

CAREER & TECHNICAL ASSOCIATION OF TEXAS

EXHIBITOR TERMS & CONDITIONS

These Exhibitor Terms & Conditions (“Terms”) apply to all companies and organizations (“Exhibitors”) contracting with the Career & Technical Association of Texas (“CTAT”) for exhibit space at a CTAT conference, exposition, or related event (“Conference”).

By submitting an exhibit application or order, accepting exhibit space, or making payment for exhibit space, the Exhibitor agrees to these Terms.

1. CONTRACT FOR EXHIBIT SPACE

Acceptance by CTAT of an Exhibitor’s application or order, assignment of exhibit space, and payment of the applicable exhibit fees constitute a binding contract between CTAT and the Exhibitor.

CTAT reserves the right to accept or decline any application for exhibit space at its sole discretion.

Exhibit space is assigned by CTAT and may not be transferred, assigned, shared, subleased, or otherwise made available to another company or organization without CTAT’s prior written approval.

An Exhibitor that fails to occupy its assigned space remains responsible for all contracted exhibit fees.

CTAT reserves the right to modify the exhibit floor plan or relocate an Exhibitor when reasonably necessary because of facility requirements, fire and life-safety requirements, operational considerations, changes in the Conference, or other circumstances affecting the exhibit hall. CTAT will make reasonable efforts to provide advance notice of any material relocation and, when practicable, provide comparable space.

2. EXHIBITOR REGISTRATION

Exhibit fees include:

- **Two complimentary exhibitor registrations** for each 6-foot tabletop display; or
- **Three complimentary exhibitor registrations** for each 10' x 10' booth space.

Additional exhibitor registrations may be purchased at the rate established by CTAT for the applicable Conference.

Unless otherwise specified in a written sponsorship or exhibit agreement, larger exhibit spaces will receive complimentary registrations based on the number of 10' x 10' booth spaces contracted.

Exhibitor registrations are intended for personnel representing the Exhibitor and may not be sold or transferred without CTAT’s approval.

Every person entering the exhibit hall must be properly registered and display the appropriate Conference credential or exhibitor badge.

Exhibitors are responsible for ensuring that their representatives, employees, contractors, and other personnel comply with these Terms.

3. PAYMENT, CANCELLATION AND REFUNDS

Payment for exhibit space is due upon registration unless otherwise agreed to in writing by CTAT.

All cancellation requests must be submitted to CTAT in writing.

For the 2027 CTAT Winter and Summer Conferences:

- Cancellations received on or before **December 30, 2026** (winter) or **June 2, 2027** (summer) are eligible for a refund of 50% of the total exhibit fee paid or contracted.
- Cancellations received after **December 30, 2026** (winter) or **June 2, 2027** (summer) are not eligible for a refund.
- Failure to occupy or staff assigned exhibit space does not constitute cancellation and does not entitle the Exhibitor to a refund.
- An Exhibitor that fails to pay the required exhibit fees may forfeit its assigned space, and CTAT may release or reassign the space to another Exhibitor.

CTAT may resell or otherwise reassign exhibit space cancelled or forfeited by an Exhibitor. Resale or reassignment of the space does not create an obligation for CTAT to refund fees otherwise retained under these Terms.

Any special cancellation or refund arrangement must be approved by CTAT in writing.

4. INSTALLATION, STAFFING AND DISMANTLING

Exhibitors are responsible for installing their exhibits during the designated move-in period and completing installation before the exhibit hall opens to Conference attendees.

Exhibits must remain fully staffed and operational during all designated exhibit hours unless CTAT provides prior written approval for an exception.

Exhibitors may not begin dismantling, packing, removing equipment, or otherwise closing their exhibit before the published closing time of the exhibit hall.

Exhibitors that violate the early-dismantling policy may be subject to loss of priority or eligibility for preferred booth selection at future CTAT Conferences.

CTAT reserves the right to take reasonable action if an exhibit presents a safety concern or otherwise interferes with the operation of the exhibit hall.

5. USE OF EXHIBIT SPACE

Exhibits, displays, demonstrations, furniture, equipment, promotional materials, and other activities must remain within the exact boundaries of the space assigned to the Exhibitor.

