

**CONTRACT FOR SPACE:** The contract for exhibit space and receipt of formal confirmation constitutes a binding contract for the right to use the space allotted. This contract may be terminated by either party for reasons beyond the control of either party; such as acts of God, war, government authority, disaster, or other emergencies which make it inadvisable, illegal, or commercially impracticable to provide the facilities and/or services for this event. The ability to terminate this contract without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical—but in no event longer than ten (10) days—after learning of such basis. Regardless of circumstances, if event is held, then no refunds will be provided outside of cancellation and refund policy outlined in this contract.

### USE OF SPACE

- (1) No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent of the TCA. Absolutely no subleasing of exhibit space will be tolerated and only one exhibitor per booth or table is allowed. **Aisles must be kept clear.** Exhibitors must comply with safety, fire, and health requirements during move-in, operation, and move-out.
- (2) TCA does not officially endorse the products or services of the companies exhibiting during the exhibition.
- (3) TCA shall have the right to require dismantling of an exhibit or part of an exhibit which, in their opinion, is not suitable to or in keeping with the character and purpose of the exhibition or exceeds the confines of the space allotted.
- (4) Exhibitor cannot hold another event during the full contracted time of this event unless approved by the TCA prior to **May 30, 2021.**
- (5) Any infraction of these policies will result in the following:
  - a minimum \$300 fine
  - Post-attendee list will not be provided
  - Exhibit space will not be offered for the 2021 Conference
- (6) Contracted exhibit space DOES NOT entitle the exhibiting company to participation in educational sessions, receipt of continuing education credits, entrance into any TCA business sessions, meals, or any other event or function not specifically listed in prospectus materials.
- (7) **No outside food and beverage is permitted in the exhibit hall without prior approval by the TCA.**

**EXHIBIT SPACE:** Each single booth space shall be one 8' x 8' pipe and drape exhibit which includes one (1) 6' x 30" draped table and two (2) chairs, one (1) exhibitor identification sign, one (1) waste basket and two (2) name badges for exhibit staff. An additional booth may be purchased at listed price and must be noted on the initial contract. If tabletop spaces are offered, each single tabletop space shall be one (1) 6' x 30" draped table and two (2) chairs, one (1) exhibitor identification sign, one (1) waste basket and two (2) name badges for exhibit staff. Tabletop exhibit spaces are confined to items and displays that set on the tabletop and may not exceed 5' in height.

All dimensions and locations of the booths on the enclosed floor plan are believed but not warranted to be accurate. Show management reserves the right to make modifications to the floor plan as deemed appropriate. Booth rentals must note on contract specifications of large pop-up displays or stand-alone equipment. Items not pre-notified will be removed. **Absolutely no pop-up floor displays and/or equipment are allowed in Tabletop exhibit spaces.**

**ASSIGNMENT OF SPACE:** Space is assigned on a first-come, first-serve basis with special consideration given to TCA Corporate Members. No space is assigned without the official contract and full payment of the exhibit fee. TCA policy is to send confirmations with verification of payment and name badge information once contract has been processed. Exhibit assignments will be available to exhibitors on-site only. Exhibit locations are not guaranteed and are subject to membership status and registration date. The TCA reserves the right to change the exhibit space assignments at any time if necessary.

**SHIPPING:** Exhibitors are responsible for arranging their own shipping to and from the meeting site. Please see the enclosed form and/or call the Hotel for shipping instructions at (615) 890-4464.

**EXPOSITION SERVICE:** The TCA will be using George E. Fern for our exposition services for the meeting. George E. Fern is widely known for their professionalism and quality of service. Note: All

exhibits are subject to the specifications and requirements delineated within this contract. **All questions and requests relating to this event are to be directed to the TCA office.**

**HOURS OF EXHIBIT:** Exhibitor set-up will begin at 6:30 AM and must be completed by 8 AM on Friday, **August 20.** Move-out will begin at 5:30 PM and must be completed by 7 PM on Saturday, **August 21.** Specific exits will be designated during tear-down hours for load-out only. Times may vary due to circumstances outside our control. Please note all times are United States Central Time.

**EARLY TEARDOWN:** Exhibitor expressly agrees **not** to dismantle his/her exhibit or do any packing before the Exhibit Hall closes at 5:30 PM on Saturday, **August 21** unless approved by the Association in advance. (Exceptions only for emergencies and for exhibitors presenting an educational program, for the hours of and 15 minutes before/after their program). Placement may be affected for exhibitors that teardown during convention hours and/or prior to 5:30 PM on Saturday, August 22— and will incur a penalty of up to \$300 per day.

**EXHIBIT & SPONSORSHIP FEES:** Exhibitor fees listed on Exhibit Registration are based on relative expenses for items to be provided under agreement. All fees are due when the Exhibit Registration and Contract for Exhibit Space are submitted. Sponsorship payment must be received by TCA no later than **July 15, 2021**, for acknowledgment of sponsorship to be made in any printed convention materials or on the TCA website. **TCA Corporate Members** - to ensure that your free booth space is reserved, please return this prospectus to the TCA office by **May 17, 2021.** Sponsorship checks should be payable to the TCA and mailed with **both** required signed forms to TCA, 2123 8th Avenue South, Nashville, TN 37204 or paid by credit card and faxed to (615) 383-6233.

**EXHIBIT SERVICES:** All electrical and other exhibit services (i.e. internet access, etc.) will be handled directly through Embassy Suites Hotel & Conference Center. You must complete the form provided **in this packet** and return to them as instructed. Any additional special needs are subject to approval by the TCA and requests should be directed to the TCA office.

**CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their agents shall not injure or deface the walls or floors of the building or exhibit area. No signs or any other articles shall be posted, nailed, or otherwise affixed to hotel floors, walls, ceiling, furniture, or fixtures. Exhibitors will be liable to the TCA and the hotel for any apparent damage done.

**COPYRIGHT POLICY:** Exhibitors must obtain all necessary authorizations from third parties concerning copyrights, music licensing rights, patents, trademarks, trade names, slogans, logos, service marks, and other similar tangible property rights used by the exhibitor.

**ASSISTANCE FOR PEOPLE WITH DISABILITIES:** If exhibitor requires a reasonable accommodation or auxiliary aid to participate in this meeting, please contact the TCA office by **July 5, 2021.**

**CANCELLATION CUT-OFF AND REFUND POLICY:** All cancellations must be submitted in writing to the TCA office no later than 30 days prior to meeting dates. If cancellation is received by the cut-off date, a 100% refund minus a \$50.00 administrative fee will be returned to the exhibitor. 15 days out or more, 50% of total registration fee will be refunded. Less than 15 days, no refund will be given. No refunds for no shows.

**LIABILITY:** The TCA, any officer, employee, or agent of the same will not be responsible for the safety or the property of exhibitors and their agents or employees from theft, damage of fire, accident, or other cause but will use reasonable care to protect the exhibitor from such loss. Exhibitors wishing to insure their goods must do so at their own expense. Security may be provided for exhibits in foyer at this location.

In addition, the exhibitor will indemnify and hold harmless TCA, any officer, employee, or agent of the same, from any and all liabilities, claims, costs, damages, and reasonable fees of counsel incurred in connection with any claim arising out of or caused by exhibitor's display or distribution of materials, or performance of any music or other material that violates any copyright, patent, trademark, trade name, service mark, or other similar right of any other party. It is the responsibility of the exhibitor to be aware of and comply with rules of the Food and Drug Administration concerning labeling of displayed products.