor and shall be the property of Management. Exhibi-

tor waives its rights, if any, under any statutes or other legal doctrines requiring Management to remove, store, return, or auction such property; Management may dispose of such property as it sees fit, free of any claims of Exhibitor or any person or entity claiming through Exhibitor.

### **LEGAL CONDITIONS**

**Compliance with Law.** Exhibitor shall observe and strictly comply with all applicable laws, ordinances, rules, regulations, and orders of governmental authorities with regard to its presence at the Facility and participation in the Event, including use and occupancy of the Exhibit Booth.

**Licenses/Permits.** In the event there are any licenses, or permits required by and any governmental agency or authority with respect to the type of activity carried on by Exhibitor or in connection with use of the Exhibit Booth, Exhibitor shall be responsible for obtaining such licenses, authorizations and permits at its sole cost and expense.

**Sales Tax.** Exhibitors are solely responsible for collecting and remitting sales tax on any items sold during the Event and obtaining the required tax permit (See <https://comptroller.texas.gov/taxes/permit/>). Exhibitors are cautioned that tax officials are known to frequent conventions and tradeshow; any form of non-compliance with applicable tax law and regulation is at the sole risk and peril of Exhibitor.

**Event Listing/Promotional Materials.** Exhibitor grants Management 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) in connection with the Event. Management 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 Management shall have the right to film, photograph and records images of Exhibitor, its Exhibit Booth, displays, exhibits and personnel during, before or after the open hours of the Event and use such photographs for any promotional purpose.

**Default.** Exhibitor shall be in default if Exhibitor (i) fails to observe any term, condition or covenant in these Exhibitor Contract Terms; (ii) fails to perform timely any action to be performed by Exhibitor hereunder; (iii) fails to pay any amount owed to Management or its contractors; (iv) becomes bankrupt or insolvent; (v) makes an assignment for the benefit of creditors; (vi) fails to occupy the Exhibit Booth; or (vii) abandons the Exhibit Booth. If Exhibit is in default, then Management shall have the right, without foregoing any other legal remedies, to terminate Exhibitor’s





license to occupy the Exhibit Booth immediately upon notice to Exhibitor and cause Exhibitor's personnel and property to be removed from the Facility at no expense to Management. Management may, but shall have no obligation to, allow Exhibitor a limited opportunity to cure.

**Theft/Loss.** Exhibitor is solely responsible for protecting and securing its merchandise, cash, equipment, electronic devices, and other items or property of any kind or type. Exhibitor acknowledges that the purpose of security personnel engaged by Management and present during the Event is to observe and report to Management. Neither Management nor the Facility operator shall be liable for any damage to or loss of any personal property due to theft, disappearance, pilferage, vandalism, accident, or any other cause, as Exhibitor assumes sole liability for any damage or loss sustained in connection with any such cause.

**Insurance.** Exhibitor is expected to maintain a comprehensive general liability insurance policy with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate. Such policy shall name Management, Greater Houston Convention and Visitors Bureau, Houston First Corporation, and the City of Houston, Texas as additional insureds, and include an endorsement waiving any claim or right of subrogation. Management does not and shall not maintain insurance for the benefit of Exhibitor or its property.

**Indemnification.** EXHIBITOR AGREES TO AND SHALL RELEASE, DEFEND, INDEMNIFY, AND HOLD MANAGEMENT, GREATER HOUSTON CONVENTION AND VISITORS BUREAU, HOUSTON FIRST CORPORATION AND THE CITY OF HOUSTON, TEXAS (COLLECTIVELY, "INDEMNITEES") HARMLESS FROM AND AGAINST ANY ACTUAL OR ALLEGED INJURY, DEATH, DAMAGE, OR OTHER LOSS TO PERSONS OR PROPERTY IN CONNECTION WITH ANY CLAIM, DEMAND, FINE, LAWSUIT, JUDGMENT, OR OTHER ACTION ARISING OUT OF (I) USE OR OCCUPANCY OF THE EXHIBIT BOOTH (INCLUDING, BUT NOT LIMITED TO, SETUP, INSTALLATION, AND REMOVAL), (II) THE NEGLIGENCE OR WILLFUL MISCONDUCT OF EXHIBITOR, OR AN EMPLOYEE, AGENT, CONTRACTOR, LICENSEE, OR INVITEE OF EXHIBITOR – EVEN IF CAUSED IN PART BY THE NEGLIGENCE OF THE INDEMNITEES; OR (III) ANY DEFAULT BY EXHIBITOR UNDER THESE EXHIBITOR CONTRACT TERMS.