Exhibitors may not occupy, use, or distribute materials from aisles, common areas, registration areas, meeting rooms, or another Exhibitor's space without CTAT's prior written approval.

Exhibitors must conduct their activities in a manner that does not interfere with neighboring Exhibitors, Conference attendees, educational sessions, or Conference operations.

Excessive noise, amplified sound, distracting demonstrations, flashing or otherwise disruptive displays, or other activities that interfere with neighboring Exhibitors or Conference programming are prohibited.

CTAT may require an Exhibitor to modify, reduce, relocate, or discontinue any activity that, in CTAT's reasonable judgment, interferes with the Conference or other Exhibitors.

6. SHARING, SUBLETTING AND REPRESENTATION OF OTHER COMPANIES

Exhibit space may not be shared, sublet, assigned, or transferred to another company or organization without CTAT's prior written approval.

An Exhibitor may not display, market, promote, or distribute materials on behalf of another company or organization that is not identified as part of the Exhibitor's approved exhibit unless CTAT has approved the arrangement in writing.

CTAT may approve participation by corporate affiliates, brands, or strategic partners at its discretion and may establish additional fees or registration requirements.

7. SALES, SOLICITATION AND PROMOTIONAL ACTIVITIES

Exhibitors may conduct business activities and distribute promotional materials only within their assigned exhibit space unless otherwise approved by CTAT in writing.

Companies and individuals that are not contracted Exhibitors may not distribute promotional materials, solicit business, demonstrate products, conduct sales activities, or otherwise market products or services within the exhibit hall or other Conference areas without CTAT's prior written approval.

Exhibitors may not engage in solicitation or promotional activities in aisles, public areas, educational session rooms, registration areas, meal functions, or other Conference spaces outside their assigned exhibit space unless specifically authorized by CTAT.

Exhibitors are encouraged to report suspected violations to CTAT promptly.

8. HOSPITALITY, SOCIAL FUNCTIONS AND SPECIAL EVENTS

Any hospitality event, private function, reception, meeting, demonstration, or other social or promotional event hosted by an Exhibitor in connection with the Conference must receive prior written approval from CTAT.

Exhibitor-hosted events may not conflict with scheduled educational sessions, official CTAT functions, receptions, meals, or other Conference programming.

No Exhibitor-hosted function may be held on the exhibit floor while the exhibit hall is open, unless specifically approved by CTAT.

The Exhibitor is responsible for complying with all applicable facility requirements relating to food and beverage, alcohol, security, insurance, staffing, occupancy, and other event services.

CTAT approval of an event does not constitute approval by the Conference facility or waive any facility requirement.

9. EXHIBITOR CONDUCT AND PROHIBITED ACTIVITIES

Exhibitors and their representatives must conduct themselves professionally and courteously at all times.

The following activities are prohibited unless specifically approved by CTAT and the applicable facility:

- Activities that create a safety hazard;
- Open flames or other hazardous demonstrations;
- Use or display of hazardous materials;
- Activities that obstruct aisles, exits, fire equipment, or accessible routes;
- Excessive or disruptive noise;
- Unauthorized food or beverage distribution;
- Unauthorized alcohol service;
- Drones or other airborne devices;
- Activities that violate applicable law or facility requirements;
- Activities that infringe the rights of another person or organization; and
- Any activity that CTAT reasonably determines is inconsistent with the Conference or disruptive to attendees or other Exhibitors.

CTAT may require immediate modification or discontinuation of any prohibited or disruptive activity.

10. FIRE, LIFE-SAFETY AND ACCESSIBILITY REQUIREMENTS

All exhibits and activities must comply with applicable fire, life-safety, building, accessibility, and facility requirements, including requirements imposed by the facility, fire marshal, governmental authorities, or other entities having jurisdiction.

All aisles, corridors, exits, stairways, fire equipment, accessible routes, and other required areas must remain unobstructed at all times.

Exhibits, furniture, displays, equipment, and materials may not extend into aisles or other required clearance areas.

