Exhibitor Terms & Conditions

Make connections with communities across Texas. Keep Texas Beautiful invites you to exhibit at our 53rd Annual Conference June 15-17, 2020 in Houston. We hope you will join us and the hundreds of Texans committed to enhancing their community environment.

Founded in 1967 as the Beautify Texas Council, Keep Texas Beautiful (KTB) is the oldest statewide environmental organization that brings together government, business, and grassroots representatives to achieve our mission of educating and engaging Texans to take responsibility for enhancing their community environment. Through these extensive partnerships and our affiliate program of more than 400 community affiliates, we have the ability to reach more than 22 million Texans. This network is what makes us successful as the leading environmental community improvement organization in the state.

CONFERENCE GOALS
Our goals for the conference are simple, but bold: To raise awareness in our focus areas of litter prevention, beautification and waste reduction; to promote greater participation in community improvement and environmentally responsible behavior; and to recognize and honor more than 500 grassroots volunteers, community leaders, and businesses who work hard to keep Texas beautiful. The conference serves as the annual event for community, government and business leaders to network, gain knowledge and be rewarded for their outstanding community improvement efforts. Our partnerships with public, private and civic entities afford your company’s exhibit a broad-based, diverse audience. We expect to register more than 500 attendees in 2020. Attendees include affiliate leaders, law enforcement officials, educators, volunteers, youth, board members, state agencies and elected officials. We are proud to be a leader in the movement to promote environmental awareness and activism that will benefit our community, state and nation and further economic development in communities all across Texas.

CONFERENCE LOGISTICS
Our 2020 Annual Conference will take place June 15-17 in Houston at the Westin Galleria.

EXHIBITOR BENEFITS

Conference Registration

- One (1) complimentary Conference registration that includes (1) ticket to each meal event
- Excellent visibility and opportunity to network with conference attendees
- Option to purchase additional meal tickets if needed
- 1 standard-size booth (approx. 8'x10') equipped with a table, 2 chairs and electricity
- Listing on ktb.org and in the onsite brochure

Attendee Roster

- Expected attendance of more than 500 people
- Attendee list will be provided in your exhibitor packet upon arrival - final attendee list will be emailed after conference
Traffic Generating Features

- **Exhibit Area Refreshments**: Attendees will join exhibitors for refreshments in the exhibit area, including morning coffee service.
- **Prize Drawings**: As attendees visit your booth, you can collect business cards and valuable contacts by offering a prize or gift. Please note that each exhibitor is responsible for the logistics surrounding their drawing(s), as well as winner announcement and prize distribution.
- **Exhibitor Bingo**: To encourage as many attendees as possible to visit our exhibitors’ booths and learn about your products and services, conference attendees will receive a BINGO card with exhibitor names printed on it. Completed cards will be entered into a raffle drawing to win a select prize. Please note that attendees will ask that you sign the BINGO card as they visit with you.

BOOTH SPECIFICATIONS
Exhibitor booths will be open Monday through Wednesday. In order to have the exhibits placed within the most visible, high traffic area, space is limited. Booth dimensions are approximately 8’ by 10’. Each booth includes: one (1) six foot skirted table and two (2) chairs designated with tabletop sign. Electricity includes an outlet and surge protector and will be made available for a number of tables on a first-come, first-served basis. Dedicated, free Wi-Fi will be available for exhibitors. No large exhibit setups, please. Exhibitors who need additional space for their display may purchase an adjacent exhibit space and pay the registration fee for each booth. No backdrop or signage will be provided for exhibitors. Please do not hang anything on the wall.

**Exhibit Hours *subject to change**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday, June 15</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Tuesday, June 16</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Wednesday, June 17</td>
<td>8:00 a.m. – 1:30 p.m.</td>
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</table>

**Set up Times *subject to change**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Sunday, June 14</td>
<td>after 3:00 p.m.</td>
</tr>
<tr>
<td>Monday, June 15</td>
<td>6:00 a.m. – 7:30 a.m.</td>
</tr>
<tr>
<td>Tuesday, June 16</td>
<td>6:00 a.m. – 7:30 a.m.</td>
</tr>
<tr>
<td>Wednesday, June 17</td>
<td>6:00 a.m. – 7:30 a.m.</td>
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**EXHIBIT RATES**

*Happy Hour Sponsorship* ............ $1,000

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Before April 3, 2020</th>
<th>After April 3, 2020</th>
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<tbody>
<tr>
<td><strong>Nonprofit Rate</strong></td>
<td>$600</td>
<td>$700</td>
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<tr>
<td><strong>Standard Rate</strong></td>
<td>$700</td>
<td>$800</td>
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Additional Fees

Additional staff attendees including meals .......... $250
Promotional material placement in registration packet .......... $150
Additional Booth Space required .......... $350
Carbon Footprint offset .......... $25
Sponsorship (including free booth and preferred booth placement) .......... $2,500
Includes one full conference registration for (1) attendee.

