



2012 TAM Exhibit Hall Prospectus

March 27-30, 2012



El Tropicano Hotel, San Antonio

HOURS OF OPERATION

The Annual Meeting will be held March 27-30, 2012 on the Riverwalk in downtown San Antonio. The Exhibit Hall will be located in the El Tropicano Hotel, 1100 Lexington Avenue, San Antonio, Texas 78205; phone 210-223-9461; website: www.eltropicanohotel.com

Hall Hours

- Tuesday, March 27 -- Set-Up 3:00 - 6:00 PM
- Wednesday, March 28 -- 8:00 AM - 5:00 PM
- Thursday, March 29 -- 8:00 AM - 1:30 PM
- Thursday, March 29 -- Teardown 1:30 - 3:30 PM

SERVICES & EQUIPMENT PROVIDED

Exhibit booth space is 8' x 10'. Exhibit booths include an 8' backdrape and 3' sidedrapes, two chairs, a 6' skirted draped table, a wastebasket, and a standard header 7" x 44" with name of the Exhibitors.

LIGHTING & ELECTRICAL

General illumination of the Exhibit Hall is provided. A standard 110 volt 2-plug electric outlet will be provided, if needed and requested. For special electrical needs, Internet and telephone lines, Freeman Decorating will provide an Exhibitor Packet approximately 45 days prior to the event. Forms to order these services will be included.

OPERATING THE EXHIBITS

It is expected that all Exhibitors will conduct their business in a professional manner and will adhere to the rules of the Exhibit Hall as stipulated in this document. **Soliciting or demonstrating by an exhibitor must be confined to the exhibit booth. Printed advertisements must be distributed within the rented space.** Exhibitors may take orders, provided that all transactions are conducted in a manner consistent with the professional nature of the Annual Meeting.

Aisles in front of booths must be kept clear. Objectionable sound devices will not be operated. Engines or any other kind of equipment may be operated only with prior consent from the TAM, and the El Tropicano Hotel, San Antonio. All property destroyed or damaged by an Exhibitor must be replaced in the original condition by the Exhibitor and at the Exhibitor's expense, to the satisfaction of the TAM and the party or parties whose property is involved.

All Exhibitors are asked to comply fully with the following: *Copyright laws forbid the playing of music in any form at the convention without paying a fee to or obtaining permission from the composer.*

APPLICATIONS & ASSIGNMENT OF EXHIBIT SPACE

Twenty-seven spaces are available. Application for these spaces may be made online at our secure site (https://www.primnet.com/tam/exhibit_hall_agreement.html) or you can copy and mail with payment to: Texas Association of Museums, 101 Summit Avenue, Suite 802, Fort Worth, Texas 76102; 817-332-1177 Phone; 817-332-1179 Fax. **A credit card number must accompany application, if faxed.**

Please examine the **Exhibit Hall floor plan**

(http://www.prismnet.com/~tam/annualmeeting2012/2012_TAM_Exhibit_Hall_Floor_Plan.pdf) and indicate the top three choices for booth assignment in appropriate blanks on the application form. Booth assignments will be made by TAM on a first come, first served basis, according to the date received. Every effort to accommodate applicant placement wishes will be made. Exhibitors will be notified of booth assignments after exhibit hall registration closing date **March 5, 2011**. TAM reserves the right to make all placement assignments.

LIABILITY & INSURANCE

Upon contracting to exhibit, the Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save TAM, El Tropicano, San Antonio, and their insurance agent and company, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installations, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of TAM, El Tropicano, San Antonio, as well as their employees and agents.

In addition, Exhibitor acknowledges that TAM and El Tropicano, San Antonio, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses.

LABOR

Texas is a "right to work" state. Exhibitors have the right to install their own displays.

EXHIBIT HALL SECURITY

TAM and El Tropicano, San Antonio, will do their best to ensure that the Exhibit Hall area is secure. **Security of exhibitor equipment and display materials cannot be guaranteed.** Exhibitors are strongly encouraged to keep a careful watch on valuables, especially laptop computers. Exhibitors should not leave booths unattended or leave valuables in their booths during non-Exhibit Hall hours.

