

It is the responsibility of the exhibitor's primary contact person to share the rules and regulations with the onsite booth personnel.

**1. Acceptance of Application** – The HRSouthwest Conference, a division of Dallas Human Resource Management Association, Inc. (DHRMA), is a professional show dedicated to human resource management. DHRMA reserves the right to determine the eligibility of any company, product or service, and the right to restrict, prohibit or evict any exhibitor or product that, in sole discretion of DHRMA, detracts from the character of the Exposition or violates any of the following Rules and Regulations. In the event of such restriction or eviction, DHRMA is not liable for refunding exhibit fees or any other costs incurred by the exhibitor. In particular, and without limitation, excessive audio or visual attention-getting devices or effects or offensive odors are prohibited.

**2. Terms of Payment** – Applications received on or before April 1, 2017, must be accompanied by a minimum 50% non-refundable deposit of the total contracted amount (sponsorship/booth + promotional options). After April 1, 2017, full payment must accompany all applications. The remainder of all balances is due on or before August 1, 2017. **Exhibitors with unpaid balances as of August 1, 2017, may forfeit booth space without refund. All balances must be paid in full prior to move-in on October 1, 2017.**

**Cancellations** – Cancellations must be submitted in writing to the Show Management at [sponsors@hrsouthwest.com](mailto:sponsors@hrsouthwest.com) or faxed to (214) 631-4533. If booth space is cancelled on or before August 1, 2017, The HRSouthwest Conference retains all funds received up to 50% of the total contracted amount. Refunds will not be issued for cancellations made after August 1, 2016. Funds are not transferrable to future conference dates. *Sponsorship cancellations may incur an additional cancellation fee to cover costs and damages based upon sponsorship recognition prior to Conference and are handled on a case-by-case basis.*

### 3. Exhibit Booth Standards and Display Regulations

#### Standard 10' x10' Booth [In-line (linear) or Corner]

- Each exhibit booth has an 8' high draped back wall and 36" high draped side rails.

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

- The maximum height of 8' is allowed only in the rear half of the booth space with a 4' height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more inline booths are used as a single exhibit space, the 4' height limitation is applied only to that portion which is within 10' of an adjoining booth.)

**Island Booth** - The entire cubic content of the space may be used up to the maximum allowable height of 16'.

Freeman will install carpet clean, free of debris in all 10'x10' booths. Any trash or debris scattered into the booth from the installation of any exhibit is the exhibitor's responsibility to clean. The official service contractor will provide cleaning services. The cleaning arrangements are the responsibility of and at the expense of the Exhibitor.

**4. Subletting and Sharing of Exhibit Space is Prohibited.** All signs, logos, displays and products in a booth must be those of the Exhibitor.

**5. Booth Assignments** - Exhibitor space is assigned after receipt of required booth fees and a completed Exhibitor Application. All exhibitor spaces are assigned on a first-come, first-paid basis and with due consideration to each exhibitor's proximity to competitive displays and all other matters relating to the successful conduct of the trade show. Show Management reserves the right to assign the best available space.

**6. NEW - Sales of Products or Samples** are permitted in the exhibit area. It is the responsibility of vendors making sales in the HRSWC exhibit space to take measures to secure any financial information they collect or handle, to comply with state, local, and federal regulations and to pay appropriate taxes, including local sales taxes.

**7. Booth Installation and Dismantle** - Booth installation and dismantle must take place in the time allotted below in an effort to not incur additional labor charges or facility fees. Access to the exhibit hall will be granted on Sunday, October 1, 2017, 9:00 am until 6:00 pm for installation. Show Management reserves the right to order labor, at exhibitor's expense, to install any exhibit that is not already in the process by 3:00 pm on this day or can reassign space to another exhibitor without refund of the rental paid.

The official closing time for the exhibits is 4:00 pm Tuesday, October 3, 2017, (as of 01/01/17 - subject to change pending publication of official Conference schedule).

**EXHIBITORS SHALL NOT INITIATE TEAR DOWN OR ABANDON THEIR EXHIBITS PRIOR TO THIS TIME. Violation of this clause will automatically result in an additional charge to the Exhibitor of \$250 and exhibitor will not be able to register for a booth the following year until after June 1.**

**8. NEW - Age Restriction** - No one under the age of 18 is permitted on the exhibition floor at any time, including move-in and move-out. Exceptions may be made, at show management's sole discretion, for infants accompanied by a registered adult or parent.

