



STANDARDS AND POLICIES FOR EXHIBITING Great Ideas 2025

Thank you for your interest in Great Ideas 2025. TCASE strives to create an environment that is comfortable, productive and positive for everyone who participates. Please read this document in its entirety and return a signed and initialed copy via DocuSign to TCASE. Exhibitors will not be allowed to set up until signed policies are received.

Please initial next to each section and sign the agreement.

PRIZE DRAWINGS:

Exhibitors may award prizes at their booth or suite during expo hours, however any such prizes **cannot** be limited to those who are present at the time of the drawing. TCASE will assist with the process of notifying prize winners during the expo hours; however, TCASE is not responsible for individual exhibitor prizes. **Due to purchasing rules and regulations, prizes should not exceed \$50 in value.**

Instructions for Announcing Winners: Please bring a completed prize voucher form that is included in your exhibitor packet to the TCASE registration and TCASE will assist with announcing the winner through the convention app. All winners must be announced using this process. Shouting, yelling and other methods deemed to be disruptive to other exhibitors to announce winners are not allowed.

REASONABLE STANDARD OF CONDUCT:

Exhibitors must maintain professionalism at all times. Offensive behavior, inappropriate dress, and excessively loud or disruptive activities are prohibited. Approval is required for activities involving non-employees such as entertainers, authors, etc.

Exhibiting companies failing to follow reasonable standard of conduct may be removed from the event without refund and/or barred from future TCASE events.

SOUND AND NOISE POLICY:

Sound amplification or public address systems are not allowed in the exhibit hall. Noise should not disturb neighboring exhibits.

FOOD & BEVERAGE REGULATIONS:

All food and beverage served and distributed from a booth/suite or consumed in any public meeting space at the JW Marriott must be ordered from the Hotel*. Please contact Ginger Meyners (ginger@tcase.org), Associate Director, or Kristin Graham (kristing@tcase.org), to inquire about the possibility of food service in the expo hall/suites or about hosting a private event in the hotel.

*Including exhibitor staff lunches.

FIRE REGULATIONS:

Flammable materials are prohibited in the booth and electrical wiring must conform to the National Electric Code Safety rules. Each exhibiting company must comply with local fire regulations.

SPACING OF COMPETITORS:

TCASE cannot guarantee competitor separation. Considerations for priority booth/suite placement are based on the

exhibiting company's relationship to TCASE including, but not limited to, sponsorship, membership and tenure of exhibiting at TCASE events. Exhibitor agrees to accept the booth(s) selected by their own representative. **Since placement is not confirmed until booths are fully paid, changes can occur.**

___ BOOTH CANCELLATION:

All exhibit space cancellations must be submitted by email to Kristin Graham (kristing@tcase.org) or Ginger Meyners (ginger@tcase.org).

Cancellations received on or before **January 6, 2025** will be refunded at 50% of the total booth fee, unless other agreements are made by TCASE. Refund policy applies to deposits as well as to full payments. No refunds will be granted for space cancelled after **January 6, 2025**.

Booth space reductions will be treated the same as cancellations.

___ HOTEL ROOM BLOCK:

Each registered exhibiting company will receive information to make hotel reservations. **Hotel reservations made as part of the Great Ideas 2025 block are exclusively for individuals who are exhibiting, sponsoring, speaking or attending the convention. If exhibitor is requesting more than five hotel rooms, a separate block with the host hotel must be secured.**

___ EVENT CANCELLATION:

If TCASE cancels the event due to circumstances beyond its control (such as natural disasters, pandemics, or other emergencies), exhibitors will receive a refund for their exhibit space payments, minus any costs incurred by TCASE.

TCASE also reserves the right to rename, relocate, or change the event dates within a 30-day window, in which case no refund will be issued, but exhibitors will be reassigned suitable space. If TCASE cancels for any other reason, a full refund will be provided. This contract represents the entire agreement between the parties and is governed by Texas law.

___ ADMISSION POLICY:

Exhibitors must submit names for badges at least 14 days before the event. Exhibitor badges must be worn at all times and allow access to the Exhibit Hall and exhibitor suites, if applicable.

Two (2) exhibitor badges are included with each booth. Three (3) exhibitor badges are included with each exhibitor suite. A maximum of two additional badges are available for \$250 each.

