



EWTG Annual Conference

November 8 - 9, 2026

Kalahari Resorts & Conventions, 3001 Kalahari Blvd, Round Rock, Texas 78665

EWTG SPONSOR and EXHIBITOR TERMS AND CONDITIONS

Payment Information

- 100% payment due within 30 days of application submission

Cancellation Penalties

- 50% of total sponsor cost through October 19, 2026
- No Refunds after October 19, 2026

ALL BALANCES MUST BE PAID BY November 6, 2026

Make checks payable to:

EWTG

POC:

CMP 512-220-4298 / 512-220-4298

ewtg@ewtg.org

Mail payments to:

EWTG, c/o CMP Management

PO Box 1635, Leander, TX 78646

2026 Executive Women in Texas Government (EWTG) Sponsor/Exhibitor Full Terms and Conditions

Purpose

The goal of the 2026 EWTG Annual Conference is to further EWTG's objectives by providing education for our members and conference attendees. Sponsors are limited to firms, organizations, and agencies whose missions are in harmony with the purpose of EWTG and this Conference.

Location of Event

The 2026 EWTG Annual Conference will be held at the Kalahari Resorts & Conventions, 3001 Kalahari Blvd, Round Rock, Texas 78665

General

The terms and conditions, properly executed by sponsor, shall upon acceptance and notification of sponsorship assigned by conference management, constitute a valid and binding agreement. EWTG, reserves the exclusive and total right to control all aspects of the conduct of this event; and specifically, it reserves the right to determine the eligibility of any sponsor for inclusion in the Conference and Conference Sponsorship. Requests for sponsorship may be refused or restricted due to space limitation or other reasons determined by EWTG. EWTG 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 and Conference. Conference management's decisions and interpretations shall be accepted as final in all cases. EWTG 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 EWTG.

EWTG 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 also 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, printed matter, or anything deemed objectionable by EWTG. In the event of such restriction or eviction, EWTG is not liable for any refund or other sponsor expenses.

Sharing a sponsorship or exhibit space is expressly prohibited without prior consent of EWTG.

1. Eligibility

EWTG has the sole right to determine the eligibility of any company or product for inclusion in the Annual Conference.

2. Payment

To secure sponsorship, payment must be received within 30 days of invoice. Checks must be made payable to EWTG. Visa, MasterCard and American Express will also be accepted. The post-conference attendee list will only be shared once full payment has been received. All sponsorship and exhibit fees must be paid in USD.

3. Cancellation or Change of Annual Conference

In the event that the premises in which the Annual Conference is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of EWTG or its agents, the Annual Conference may be canceled or moved to another appropriate location, at the sole discretion of EWTG. EWTG shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of EWTG. Causes for such action beyond the control of EWTG shall include but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, an act of public enemy, riot, or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Embassy Suites by Hilton San Marcos Hotel, municipal, state or federal laws, or act of God. Should EWTG terminate this agreement pursuant to the provisions of this section, the sponsor waives claims for damage arising therefrom. Refunds of "Paid Sponsorships" in the event of event termination or cancellation shall be made to sponsors at the sole discretion of EWTG and in any case, will not exceed the amount of each sponsor's paid sponsorship fee less any pro-rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by EWTG through the date of sponsors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

4. Cancellation by Sponsor

In the event of cancellation by a sponsor, EWTG shall determine an assessment covering the reassignment, prior services performed, and other damages related to cancellation, according to the following schedule:

- Through November 19, 2026 50% of the total sponsorship fee.
- After November 19, 2026 no refunds.

Cancellations must be received in writing by October 19, 2026. Cancellations are effective on the date written notification is received by Executive Women in Texas Government (EWTG). A fifty percent (50%) refund will be given for cancellations received prior to November 1, 2023. Sponsors canceling after October 19, 2026, will be responsible for payment in full and may jeopardize the right to sponsor at future conferences. Failure to appear at the conference does not release Sponsor/Exhibitor from responsibility for payment of the full cost of the contracted commitment. In the event of cancellation, space reverts to Executive Women in Texas Government (EWTG) for use at its sole discretion. EWTG's ability to resell the space shall not affect the refund schedule.

5. Limitation of Liability

Sponsor agrees to make no claim for any reason whatsoever against EWTG for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents, or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Annual Conference as scheduled; nor for any action or omission of EWTG. EWTG shall bear no responsibility for the safety of the sponsor, its personnel, employees, agents, or representatives, or personal property.

6. Rental and Assignments of Booths

Whenever possible, booth assignments will be made by EWTG in keeping with the guidelines of the Sponsor Program benefits. EWTG, however, reserves the right to make the final determination of all space assignments in the best interests of the conference.

7. Use of Space, Subletting Space

No Sponsor/Exhibitor may assign, sublet, or portion his space to another business entity or individual without express permission in writing from EWTG. No Sponsor/Exhibitor may show or demonstrate products or services other than those manufactured or handled in the normal course of their business.

Should any item from a non-exhibiting firm be required for the operation of the display, identification of such item shall be limited to the regular nameplate or trademark under which the same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting Sponsor/Exhibitor is strictly prohibited and may result in eviction.