**Limitation of Liability.** In no event will Management be liable to Exhibitor for any consequential, incidental, indirect, exemplary, special, or punitive damages (including lost revenue or profit) arising out of breach of contract, tort (including negligence), or otherwise, regardless of whether such damages were foreseeable and whether or not Management had been advised of the possibility of such damages. EXHIBITOR'S AGGREGATE REMEDIES FOR ANY CLAIM, LOSS, DAMAGE, INJURY, OR OTHER CAUSE OF ACTION ARISING OUT OF THE EVENT SHALL BE LIMITED TO THE AMOUNT OF FEES PAID BY EXHIBITOR TO MANAGEMENT FOR THE EXHIBIT BOOTH.

**Force Majeure/Unavailability.** If the Exhibit Booth licensed to Exhibitor is unavailable due to severe weather, fire, flooding, Facility damage or disrepair, utility disruption, or the occurrence of any other condition beyond the direct control of Management (even if caused in part by the negligence of Management), then Exhibitor's sole remedy shall be, at the option of Management, relocation of the Exhibit Booth to an alternative location in the Facility or a refund of the fee paid by Exhibitor to Management for the Exhibit Booth. Management shall not be liable for responsible for any delays, damages, loss, increased costs, lost profits, or other unfavorable circumstances arising due to the occurrence of any such condition.

**Right of Removal.** Admission to the Event shall be controlled exclusively by Management. Exhibitor acknowledges that Management reserves the right to remove from the Event and eject from the Facility any individual for violation (as determined by Management in its discretion) of these Exhibitor Contract Terms, the Code of Conduct for the Event, or applicable law, rule, regulation, or policy.

**Assignment/Sublicensing.** Exhibitor shall not assign its agreement with Management in whole or in part, nor shall Exhibitor sublicense, sublet or transfer any interest in the Exhibit Booth. Exhibitor shall ensure that the Exhibit Booth is not used by any third party to conduct business or otherwise. Management may assign its agreement with Exhibitor at any time without prior notice.

**Fees Non-Refundable.** All amounts paid by Exhibitor to Management to participate in the Event, including fees for use and occupancy of the Exhibit Booth, are and shall be non-refundable. Exhibit space is non-cancellable by Exhibitor; Exhibit Booth fees are earned by Management, and shall not be prorated or abate, if Exhibitor does not use some or all of the Exhibit Booth, arrives late or leaves early, or is not present for the Event for any reason.

**Governing Law/Venue.** Any claims or disputes between Exhibitor and Management shall be

brought in a court of competent jurisdiction in Harris County, Texas and governed by the laws of the State of Texas without regard to conflict of law principles. Exhibitor hereby consents to the jurisdiction of such courts and irrevocably waives any claims or objections regarding lack of personal or subject matter jurisdiction.

**Waiver.** Neither course of dealing, nor any failure to exercise, nor any delay in exercising any right, power or privilege hereunder shall operate as a waiver thereof.

**Survival/Severability.** Exhibitor shall remain obligated to Management and the other Indemnitees under all clauses herein that expressly or by implication survive the conclusion of the Event and acceptance of fees from Exhibitor. If any provision herein found by a court to be invalid, illegal or unenforceable under applicable law, then the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby and shall continue in full force and effect.

**Notices.** All notices hereunder shall be in writing and shall be deemed received when received or, if earlier, on the third day following deposit with USPS (by registered or certified mail, return receipt requested) or national overnight express delivery service. Notice to Exhibitor may, alternatively, be delivered by hand to the Exhibit Booth to the person apparently (as determined by Management) in charge thereof.

**Independent Contractor.** The relationship of Management to Exhibitor shall be that of an independent contractor; no principal/agent, partnership, joint venture, employment, joint employer, or other relationship is created or intended hereby.

**Order of Control.** These Exhibitor Terms and Conditions supersede and control over all previous or contemporaneous negotiations, arrangements, agreements or understandings, if any, between Management and Exhibitor with respect to the subject matter hereof. No amendment or modification hereof shall be valid unless approved in writing by Management.

**Code of Conduct.** The Code of Conduct for the Event is made a part hereof for all purposes by this reference.

**Unaddressed Matters/Interpretation.** Exhibitor agrees that any matter not specifically addressed under these Exhibitor Contract Terms or applicable law shall be subject solely to the decision of Management. Management reserves and shall have full power and authority regarding interpretation and enforcement of these Exhibitor Contract Terms. These Exhibitor Contract Terms may be amended, revised or supplemented at the sole option of Management, to be effective immediately upon notice to Exhibitor.





COMPANY INFORMATION:

COMPANY NAME:	<b>PRODUCTS TO BE DISPLAYED/ SOLD</b>
ADDRESS:	
CITY:	
STATE:	
POSTAL CODE:	
CONTACT NAME:	
CONTACT PHONE:	
EMAIL:	
FACEBOOK:	
TWITTER:	
WEBSITE URL:	

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 Code of Conduct set forth on pages 4-6 and Exhibitor Contract Terms set forth on pages 17-21 of this License Agreement.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CP EXHIBITOR RELATIONS MANAGEMENT ONLY:

BOOTH NUMBER: _____	COLLECTED BY: _____
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