Session Passes: Exhibitors who wish to attend convention sessions must pay an additional education course registration fee (\$200 per person).

Badge switching or the transfer of a badge to an unauthorized individual is a violation of this contract and will be subject to confiscation of the badge and removal of the individuals from the exhibit hall.

Exhibitor must not send any representative who has been convicted of a felony or whom Exhibitor or TCASE has reason to believe might pose a danger to others.

Minors and Non-Registered Guests: Children under 18 years of age will not be permitted on the show floor during installation or removal of exhibits or during the convention without written permission of TCASE. If permission is granted, all children must be accompanied by an adult at all times.

The exhibit hall and all meeting spaces are for registered attendees, exhibitors and speakers only. At no time should unregistered guests be in the exhibit hall without specific permission of TCASE. Food and beverage served by TCASE and other exhibitors is intended for convention attendees, speakers and exhibitors only.

EXHIBIT SPACE GUIDELINES

All exhibits must conform to these guidelines and may not extend beyond the boundaries of the exhibit space. Exhibitors with large equipment must reserve sufficient space to ensure that equipment which exceeds four (4) feet in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than ten (10) linear feet from any adjoining exhibit space.

Exhibit Furnishings, Installation and Dismantling

- Each booth includes 8' back drapes, 3' wing drapes, a sign displaying booth number and company name, (1) 6' draped table, (1) wastebasket, and (2) padded side chairs. All other furnishings and displays will be at the exhibitor's expense. An exhibitor service manual with order forms for furnishings will be sent to exhibitors upon application approval.
- Each exhibitor suite includes tables and chairs. Any requests for a specific set up, audio/visual or food and beverage will be handled directly with the JW Marriott.
- Exhibitors may install and remove their own exhibits, or appoint firms other than the official contractor, so long as these firms conform to all rules and regulations and do not disrupt the orderly installation and removal of exhibits.
- There are certain exclusive contractors with specific responsibilities for services, such as electrical, drayage, cleaning, and catering, with which exhibitors must contract. An exhibitor service kit with designated contractors and their forms will be sent to each exhibitor upon approval by TCASE or Show Management.
- **Move-in is on Sunday, February 2, from 3–7 pm**, and all exhibits must be fully set up by 7 pm, unless permission is granted from TCASE. Unclaimed spaces may be reassigned without a refund.
- Exhibitors can access the hall 30 minutes before and after show hours, with additional access upon request.
- Participation is required for all show hours.
- **Move out starts after 4 pm on Tuesday, February 4.** For the safety of all participants, move-out must not begin until after 4 pm on Tuesday, Feb. 4. Packing up early will result in penalties:
 - First offense: Booth placement at the back for the next event.
 - Second offense: No future invitations to exhibit.
- All exhibits must be removed by **6 pm on February 4, 2025.**

Display Guidelines

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring Exhibitors.

Exhibitors cannot display or place any product, sign, partition, shelving or other structure taller than 8 feet or that sticks out more than 4 feet from the back wall of the booth. This rule does not apply to freestanding island spaces approved by TCASE. Anything between the back wall and the front of the booth can not be taller than 4 feet. The total height of the booth should not exceed 10 feet.

Sound, Demonstrations, Literature/Giveaways

Exhibitors playing music in booths—whether live or recorded—might be subject to copyright laws. Organizations like ASCAP, BMI, and SESAC handle licensing fees for music creators, and exhibitors are responsible for ensuring they comply with these rules.

Exhibitors must keep all presentations and demos within their booth space and avoid blocking aisles or neighboring exhibits. Displays and activities should not cause crowds to gather in the aisles. TCASE may stop any demo that disrupts nearby booths. Promotional materials can only be distributed at your booth and must be related to the products you're displaying. Distribution outside your booth, including in aisles, on tables, in restrooms, etc. is not allowed.

Care of Exhibit Space

The exhibitor is liable for any and all damages which they may cause to the building or otherwise in connection with their exhibit.

Exhibitor Behavior

Uncivil, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited. Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event at the discretion of show management.

Conflicting Events

Exhibitors and affiliates must not host activities outside the exhibit hall or exhibitor suites during official event hours that would pull attendees away from scheduled TCASE events, including evening activities. Meals should not delay attendees from returning on time. Any events scheduled in exhibitor suites must not conflict with convention sessions and scheduled TCASE events.