CTAT, the facility, or the applicable regulatory authority may require an Exhibitor to modify or remove any exhibit, display, material, or activity that does not comply with applicable requirements.

11. OFFICIAL CONTRACTORS AND EXHIBITOR SERVICES

Exhibitors must comply with all facility requirements regarding the use of contractors and vendors.

Certain services, including electrical, plumbing, rigging, telecommunications, and other facility-controlled services, may be required to be provided exclusively by the facility or its designated contractor.

CTAT will provide Exhibitors with an Exhibitor Service Kit identifying official contractors and available services for the applicable Conference.

Exhibitors are responsible for ordering and paying for services they request directly from contractors or vendors.

Nothing in these Terms makes CTAT responsible for the acts, omissions, pricing, performance, or contractual obligations of an independent contractor or vendor.

12. SECURITY AND RISK OF LOSS

CTAT may arrange general security for the exhibit hall; however, security services are not a guarantee against loss, theft, damage, or unauthorized access.

Exhibitors are responsible for safeguarding their own property, equipment, displays, materials, and other possessions.

Exhibitors should not leave valuable, fragile, or easily removed items unattended in their exhibit space.

Exhibitors requiring additional security or protection for their property are responsible for making those arrangements at their own expense.

13. INSURANCE

Exhibitors are responsible for maintaining insurance appropriate to their participation in the Conference, including coverage for their property, employees, representatives, contractors, and activities.

CTAT does not insure Exhibitor property.

CTAT may require an Exhibitor to provide evidence of insurance for certain exhibits, activities, equipment, or circumstances.

The Exhibitor is responsible for all loss, damage, or liability arising from its property, activities, employees, representatives, contractors, or agents, except to the extent caused by the gross negligence or willful misconduct of an Indemnified Party as defined below.

14. INDEMNIFICATION AND LIABILITY

To the fullest extent permitted by applicable law, the Exhibitor shall indemnify, defend, and hold harmless CTAT, the Conference facility, and their respective directors, officers, employees, members, agents, representatives, and contractors (collectively, the “Indemnified Parties”) from and against claims, demands, actions, liabilities, damages, losses, judgments, costs, and reasonable attorneys’ fees arising out of or relating to:

1. The Exhibitor’s use or occupancy of exhibit space;
2. The acts or omissions of the Exhibitor or its employees, representatives, agents, contractors, or guests;
3. The Exhibitor’s exhibits, displays, equipment, products, demonstrations, or activities;
4. Injury to or death of any person arising from the Exhibitor’s activities; or
5. Damage to or loss of property arising from the Exhibitor’s activities or use of the exhibit space.

The Exhibitor shall not be required to indemnify an Indemnified Party to the extent that a claim is determined to have resulted from the gross negligence or willful misconduct of that Indemnified Party.

To the fullest extent permitted by applicable law, CTAT and the other Indemnified Parties shall not be responsible for loss of, theft of, or damage to Exhibitor property, or for injury to the Exhibitor, its employees, representatives, agents, contractors, or guests, except to the extent caused by the gross negligence or willful misconduct of an applicable Indemnified Party.

15. FACILITY REQUIREMENTS

The 2027 CTAT Winter Leadership Conference will be held at:

Grand Hyatt San Antonio River Walk

San Antonio, Texas

The 2027 CTAT Summer Conference will be held at:

Hilton Anatole

Dallas, Texas

Exhibitors agree to comply with all applicable rules, regulations, policies, procedures, and requirements of CTAT, the Conference facility, contractors, and governmental or regulatory authorities having jurisdiction over the Conference.

Exhibitors are responsible for becoming familiar with facility requirements applicable to their exhibit, equipment, activities, and personnel.

16. INTELLECTUAL PROPERTY AND PROMOTIONAL MATERIALS

Each Exhibitor is responsible for ensuring that its exhibits, products, displays, advertisements, photographs, videos, demonstrations, printed materials, trademarks, logos, and other promotional content do not infringe the intellectual property or other rights of any third party.

CTAT does not assume responsibility for claims arising from an Exhibitor's use or display of copyrighted, trademarked, patented, or otherwise protected materials.

