

# Sponsorship/Exhibitor Rules and Regulations

## 2024 Texas GIS FORUM

### GENERAL

---

The contract, properly executed by sponsor/exhibitor, shall upon written acceptance and notification of sponsorship/exhibit assigned by conference management, constitute a valid and binding contract. Texas Geographic Information Office and the Texas GIS FORUM Organizers (TXGIO/GIS FORUM), reserve the exclusive and total right to control all aspects of the conduct of this event; specifically, it reserves the right to determine the eligibility of any sponsor/exhibitor for inclusion in the FORUM (Conference) Sponsorship/Exhibit space. Requests for sponsorship/exhibit may be refused or restricted due to space limitation or other reasons determined by TXGIO/GIS FORUM. TXGIO/GIS FORUM also reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the sponsorships/exhibitor and Conference. Conference management's decisions and interpretations shall be accepted as final in all cases. TXGIO/GIS FORUM will have sole control over all admissions of persons to the Conference. The acceptance of this contract does not carry nor imply endorsement of the product or service by TXGIO/GIS FORUM.

TXGIO/GIS FORUM reserves the right to restrict any exhibit or sponsorship because of noise, method of operation, or any behavior that is judged dangerous or objectionable; and, to prohibit, or to evict, that which is considered to detract from the general character of the exhibit area and/or sponsorships as a whole. This general restriction includes persons, things, conduct, electronic and/or printed matter, or anything deemed objectionable by TXGIO/GIS FORUM. In the event of such restriction or eviction, TXGIO/GIS FORUM is not liable for any refund or other sponsor expenses. TXGIO/GIS FORUM expects all exhibits and exhibit staff to actively engage with the conference attendees during exhibit show hours. It is expected that all activity that takes away from interaction with the attendees will be avoided. Examples of such activity could include frequent cell phone calls, leaving your booth unattended, and/or activities that distract from the overall atmosphere of the conference.

Sponsor/exhibitor agrees to conform to all rules and regulations stated below. Breaches or infractions of these rules may jeopardize the right to sponsor/exhibit at future conferences hosted by TXGIO/GIS FORUM.

### INSTALLATION OF EXHIBITS

---

Exhibitors may begin setting up booths at 1:00 pm, Tuesday, October 22, 2024. All booths must be completely installed by 5:00 pm. Exhibit inspection will be conducted by TXGIO/GIS FORUM staff no later than 5:30 pm. Once the exhibits open on Wednesday, October 23, 2024, at 7:00 am, nothing may be removed from the exhibit area until after the afternoon break on Thursday, October 25, 2024.

### RESTRICTIONS IN THE USE OF SPACE

---

All demonstrations, interviews, or other activities such as the distribution of circulars and advertising matter of any description, must be confined to the sponsor's own booth. The sponsor agrees not to assign, sublet, or share the whole or any part of its assigned space without the prior knowledge and written consent of TXGIO/GIS FORUM. No sponsor/exhibitor is permitted to show goods other than those manufactured or dealt with in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with the TXGIO/GIS FORUM.

---

## **AUDIO-VISUAL SOUND SYSTEMS**

The use of audio-visual/sound systems is permissible provided that they are not audible in neighboring booths, nor more than three feet into the aisle, and that the sound is directed vertically and only into the sponsor's booth. TXGIO/GIS FORUM shall exercise absolute control over this regulation. The intent of which is that audio-visual/sound systems shall not be audibly objectionable to neighboring sponsors or meeting spaces. The sponsor/exhibitor is responsible for any licensing fees.

---

## **PAYMENT FOR SPONSORSHIP**

Payment to secure a sponsorship/exhibit must be received within 30 days of invoice; otherwise, the sponsorship will be forfeited to a company on the waiting list. Checks must be made payable to TXGIO/GIS FORUM. Visa, MasterCard, and American Express will also be accepted. No exhibit space assignment or sponsorship will be made prior to payment of sponsorship fees. Sponsors/Exhibitors with a balance due will not be allowed on the exhibit floor or receive sponsorship benefits for onsite at the event until the balance is paid in full.