Any activities outside the exhibit hall/suites must be reported to TCASE two weeks before the event. Failure to comply could result in exclusion from future speaking, sponsorship and exhibit opportunities.

Licensing & Permits

Exhibitors must obtain all necessary licenses and permits for using copyrighted materials and are responsible for any legal claims or violations related to patents, copyrights, or trademarks. They must indemnify TCASE against any related damages or costs. Exhibitors may sell products during exhibit hours and are responsible for obtaining any required permits. Those without a Texas location must secure a use tax permit from the Texas Comptroller of Public Accounts.

Insurance and Liability

TCASE is not responsible for the loss of property from theft, damage by fire, water, accident, or other causes.

Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless TCASE, the Hotel, its owners and its management company as well as their respective agents, servants, and employees for any and all such losses, damages and claims.

The Exhibitor, its independent contractors, and its agents of every kind agree to obtain the following insurance coverage during the dates of the TCASE Convention (including move-in and move-out days) and furnish a certificate of insurance to TCASE:

- Comprehensive General Liability coverage in the amount of \$1,000,000 per Occurrence;
- \$2,000,000 General Aggregate;
- Names Texas Council of Administrators of Special Education, Inc., 3305 Steck Avenue Ste 200, Austin, TX 78757 as an additional insured.

Exhibitor agrees, in displaying, marketing, promoting, or completing any sales transactions on its goods or services, that it is compliance with the local, state, and federal laws.

Use of TCASE Logo and Convention Graphics

The TCASE logo is a registered trademark and should never be altered. Neither the logo or convention graphics and can be used without written permission of TCASE. Approval of an application does not carry TCASE's endorsement of the products or services of that exhibitor.

Conditions of Agreement

These Standards of Exhibition are subject to all rules and regulations named herein, and also to all conditions the exhibit facility has made available. Exhibitor agrees to abide by all applicable fire, utility, and building codes.

- a. **Indemnity to TCASE:** Exhibitors agree that TCASE and its staff or contractors are not responsible for any personal injury or damage to exhibitor property. Exhibitors are in charge of their own items while moving to, from, and within the Exhibit Hall. By signing the contract, exhibitors agree to protect and hold TCASE and its team harmless from any claims related to property damage or injuries, even if caused by negligence. This agreement remains in effect even after the event ends.
- a. **General:** TCASE may create additional rules as needed to ensure the success of the convention. If TCASE doesn't immediately act on a violation, it doesn't mean the violation is waived. TCASE can address any rule breach at any time and take appropriate legal action. Accepting payments from exhibitors doesn't mean TCASE overlooks any violations. Any legal disputes related to this contract will take place in Travis County, Austin, Texas. TCASE can remove any exhibitor or their staff from the event, without a refund, for breaking the contract, inappropriate behavior, illegal actions, or misrepresenting products. Such actions will be considered a major violation of the contract.
- b. **Americans with Disabilities Act:** The Exhibitor agrees to follow the Americans with Disabilities Act (ADA) and all related state and local laws to ensure their booth or display is accessible and compliant. If the Exhibitor violates these laws, they will cover any claims or costs TCASE might face, including legal fees. TCASE can cancel the contract, with penalties, if it finds the Exhibitor is not following ADA or other laws related to their booth or display.
- c. **Survival:** The Exhibitor agrees that it shall remain obligated to TCASE under all clauses of this Agreement that expressly or by implication survive the expiration of the period contemplated by this Agreement.

All points not covered herein are subject to settlement by Show Management. Show Management reserves the right to make such changes, amendments, and additions to these rules and such further regulations as may become necessary.

AUTHORIZED SIGNATURES: The person signing on behalf of the Exhibitor represents and warrants to TCASE that he or she has full authority to sign this Contract. However, in the event he or she is not authorized, he or she will be personally liable for the faithful performance of this contract.

AGREEMENT: We agree to abide by the standards and policies set forth in this agreement for the Great Ideas 2025 Convention. We understand that failure to comply with these standards and policies could result in exclusion from future speaking, sponsorship and exhibit opportunities. As the signer of this agreement, I understand it is my responsibility to notify all my representatives of these standards and policies and ensure they are followed.

Company Representative Name and Title: _____

Company Name: _____

Signature and Date: _____