CTAT may require removal or modification of materials that it reasonably believes violate applicable law or the rights of another party.

17. CTAT CANCELLATION, POSTPONEMENT OR RELOCATION

CTAT reserves the right to cancel, postpone, relocate, shorten, reschedule, or materially modify a Conference or exposition when reasonably necessary because of circumstances beyond CTAT's reasonable control, including facility issues, governmental requirements, public emergencies, natural disasters, severe weather, labor disruptions, acts of terrorism, or other events that materially affect the ability to conduct the Conference as planned.

If CTAT cancels, postpones, relocates, or materially modifies a Conference, CTAT will determine the appropriate treatment of exhibit fees based on the circumstances, applicable contracts, amounts recoverable by CTAT, and the costs and commitments incurred in connection with the Conference.

Except as expressly provided by CTAT in writing, CTAT shall not be responsible for travel, lodging, shipping, production, advertising, or other expenses incurred by an Exhibitor in connection with a cancelled, postponed, relocated, or modified Conference.

18. FORCE MAJEURE

CTAT shall not be liable for failure to perform any obligation under these Terms when performance is prevented, delayed, or materially affected by circumstances beyond CTAT's reasonable control, including acts of God, natural disasters, severe weather, governmental action, public emergencies, facility closure, labor disputes, utility failures, transportation disruptions, terrorism, war, or other circumstances that make performance impracticable or unsafe.

19. RESPONSIBILITY FOR REPRESENTATIVES

The Exhibitor is responsible for ensuring that every person attending the Conference on its behalf—including employees, representatives, contractors, agents, guests, and vendors—is familiar with and complies with these Terms and all applicable CTAT and facility requirements.

The Exhibitor is responsible for the conduct of those individuals while participating in the Conference on behalf of the Exhibitor.

20. INTERPRETATION AND ENFORCEMENT

CTAT reserves the right to interpret and enforce these Terms and to take reasonable action to address violations.

Depending on the nature and severity of a violation, CTAT may require an Exhibitor to modify or discontinue an activity, remove materials or equipment, modify its exhibit, restrict participation, remove the Exhibitor from the exposition, or decline future exhibit applications.

No refund will be required for an Exhibitor removed from the exposition because of a violation of these Terms, except as otherwise determined by CTAT in writing.

CTAT may consider an Exhibitor's compliance with these Terms when determining eligibility for priority booth selection or participation in future CTAT Conferences.

Matters not specifically addressed in these Terms may be determined by CTAT in a manner reasonably consistent with the purposes of these Terms, the Conference, and applicable facility requirements.

21. GOVERNING LAW AND VENUE

These Terms shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflict-of-law principles.

Any legal action arising out of or relating to these Terms or the Exhibitor's participation in a CTAT Conference shall be brought in a state or federal court located in the State of Texas, subject to any applicable legal requirements regarding jurisdiction or venue.

To the extent permitted by applicable law, the parties waive claims for indirect, incidental, special, or consequential damages arising from the Exhibitor's participation in the Conference.

Any limitation of liability or limitation on damages contained in these Terms shall apply only to the extent permitted by applicable law.

22. ASSIGNMENT

The Exhibitor may not assign, transfer, sublease, share, or otherwise transfer its exhibit space or rights under the exhibit contract without CTAT's prior written approval.

These Terms shall be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns.

23. SEVERABILITY

If any provision of these Terms is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect to the extent permitted by applicable law.

24. AMENDMENTS

CTAT reserves the right to make reasonable amendments to these Terms when necessary to comply with applicable law, governmental requirements, facility requirements, fire and life-safety requirements, or changes affecting the operation of the Conference.

CTAT will provide notice of material changes when reasonably practicable.

25. ACCEPTANCE OF TERMS

By submitting an exhibit application or order, making payment for exhibit space, or occupying exhibit space at a CTAT Conference, the Exhibitor acknowledges that it has read, understands, and agrees to these Terms and agrees to ensure compliance by its employees, representatives, contractors, agents, and guests.

Questions regarding exhibiting may be directed to:

Leslie Froeschle

Career & Technical Association of Texas

512.288.8666

sponsorexhibit@ctat.org