



**EXHIBITOR INFORMATION**

**Texas Association of Property Tax Professionals  
32<sup>nd</sup> Annual Conference Exhibitor Registration  
The Westin Houston, Memorial City Hotel  
October 2 – 4, 2019**

Name of Company Representative: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Name of Company Representatives (*as they should appear on conference badges*)

Name (No Charge): \_\_\_\_\_

Email Address: \_\_\_\_\_

Additional attendees representing exhibiting company

Name (\$150): \_\_\_\_\_

Name (\$150): \_\_\_\_\_

**Exhibit space is \$600 per tabletop exhibit. If electrical power needed additional \$50 must be included. Exhibitors are limited to 2 spaces. Set up begins at 4 PM on Wednesday, October 2, 2019, and breakdown must be completed by noon on Friday, October 4, 2019.**

**The purchase of a tabletop exhibit space entitles the exhibiting company to one free registration including meals, breaks, receptions, and Awards Luncheon on Thursday. Additional exhibit personnel are entitled to lunch and receptions for \$150 each. Exhibiting company agrees to abide by the enclosed *Terms, Conditions and Rules for Exhibiting in a TAPTP Sponsored Exhibit*.**

**Payment Information**

Enclosed is check in the amount of \$ \_\_\_\_\_

OR

Charge my credit card in the amount of \$ \_\_\_\_\_  MasterCard  Visa  Discover  AMEX

Card Number: \_\_\_\_\_ Exp date: \_\_\_\_\_ CVV (**REQUIRED**): \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

*My signature authorizes charges to my credit card as indicated above.*

**No refunds will be made.**

Mail, fax or email completed form with exhibit fee to:

**Texas Association of Property Tax Professionals  
PO Box 933 ♦ Helotes, TX 78023  
210-872-2078 (phone)  
210-372-1449 (fax)**

For more information, contact:  
Nancy Boudreaux, Executive Director  
Email: [nancy@taptp.org](mailto:nancy@taptp.org)  
Website: [www.taptp.org](http://www.taptp.org)

**Texas Association of Property Tax Professionals**  
**32<sup>nd</sup> Annual Conference Exhibitor Contract**  
**Instructions: Complete all information sign, date and mail or fax to TAPTP Headquarters by**  
**September 15, 2019**

The Texas Association of Property Tax Professionals ("TAPTP"), the undersigned firm ("Exhibitor"), and The Westin Houston, Memorial City Hotel ("Hotel") agree as follows:

1. TAPTP will provide table and facilities at its 2019 Annual Conference in accordance with items 2 through 9 below.
2. Exhibitor will display the following: \_\_\_\_\_  
Please describe any handouts you will offer \_\_\_\_\_

**Tables are \$600 each payable upon return of signed contract mailed or faxed to TAPTP Headquarters. Signed contract and full payment must be received by September 15, 2019 to guarantee space at the TAPTP 32<sup>nd</sup> Annual Conference.**

3. Exhibitor understands there are other charges for electrical power, special decorations, shipping and storage handling as described in Terms, Conditions and Rules included with this agreement.
4. Exhibitors are limited to products and services used by and useful to property tax consultants and other professionals. TAPTP Executive Director will make the final determination as to whether or not the prospective Exhibitor meets this requirement.
5. Exhibitor may, if he/she chooses, cancel this agreement; however, no refunds will be made.
6. The Hotel or TAPTP shall not be liable to the Exhibitor for any damages to, or for loss or destruction of an exhibit or property of the Exhibitor by fire or other casualty, whether caused by negligence of Hotel, TAPTP, their officers, agents, servants, employees or otherwise. All claims for such loss are expressly waived by the Exhibitor and Exhibitor shall indemnify and hold Hotel and TAPTP harmless from such claims.
7. Care of building and equipment: Exhibitors or their agents shall not injure or deface the walls or carpets or equipment of the building. Exhibitors are forbidden to drive tacks, nails or screws into the walls or woodwork. When such damage appears, Exhibitor is liable to the owner of the property so damaged.
8. TAPTP reserves the right to refuse any exhibit or Exhibitor and further reserves the right to shut down any exhibit or Exhibitor for breach of this agreement or for cause. In the event an exhibit is shut down, TAPTP's liability is limited to a refund of monies paid by Exhibitor.
9. Exhibitor declares:
  - A. Value of exhibit at \$ \_\_\_\_\_.
  - B. Net Weight \_\_\_\_\_ and dimensions \_\_\_\_\_
  - C. Electrical power needed \_\_\_\_ No \_\_\_\_ Yes **(additional \$50 must be included)**

**Please print or type:**

I, the undersigned, have read all rules and regulations specified in the Exhibit Terms, Conditions, and Rules and agree to abide by same.