**9. Contractor Services** - Show Management will designate contractors to provide various services to the exhibitor. Such contractors will provide all show services other than supervision. The exhibitor shall provide only the material and equipment, which is owned by Exhibitor and is to be used in his exhibit space.

**a. Use of Independent Service Companies** - Exceptions to the foregoing to allow the use of an independent service company will be considered by Show Management only in cases where permission has been requested in writing by the exhibitor and received by Show Management prior to August 15, 2016. An independent service company is any company other than the designated "official" contractors listed in the service kit, which provides a service (installation/display and tear down, florists, audio/visual, etc.) and needs access to an exhibit any time during the installation, show dates or dismantling. An exception will not be granted if doing so will prejudice or interfere with the orderly setup, interim services or dismantling of the exhibit, or if it is inconsistent with the commitments made and obligations assumed by The HRSouthwest Conference in any contract with service contractors, or in its lease with the Fort Worth Convention Center. For services such as electrical, plumbing, drayage and rigging, no exception will be made and the contractor designated by The HRSouthwest Conference must be used.

If approval for the independent service company is given, the exhibiting company is responsible for advising Show Management in writing of the name, address and contact name of those independent service companies not later than August 15, 2016. No independent service company personnel will have access to the exhibit area unless proper authorization has been obtained. Approved independent service companies will be required to meet the following criteria:

i) All authorized and official suppliers will be required to submit certificates of insurance for both Worker's Compensation Insurance and comprehensive General Liability Insurance. The worker's compensation and employers' liability insurance must provide a minimum limit of \$100,000 and meet the requirements established by the State of Texas. Comprehensive general liability coverage must provide \$200,000/\$500,000 personal injury limits and \$100,000 property damage coverage. The HRSouthwest Conference and Dallas Human Resource Management Association must be named as additional insureds.

ii) All employees of any independent service company must wear uniforms or an article of clothing, (i.e. hat, T-shirt, jacket) displaying the independent service company name.

**10. Exhibitor Registration** is limited to sales, marketing, management and special booth personnel. Exhibitors agree to provide at least one representative to staff their exhibit space during all exhibit hall hours of operation. Exhibitors agree that a **maximum of three persons** per 10'x10' exhibit space purchased will be allowed in the booth at any one time. Exhibitors agree to be responsible for wearing badges and having proper identification at all times while inside the Convention Center. Exhibitors agree that they will authorize at least one representative to enter into any contracts necessary to install, remove or modify the exhibit as may be required by this contract and the rules and regulations of Fort Worth Convention Center, Freeman Companies, and any other provider of exposition services.

The exposition of products and services at The HRSouthwest Conference does not constitute an endorsement by The HRSouthwest Conference of any product or service exhibited. An exhibitor is not permitted to represent in any manner that The HRSouthwest Conference has endorsed its goods or services.

**11. Cancellation of Exposition** – If The HRSouthwest Conference should be prevented from holding the Conference for any reason beyond The HRSouthwest Conference's control (such as, but not limited to, damage to building, riots, strikes, breached by exposition location, acts of government, threats or acts of terrorism, or acts of God), then The HRSouthwest Conference has the right to cancel the exposition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees less a proportionate share of the exposition cost incurred.

**12. Promotional Activities, Contests and Giveaways** – Show Management reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways, or similar promotions. All promotional activity **must be within the confines of the exhibitor's booth**. **Distribution of products, promotional materials or brochures outside contracted booth space is strictly prohibited**. Announcements of exhibitor's contests, drawings or winners during the exposition must be pre-approved and are at the sole discretion of Show Management. Prize forms will be furnished to all exhibiting companies at registration and a prize board is available to post prize giveaways. **All printed promotional materials featuring The HRSouthwest Conference name or logo in any format must be pre-approved and meet branding and logo guidelines**. These guidelines can be requested by Show Management at exhibitors@hrsouthwest.com.