Sharing a sponsorship or exhibit space is expressly prohibited without the prior consent of EWTG.

8. Operations of Exhibits

EWTG reserves the right to restrict the operation of, or evict completely, any exhibit, which in its sole opinion, detracts from the general character of the conference as a whole. This includes but is not limited to, an exhibit, which because of noise, flashing lights, method of operation, or display of unsuitable material, is determined by EWTG to be objectionable to the successful conduct of the conference as a whole. All demonstrations or other promotional activities must be confined to the limits of the contracted booth space. Sufficient space must

be provided within the booth space for the comfort and safety of attendees watching demonstrations and other promotional activities. Each Sponsor/Exhibitor is responsible for keeping the aisles near its booth space free of congestion caused by demonstrations or other promotions.

Sales and Sampling: Embassy Suites at San Marcos does not allow for third-party sales/sampling of alcohol on the premises. Food sampling/sales are permitted as long as they are not home-baked/cooked products. Prepacked items are allowed.

Literature Distribution: All demonstrations or other activities must be confined to the limits of the Sponsor/Exhibitor's contracted booth space. Distribution of circulars may be made only within the booth space assigned. Sponsors/Exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds hosting the conference shall distribute no advertising circulars, catalogs, folders, or devices. Trade publishers are prohibited from soliciting advertising during the show. Trade publications may be distributed from their booth.

Booth Representatives: Must be properly registered and wear their EWTG badges at all times.

Sound: Exhibits that include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent Sponsor/Exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. EWTG shall be the sole judge of what constitutes appropriate sound levels.

9. Attendance

Admission policies shall remain, at all times, the prerogative of EWTG, and may be revised or amended to suit unforeseen conditions.

10. Exhibits and Public Policy

Each Sponsor/Exhibitor is charged with knowledge of all state, county, and city laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in the conference. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped, or otherwise affixed to any pillars, doors, walls, or other parts of the building.

All booth decorations must meet flameproofing codes. All exits, hallways, aisles, and fire control apparatus must always remain clear and unobstructed. Electrical equipment and wiring must conform to the National Electrical Code Safety Rules. The use of butane or bottled gas is not permitted. Sponsors/Exhibitors will not be permitted to store behind their booth background any excess material such as cardboard, cartons, literature, etc.

Designated "No Smoking" areas must be observed.

If unusual equipment or machinery is to be installed, the Sponsor/Exhibitor must communicate with EWTG for information concerning facilities or regulations. Sponsors/Exhibitors must comply with city and state fire regulations.

11. Installation and Removal

EWTG reserves the right to fix the time for the installation of a booth prior to the conference opening and for its removal after the conclusion of the conference. Any space not claimed and occupied three (3) hours prior to the conference opening may be resold or reassigned without a refund. The installation of all exhibits must be fully completed by the opening time of the exposition.

12. Sponsor/Exhibitor's Authorized Representative

The exhibiting firm assumes responsibility for its authorized representatives following all EWTG contract rules and regulations.

13. American Disabilities Act

Sponsors/Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "ACT") to make their booths accessible to handicapped persons. Sponsor/Exhibitors shall also indemnify and hold harmless EWTG and the conference facility against cost, expense, liability, or damage which may be incident to, arise out of, or be caused by Sponsor/Exhibitor's failure to comply with the ACT.

14. Liability

Neither EWTG nor the conference facility can or will be responsible for damage to, loss, or theft of property belonging to or injury to any Sponsor/Exhibitor, his agent, employees, business invitees, visitors, or guests. Each Sponsor/Exhibitor is expected to carry his/her own appropriate insurance.

EWTG shall not be liable for failure to perform its obligations under this agreement as a result of strikes, riots, acts of nature, government intervention, or any other causes that shall make it impossible or inadvisable to hold the conference or portion thereof at the time and place herein provided. Then and thereupon this agreement shall terminate and said Sponsor/Exhibitor shall and does hereby waive any claim for

property or other damages or compensation except the pro-rata refund on the amount paid after deduction of actual expenses incurred in connection with the show and there shall be no further liability on the part of either party.

15. Social Functions/ Special Events

Any social function or special event planned by a Sponsor/Exhibitor to take place during the conference must be approved by EWTG and may not conflict with any event or program scheduled by EWTG.

16. EWTG Name/ Logo Use Guidelines

The use of EWTG and any associated logos in Sponsor/Exhibitor marketing materials must receive prior authorization from EWTG leadership. [Please email requests to ewtg@ewtg.org.] Sponsorship of and/or exhibiting at the EWTG events does not imply endorsement by EWTG of the Sponsor/Exhibitor's products or services.

17. Specific Changes to Regulations

All matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of EWTG. EWTG shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of the Sponsor/Exhibitors. Each Sponsor/Exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto to conformance with the proceeding sentence.

EWTG's decision and interpretation shall be accepted as final in all cases.

Amendment and Addition Rules

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of EWTG. EWTG may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on the sponsor equally with the foregoing rules and regulations.

Agreement to Rules

Sponsor, for himself/herself or itself, his/her or its personnel, employees, agents, or representatives, agrees to abide by the foregoing rules, and by any amendments and additional rules that may be put into effect by EWTG.