Firm \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

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

Title \_\_\_\_\_ Email Address \_\_\_\_\_

One fully executed copy will be returned to the Exhibitor with table confirmation indicated thereon.  
Please copy and return original to:  
**TAPTP Headquarters - PO Box 933 - Helotes, TX 78023, Fax 210-372-1449, Email: nancy@taptp.org**

**TAPTP 32<sup>nd</sup> Annual Conference will be held at**  
**The Westin Houston, Memorial City Hotel**  
945 Gessner Road  
Katy, TX 77024  
**281-501-4300**

## **Terms, Conditions and Rules for Exhibiting in a TAPTP-Sponsored Exhibition**

*For purposes below, "Management" shall mean the Texas Association of Property Tax Professionals and "Exhibit Site" shall mean the Omni Houston Hotel, Houston, Texas. Admission to Association events and exhibits is by badge only. It is stipulated that each Exhibitor subscribe to the following rules and that their representatives will comply.*

### **1. Purpose of Exhibition**

This exhibition is an integral part of the TAPTP Annual Conference. To assure that the Exhibition will further this purpose, admission to display is limited to qualified persons. Since the primary purpose of the Association is to educate delegates on products and services of the Exhibitor, emphasis on all exhibits shall be to fully describe uses of products and services offered by the Exhibitor. This shall include display of all such products and services offered. Exhibits must not be in violation of the Association's policies and code of ethics. While acknowledging the value of explaining cost of products and services to delegates, the Association maintains the attendee does not dispense or sell any services, products or devices merely for profit.

### **2. Indemnity and limitation of liability**

Neither TAPTP, any division of TAPTP, the Exhibit Site, nor any of their officers, agents, employees or other representatives, shall be held liable for, and they are hereby released from liability for any damage, loss, harm or injury to the person or property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from water or accident or any other cause. The Exhibitor shall indemnify, defend and protect Management and the Exhibit Site, and save Management and the Exhibit Site harmless from any and all claims, demands, suits, liability damages, loss, costs, attorney's fees and expenses of any kind or nature which might result from or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees or other representatives. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. It is understood that TAPTP, Exhibit Site, and all staff, agents and representatives are harmless from any claims arising from the products given to the attendees during the exhibition show.

### **3. Assignment of Space**

Management shall assign the Exhibit Space to the Exhibitor for the period of the Exhibit, provided the Exhibit Site is made available to Management, on a first priority receipt of the enclosed contract. Such assignment is made for the period of this Exhibit only and does not imply that the same or similar space be held or offered for future exhibits. Every effort will be made to respect the Exhibitor's space choices whenever possible, but the Management's decision will be final. Management reserves the right to transfer assignment when such action is deemed to be in the best interest of the total exhibition. Management reserves the right to withdraw its acceptance of this contract if it determines in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor's product is not eligible to be displayed in this Exhibit.

### **4. Use of Exhibit Space**

An Exhibitor shall not assign to a third party its rights hereunder to the Exhibit Space or any portion thereof without the written consent of Management, which it may withhold at its sole discretion. If such consent is given, the Exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives, and Exhibitor shall not charge its assignee more than a proportionate share of the exhibit fee based upon the amount of Exhibit Space assigned.

### **5. Installation**

It is explicitly agreed by Exhibitor that in the event they fail to install their products in assigned Exhibit Space or fails to remit payment for required space rental at the time specified, Management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.

### **6. Displays, Decorations and Music**

Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No Exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to Exhibit Space. No signs or advertising devices shall be displayed outside Exhibit Space or project above or beyond limits of Exhibit Space. Advertising material or signs of firms other than those that have engaged space is prohibited. Copyright laws forbid the playing of music in any form at the conference without paying a fee to or obtaining permission from the composer.