---

## **CANCELLATION/REFUND**

Sponsorship/exhibit cancellations must be submitted in writing to [TxGISForum@cmpmanagement.com](mailto:TxGISForum@cmpmanagement.com). Cancellations are effective on the date written notification is received by TXGIO/GIS FORUM. A fifty percent (50%) refund will be given for cancellations received on or before September 1, 2024. Sponsors/exhibitors canceling after September 1, 2024, will be responsible for payment in full and may jeopardize the right to sponsor/exhibit at future conferences.

---

## **ASSIGNMENT OF SPACE**

Sponsorships are awarded on a first-come, first-served basis, based on the date the contract is received by TXGIO/GIS FORUM, the date of full payment received by TXGIO/GIS FORUM, and the availability of requested sponsorships. TXGIO/GIS FORUM reserves the right to assign sponsorships/exhibits based on other equitable considerations, to alter the exhibit floor plan, to change location assignments, or to relocate the exhibit area at any time, as it may be deemed necessary. TXGIO/GIS FORUM also reserves the right to reassign sponsorship selections, as it may be deemed necessary and equitable.

It is the policy of TXGIO/GIS FORUM to prohibit Sponsors, Exhibitors, exhibitor companies, and other participants from holding meetings, separate social functions, or events to ensure these activities do not compete with or detract from the TXGIO/GIS FORUM during the official dates of the TXGIO/GIS FORUM. All Sponsors, Exhibitors, exhibiting companies, and other participants interested in holding any type of ancillary functions must contact [TxGISForum@cmpmanagement.com](mailto:TxGISForum@cmpmanagement.com) or 512-258-7474.

## **LIABILITIES**

---

The sponsor/exhibitor, by signing this contract, agrees to hold harmless and indemnify TXGIO/GIS FORUM, CMP Management, Inc., and the University of Texas Commons Center and their respective employees, representatives, agents, successors, and assigns, for any and all damages to its property that sponsors/exhibitors may suffer during installation or removal of an exhibit or during the exhibition or sponsorship itself, including liabilities from robbery, fire, accident, or any other destructive cause and for all injuries to any persons, resulting from its exhibiting and sponsoring at this conference. The sponsor will be held responsible for any damage done to the building by it, its employees, its agents, or its independent contractors. No nails, tacks, or screws may be driven into the floor, walls, or woodwork of the building. TXGIO/GIS FORUM, CMP Management, Inc., their agents, and employees will not be liable for failure to hold the conference as scheduled. Payments for sponsorship will be returned in the event of cancellation, except that any actual expenses incurred or committed in connection with the conference will be prorated and deducted if the conference is canceled because of fire, an act of God, the public enemy, strike, pandemic, epidemic, or any law or regulation of public authority which makes it impossible, or impractical, or illegal to hold the conference.

## **FIRE AND SAFETY HAZARDS**

---

All exhibit decorations must be fire retardant. Open flames may not be used, nor may canopies be erected over exhibits. No combustible objects including packing containers and/or wrapping paper may be stored behind displays or near any electrical wiring. The sponsor agrees to take necessary measures to safeguard visitors from any hazard associated with its exhibit.

## **LOGO USE GUIDELINES**

---

The registered and common-law trademarks of TXGIO/GIS Forum may only be used by the TXGIO/GIS Forum and those persons authorized, in advance, in writing, by the Board of Directors. The use of TXGIO/GIS Forum marks or logos on clothing or other articles which may be sold or distributed, or in conjunction with another mark or logo of for-profit businesses must be approved in advance, in writing, by the Board and may involve fees. Those authorized to use the Logo must use the camera-ready artwork available from the TXGIO/GIS Forum. Use of the logo by cutting and pasting from the internet is strictly forbidden.