**13. Food and Beverage Service** – All requests to provide food or beverage samples must be approved in writing by Trinity Food & Beverage, Virginia Taylor, virginia.taylor@trinityfbs.com, (817) 392-2584. Booth Catering Menus are available online at <https://online.omnihotels.com/Trinity/Trinity.html>. (Please click on Breaks, and go to Booth Catering). Generally, exhibitors may provide "bite size" food samples of their individual brand name products (example: ABC Candy Company provides samples of their chocolates). Approved sample sizes are three (3) ounces or less of company brand name products. The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to your booth is permitted only when the product being served is purchased from the exclusive in-house concessionaire (Trinity Food & Beverage).

**14. Helium Balloons and Flying Objects** – Helium balloons or flying objects of any kind are not allowed in any part of the Convention Center. For decoration purposes, **air-filled** balloons may be used. Show Management reserves the right to remove any objects found in violation at exhibitor's expense.

**15. General Conduct** - Exhibits that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle are not permitted. The HRSouthwest Conference prohibits attention-getting devices such as live/mechanical entertainment or amusement. Any booth equipment such as lights or sound equipment that interferes with other exhibits or attendees will be covered or removed at the exhibitor's expense. The HRSouthwest Conference requires that booth personnel confine their activities within the booth space. Apart from the specific display space for which an exhibitor has contracted with the Conference, other entities may not be used in any part of the Exhibit Hall and its grounds for display purposes. Exhibiting companies will modestly attire representatives, models, and employees of exhibitors to maintain the professional and businesslike climate of the Conference. Exhibitors should not paste, tack, screw or otherwise attach to columns, walls, floors or other parts of the building or furniture. Whatever supplies are needed to properly protect the building, equipment or furniture will be at the expense of the exhibitor. Exhibitors are liable for any damage they cause to the convention center property.

**16. Insurance** - Exhibitors wishing to insure their exhibit materials, goods and/or wares against theft, damage by fire, accident, or loss of any kind must do so at their own expense. The HRSouthwest Conference will furnish security for the exhibit area during the hours deemed necessary. However, the furnishing of security service in no way is to be understood or interpreted as a guarantee against loss or theft of any kind. Neither The HRSouthwest Conference nor DHRMA will accept liability for any loss or damage sustained by Exhibitors.

**17. Liability** - Exhibitor shall indemnify and hold harmless The HRSouthwest Conference, DHRMA and the Fort Worth Convention Center for all liability in any way related to the exhibitor's exhibit, products, or any act or omission of exhibitor or any of its employees or agents; including, without limitation, infringement of any trademark, copyright or other rights of any third parties, breach of contract, accident or injury to invitees, guests, exhibits, their agents and employees and including loss or damage to personal property.

**18. Show Management's Liability Limitations** - The failure of The HRSouthwest Conference to any extent to provide any services, or facilities for such services, or the interruption or termination of any services in whole or in part, will not render The HRSouthwest Conference liable in any respect, nor be construed as an eviction of an exhibitor, nor work an abatement of rental payments nor relieve the exhibitor from the obligation to fulfill any covenant or an agreement hereof. Should any of the equipment or machinery used in the provision of such services cease to function properly, the Exhibitor will have no claim for offset of abatement of rental payments or damages because of an interruption in service.

**19. Solicitation** - Any firm or organization not assigned space in the Exhibit Hall will not be permitted to solicit business within the Fort Worth Convention Center.

**20. Fire Prevention Regulations** - The Fire Marshall is in charge of the City of Fort Worth Fire Department, Fire Prevention Bureau. The Fire Marshall reserves the right to decide the requirements, ordinances and regulations regarding events and related activities occurring within the Fort Worth Convention Center. You may also contact the Fort Worth Fire Department Fire Prevention Bureau by calling 817.871.6000 for a complete list of fire prevention regulations.

**21. Violation of Rules and Regulations** - Violation of these regulations by the exhibitor, employees, or agents will cause Exhibitor to forfeit the right to occupy space and such exhibitors will forfeit to the Conference all money they have paid. Show Management may re-enter and take possession of the space and remove all persons and goods at the exhibitor's expense. Any damages incurred by Show Management to the exhibit will be the responsibility of the exhibitor. The exhibitor expressly waives the service of written notice to reenter and terminate. Show Management reserves the right to refuse assignment of exhibit space at The HRSouthwest Conference for one year or more following a rule violation. These rules and regulations become a part of the contract between the Exhibitor and The HRSouthwest Conference.