

SOUTHWEST TURFGRASS ASSOCIATION
RECREATIONAL LANDSCAPE CONFERENCE AND EXPO
October 15th - 17th, 2019

COST PER BOOTH: \$500 for the first booth; \$400 for each additional booth. This year's **Premium Booths** (16 X 20) are offered for \$1200. Manufacturers may purchase booths for their suppliers but will be charged full booth rate for each supplier. *(10% discount if paid by August 15th)*

RENTAL FEE: The **TENANT** hereby agrees to pay **SWTA** the rental fees associated for each booth(s), payable in advance with this application. Each booth will be reserved effective upon the receipt date of this application and payment in full to the SWTA office.

CANCELLATION POLICY: A full refund may be received if cancelled by September 30th, 2018. No refund will be given after this date.

ELECTRICITY: Please indicate whether you will need an electrical hookup in the booth. (Outlets are 110V only.) Hookups can be arranged by **SWTA** but will be at the expense of the **TENANT**. Contact the Chapter Executive for additional information.

SECURITY: **SWTA** will not be responsible for stolen or lost materials.

BOOTH CONSTRUCTION AND ARRANGEMENT: All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits and not be objectionable to other **TENANTS** or **SWTA**. All displays and arrangements must be safe. Booth displays may not extend over aisles or block traffic in any way. **TENANTS** should bring pads to place under tires and to catch oil from motorized exhibit items. No equipment lubricant, polish, or chemicals of any kind should be used inside the Convention Center.

INSTALLATION, OPENING, AND DISMANTLING OF EXHIBITS: **TENANT** agrees to install exhibit between the hours of 10:00 am to 6:00 pm on Tuesday, October 15th, 2019. Booths must be completed by 7:00 am Wednesday morning. **TENANT** agrees to remove property from host facility between the hours of 1:30 pm and 5:00 pm on Thursday, October 17th, 2019.

SPECIFIC REQUEST: If you have a specific request for your booth area (carpet, extra electrical outlets, hanging banner, etc), please contact the **SWTA** Chapter Executive.

DAMAGE AND CONDUCT: It is agreed that **TENANT** is responsible for any damages in his/her booth area which are above and beyond normal wear and tear. It is further agreed that the **TENANT** is responsible for his/her own conduct and that of **TENANT'S** employees in and around said premises.

INJURY TO TENANT'S PROPERTY: **SWTA** shall not be held responsible for any personal property left in the host facility or elsewhere which may be lost, damaged, or stolen before, during, or after the trade show or any related functions held in the host facility or elsewhere. All personal property of any kind or description, whatsoever in the demised premises, shall be at the **TENANT'S** sole risk.

MODIFICATIONS: The **TENANT** shall not mark upon, paint signs upon, cut or drill into, drive nails or screws into, or in any way deface the walls, ceilings, or floors of the building. Any damage, defacement, or injury caused by the **TENANT**, his agent, or employees shall be paid for by the **TENANT**.

BOOTH PERSONNEL: TENANT will receive one (1) full conference registration per booth rented which includes permission for one person to attend conference sessions, one lunch ticket for Tuesday, one lunch ticket for Wednesday, and an Exhibitor membership in the **SWTA**. If additional personnel represent your booth, additional meal tickets may be purchased from **SWTA**. Meal tickets will be collected prior to each meal. Please have all personnel in the booth wear their name badges. List names of all personnel that will attend your booth where indicated.

IRREGULAR ACTIVITIES: All business activities, circulars, and advertising matters of the tenant may only be conducted and/or distributed within the booth assigned to the **TENANT**. Such material may not be distributed in other areas of the convention facility, including parking lots.

CANVASSING BY NON-TENANTS IS PROHIBITED: The trade show is limited to registered attendees of the Southwest Turfgrass Conference as well as registered representatives of business firms, manufacturers, professional organizations and dealers who contracted and paid for space assignments.

NOISE AND SOUND: Musical instruments, radios, sound motion picture equipment, record players, televisions, or any noise-creating devices or amplifying systems shall be operated only at a level which will not interfere with other **TENANTS** or add unduly to general acoustic inconvenience. The only public address system permitted at the trade show will be maintained by **SWTA**.

HOSPITALITY EVENT: Hospitality events by the tenant are not allowed during the hours that the trade show area is open or during conference activities.

OTHER PERSONNEL: Personnel from your organization who are not attending the conference may join the **SWTA** by submitting their names and information to the **SWTA**. Membership cost and information will be provided upon request.

REGISTRATION: Registration for booths can be done online at: <http://www.southwestturfgrass.com> All registrations will be sent an invoice within 3 days. You will have the option of paying online with a credit card or print the invoice and send to the remit address below. All booth payments are due by September 30, 2019.

REMITTANCE ADDRESS: P.O. Box 122766, Fort Worth, TX 76121-2766