INSTALLATION HOURS

Exhibit installation hours will be **Tuesday, March 27, 2012**, 3:00 to 6:00 PM. It is the responsibility of each Exhibitor to install his or her exhibit. Crates and large packaging must be unpacked and removed from the Exhibit Hall no later than 8:00 AM on **Wednesday, March 28, 2012**. The Exhibit Hall will officially open to conferees on Wednesday, March 28, 2012, at 8:30 AM through 5:00 PM. Unless otherwise arranged in advance with TAM, any exhibit space not occupied by 8:00 AM **on March 28, 2012** may be canceled or reassigned by TAM without refund to the Exhibitor.

FREIGHT & STORAGE

Exhibitors wishing to ship items should contact El Tropicano, San Antonio, or the carrier of their choice directly to arrange for a schedule of fees for handling and storage. For exhibitors handling their own materials, they should contact El Tropicano, San Antonio, for a schedule of fees for storage of crates.

DISMANTLEMENT OF EXHIBITS

It is the responsibility of each Exhibitor to dismantle his or her display. The exhibit space must be left free of trash and discarded exhibit materials. Exhibits may **NOT** be disturbed, dismantled, or removed before 1:30 PM, March 29, 2012. All exhibit material must be dismantled and packed by 3:30 PM, Thursday, March 29, 2012. Anyone needing more time to dismantle their exhibit booth should contact El Tropicano, San Antonio. **If materials are to be shipped, shipping arrangements must be made by the Exhibitor in advance with the carrier of your choice.**

EXHIBITOR REGISTRATION

Each Exhibitor representative must [register](#) separately for the conference. Each 8x10 booth rental fee includes two (2) complimentary representatives entry into the **Exhibit Hall and Educational Sessions Only**. Additional representatives, after two (2), **must pay discounted registration fees** and are strongly encouraged to pre register before **February 20, 2012**, to take advantage of early registration discounts.

Fees for tours, meals and evening events are not included but tickets may be purchased separately.

Exhibitor packets will be ready for pickup starting at the TAM Registration Desk on March 27, 2012.

PAYMENT

Each 8' x 10' exhibit booth is **\$500 for Early Bird Registration until February 20, 2012** and **\$750 for Regular Registration after February 20**. TAM business members receive a 10% discount. **Early Bird \$450; Regular \$675**. Full payment of exhibit space is due at the time of registration if paying by credit card with [the Exhibit Hall Agreement](#) (https://www.prismnet.com/tam/exhibit_hall_agreement.html). Payment by check is due within 21 days of registration. Make checks payable to Texas Association of Museums.

Checks should be mailed to:

Texas Association of Museums
101 Summit Avenue, Suite 802
Fort Worth, TX 76102

CANCELLATION & REFUNDS

All cancellations and requests for refund must be submitted in writing to the address above.

Cancellations **received before February 20, 2012** will result in Texas Association of Museums (TAM) retaining 25 percent of the initial deposit. Cancellations **received between February 20 and March 5** will result in TAM retaining 50 percent of the initial deposit. No requests for refunds will be granted **after March 5, 2012**.

TAM reserves the right to deny exhibit space to companies that have overdue account balances with TAM or any of its affiliates.

In the event of cancellation of the Exhibit Hall due to fire, strikes, government actions (including but not limited to actions related to domestic terrorism or war), or other causes beyond TAM's control, TAM shall not be held liable for failure to hold the Annual Meeting and Exhibit Hall, and will determine the amount of exhibit fees to be refunded.

CONTRACTOR

The official, exclusive Exhibit Hall Service Contractor is Freeman Decorating. All inquiries about additional booth furniture rental (extra tables or a different table), additional drayage, shipping instructions, booth cleaning, etc should be addressed to Freeman. Contact information for Freeman will be included in your exhibitor packet.

Items included in the booth space rental fee will be placed in all booths automatically. All other equipment and/or services must be ordered and paid for by the Exhibitor. Negotiations about these items should be between the Exhibitor and **Freeman**.

QUESTIONS & INFORMATION

For questions or additional information, contact **Conference Coordinator, Donna Hoye, Cell 972-953-8822**. **Texas Association of Museums c/o Donna Hoye**.