### **7. Fire Regulations**

Exhibitor shall not pack merchandise in paper, straw, excelsior or any other readily flammable material. All cartons stored in Exhibit Site shall be emptied of contents. Exhibitor shall use no flammable decorations or covering for display fixtures and all fabrics or other material used for decoration or covering shall be flame-proof, in accordance with local laws and ordinances. All wiring devices and sockets shall be in good condition and meet the requirements of local law. Equipment with engines/motors or gas tanks shall be emptied and battery connections disconnected during display.

### **8. Booth Equipment and Services**

Space rental includes: appropriate space; one 3 x 6 table, skirting for the table and two chairs.

### **9. Storage and Packing Crates and Boxes**

Exhibitor will not be permitted to store packing crates and boxes in the Exhibit Space or the Exhibit Area during the Exhibit. It is the Exhibitor's responsibility to mark and identify all crates and boxes. Crates not properly marked or identified may be destroyed. No trunks, cases or packing material shall be brought into or out of Exhibit Spaces during Exhibit hours. Cartons containing valuables should not include contents from the outside.

### **10. Observance of Laws**

Exhibitor shall abide by and observe all laws, rules, regulations and ordinances of any applicable government authority and all rules of the Exhibit Site.

#### 11. Cancellation or Termination of Exhibit

If, because of war, fire, strike, Exhibit facility construction or renovation project, government regulation, public catastrophe Act of God, public enemy or other cause beyond the control of Management, the Exhibition or any part thereof is prevented from being held, is cancelled by Management or the Exhibit Space becomes unavailable, Management, in its sole discretion, shall determine and refund to the Exhibitor, its proportionate share of the aggregate Exhibit fees received which remains after deducting expenses incurred by Management and reasonable compensation to Management, but in no case shall the amount or refund to Exhibitor exceed the amount of the exhibit fee paid. In the event of cancellation by the Exhibitor, no refunds will be made.

#### 12. Exhibitor Conduct

Exhibitor and its representatives shall not congregate or solicit trade in the aisles. The prior written consent of Management is required for the employment or use of any live model, demonstrator, solicitor or device for the mechanical reproduction of sound. Such employment or use shall be confined to the Exhibit Space. Management in its sole and absolute discretion may withdraw its consent at any time, in which event Exhibitor shall terminate such activity forthwith. All promotional plans must be submitted to Management for approval. Distribution of pamphlets, brochures or any advertising matter must be confined to the Exhibit Space. Cocktail parties or social gatherings of any kind shall not be held during Exhibit hours. Exhibitor shall refrain from any action that will distract attendees from attendance at the Exhibit during open hours. Exhibit Space shall not be used for entertaining. Exhibitor shall not lead attendees from one Exhibit Space to another or to elevators or escalators. Exhibitor shall not enter into another Exhibitor's space without invitation or when unattended. Exhibitor or any of its representatives shall not conduct itself in a manner offensive to standards of decency or good taste.

#### 13. Union Labor

Exhibitor must comply with all union regulations applicable to set-up, dismantling and display of its exhibits where applicable.

#### 14. Arbitration

Any controversy or claim between the parties hereto arising out of or related to the provisions of the agreement or the breach thereof shall be settled by arbitration in Dallas, Texas in accordance with the Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction thereof.

#### 15. Jurisdiction

Both Management and Exhibitor consent to the jurisdiction of the Texas District and Appellate Courts and the U.S. District Court for the Western District of Texas, for all purposes in connection with this agreement. The parties agree that review of process may be obtained by registered mail, return receipt requested, within or without the state of Texas.

#### 16. Agreement to Terms, Conditions and Rules

Exhibitor agrees to observe and abide by the foregoing Terms, Conditions and Rules and by such rules made by Management from time to time for the efficient or safe operation of the Exhibit, including but not limited to, those contained in this contract. In addition to Management's right to close an exhibit and withdraw its acceptance of the application, Management, in its sole judgment, may refuse to consider for participation in future Exhibits any Exhibitor which violates or fails to abide by all such Terms, Conditions and Rules.

The foregoing rules have been formulated in the best interest of Exhibitors. The cooperation of our patrons is requested.  
All points not covered herein are subject to settlement by the Association.