Additional full conference registrations for staff can be purchased for $250 each.

Shipping

All incoming packages/items are subject to receiving/handling/storage charges. This includes receiving items from a carrier, up to a maximum of 3 days of storage of items prior to the event and delivery of items to the proper location within the hotel. Shipments should not arrive more than 3 days prior to the set up date. Shipments received sooner are subject to additional storage fees. All materials must be addressed as follows:

Westin Galleria Hotel: Exhibitor Name / Event Name / Arrival Date
Event Manager 5060 W Alabama St. Houston TX 77056

Package receiving and processing fees are as follows: Letter $5.00, 0-10 lbs. $7.00, 11-20 lbs, $12.00, 21-40 lbs. $20.00, 41-60 lbs. $35.00, 61-100 lbs. $50.00, over 100 lbs. $100.00, pallet/crate $125/$150. Fees do not include applicable sales tax, currently 8.25%. Please reach out to the Event Manager at 713-770-6267 to set up payment for receiving/handling/storage. All associated fees are administered by the hotel. KTB is not responsible for charges incurred via receiving/handling/storage.

Terms and Conditions

The signed contract and payment details must be received to secure a booth. If you prefer to pay via check or invoice vs. credit card, please make this selection accordingly. Non-payment of balance by May 15, 2020 will be interpreted to mean that the company no longer wishes to exhibit, and the reservation will be canceled.

Booth cancellations must be made in writing. Because of the many advance preparations in connection with the KTB exhibits, the cancellation deadlines and refund policies are as follows:

- Full refund for cancellations received prior to April 3, 2020.
- 50% refund for cancellations received from April 3-May 29, 2020.
- No refund for cancellations received after May 29, 2020.
The exhibitor registration fee entitles you to booth space on the days indicated and one (1) complimentary conference registration. This badge is transferable among company representatives as long as the exhibitor notifies Conference Management of the changes. Any additional representatives must pay all applicable conference registration fees. You are encouraged to register representatives in advance. All exhibitor representatives are required to wear badges while in attendance at conference functions.

Space assignments for exhibits accepted by Keep Texas Beautiful are made on a first-come, first-served basis. Priority of space assignment will be based on the date and time the application and payment is received. If a number of applications are received at the same time, the company’s history as an exhibitor will be the next consideration for “ranking” the applications. In addition, conference sponsors receive preferred placement.

Reservations for space WILL NOT be accepted over the phone. Emailed, faxed or mailed contracts WILL be accepted with credit card payment or a check submitted.

Exhibitors may ship goods directly to the hotel, but items should not arrive earlier than (5) days prior to the conference start date. Exhibitors are responsible for all charges relating to shipping and storage of their items. All shipments should notate arrival for the 2020 Annual Conference.

Conference Management shall bear no responsibility for damage to Exhibitor’s property, nor for lost shipments either coming in or going out, nor for moving costs.

If the conference exhibition is canceled due to circumstances beyond the control of Keep Texas Beautiful or the Sheraton Georgetown Texas Hotel & Conference Center, all payments connected with booth rental will be refunded.

It is agreed that the exhibitor will abide by the rules and regulations cited above before, during, and after the exhibit, and by other reasonable rules considered necessary by Keep Texas Beautiful or the Sheraton Georgetown Texas Hotel & Conference Center, provided that these rules do not materially alter the exhibitor’s contractual rights. All matters and questions not covered by these regulations are at the discretion of Conference Management. These regulations may be amended at any time by Conference Management, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them, as are the original regulations. This contract to exhibit and any agreement incorporated in it shall be governed by the laws of Texas.

By submitting this application, the appropriate representative indicates that he/she has read, understands, and agrees to the terms & conditions for exhibiting at the 2020 Keep Texas Beautiful Annual Conference. Submission of this contract constitutes a legal and binding agreement.