

TABA 2024 Fall Conference

Exhibitor Contract

Texas Association of Benefit Administrators, referred to as “TABA” and the undersigned company, referred to as “Exhibitor” and The Houston Marriott Sugar Land, referred to hereinafter as “Hotel” agree as follows:

1. Exhibit Fees are payable upon return of signed contract. Signed contract and payment must be received to guarantee exhibit space for the 2024 Fall Conference. Space will be assigned by the date payment & contract are received.
2. TABA will provide exhibit space and facilities as described in accordance with items 3 -9 below.
3. Your booth includes a 6 ft. table with two chairs. Due to extremely limited space, only Tabletop Exhibits will be allowed. If your booth exceeds a 6’ tabletop, you will be charged for two booth spaces. You are responsible for notifying the hotel about any shipments you will make to the hotel with credit card information for any extra services or for receiving packages.

Shipping & Receiving: Boxes/packages may be sent for arrival a maximum of 72 hours prior to group arrival. **All** boxes must be marked with your **Company’s name** and **Hold for TABA Conference 04/08/2024**. Hotel will not be responsible for any damages or loss to any packages or boxes. *See Hotel Shipping Information document for details.*

Hotel will assist in the return of packages, but will not assume any responsibility of shipping costs or delivery. Items must be packaged and labeled by the Exhibitor for return.

There is a separate document with Hotel shipping information and instructions on requesting any additional items you may need or your booth space.

Explain any special needs for your display:

Describe your company’s Services/Products and Display Items:

4. Exhibitors are limited to products and services used by and useful to Professional Benefit Administrators. The Exhibits Manager will make the final determination as to whether this criterion is met.

5. Exhibitor may cancel this agreement in writing prior to March 26, 2024 and receive a refund less a \$50 administrative processing fee or credit toward the next conference. No refunds will be made for cancellation after this date.

6. Neither the Hotel, nor TABA, shall be liable to the Exhibitor for any damage to, destruction or loss of an exhibit or property of the Exhibitor by fire or other casualty, whether caused by the negligence of the Hotel, TABA, their officers, agent's staff, employees or otherwise. The Exhibitor waives all claims for such losses, and Exhibitor shall indemnify and hold the Hotel and the TABA harmless from such claims.

7. Exhibitors and/or their agents shall not injure or deface the walls or carpets or the equipment or the booths provided. Exhibitors are forbidden to drive tacks, tape, nails or screws into the walls or woodwork in the exhibit area. Should such damage occur, the Exhibitor is liable to the owner of the property damaged.

8. TABA reserves the right to refuse any exhibit or Exhibitor and further reserves the right to close down any exhibit or Exhibitor for breach of this agreement, or for cause. In the event that an exhibit is closed down, TABA's liability is limited to the refund of contracted and paid space.

9. Exhibitor declares the value of this Exhibit at: \$_____. Exhibitor declares the weight of this exhibit is: _____ and stays within the size requirements. _____ (*initial*)

Please type or print:

I, the undersigned, have read all of the above and will abide by the same:

Representative's Name: _____

Company: _____

Signature of Representative: _____

Date: _____

Return form to info@tabatpa.org. Both payment and signed exhibitor contract are needed to secure your company's exhibit booth.

Contact Hotel directly for anything extra you will need for your booth space (electrical outlet, extra chairs or to rent AV equipment). Inspire is the AV company at the Hotel and the Director of Event Technology is Chad Potter, chadp@inspiresolutions.com, 281-275-5975.