



## 2019 NGAT MILITARY UNIT & BAZAAR EXHIBITORS\*

*(Please print or type)*

**Company Name:** \_\_\_\_\_

*(List exactly as it should appear in Conference Program, Passport & Booth Sign)*

**Name of principal contact during conference:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

If possible, products/firms/units you would prefer NOT to be near: \_\_\_\_\_

Number of exhibitor badges required: \_\_\_\_\_ **(Exhibitors can request up to 4 badges)**

Please list names for badges:

\_\_\_\_\_

\_\_\_\_\_

Please describe what you will be showcasing/selling or unit exhibiting:

\_\_\_\_\_

\_\_\_\_\_

*Note: All registration forms must be signed in order to confirm booth reservations. I understand, and agree to abide by, the official regulations on page two of the exhibitor registration form.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please fax or e-mail completed form to:  
512-467-6803 or rcasias@ngat.org

Booth area is 8x10 includes:  
one table with two chairs.

**No electricity or internet is provided.**

***\$25.00 Exhibitor Fee***

**DATES AND HOURS OF EXHIBITION**

Friday, March 29, 1:00 p.m.-5:00 p.m.

Saturday, March 30, 10:00 a.m.-4:00 p.m.

\*Hours are tentative and subject to change.

Exhibits may be set up at the American Bank Center, Exhibit Hall B between 12:00 p.m. and 5:00 p.m. on Thursday, March 28, 2019, and between 8:00 a.m. and 1:00 p.m. on Friday, March 29, 2019. The NGAT Exhibition officially closes on Saturday, March 30 at 4:00 p.m. Exhibitors may not dismantle or disturb their exhibits until after the official closing.

*For more information visit*

<http://www.ngat.org/conference.htm>

# of Booths \_\_\_\_\_ x \$25.00 = \_\_\_\_\_

5% CC Processing Fee = \_\_\_\_\_

Grand Total = \_\_\_\_\_

Charge my: \_\_\_ Visa \_\_\_ MC \_\_\_ AE \_\_\_ Discover

Expiration Date: \_\_\_\_\_

Card#: \_\_\_\_\_ CVV Code: \_\_\_\_\_ Billing Address Zip Code: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

OFFICIAL EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations. The words "Management," "Association," and letters "NGAT" herein refer to the National Guard Association of Texas acting through its officers, employees or agents in the management of the Exhibition.

**DATES AND HOURS OF EXHIBITION**

Friday, March 29, 1:00 p.m.-5:00 p.m.\*

Saturday, March 30, 10:00 a.m.-4:00 p.m.\*

*\*Hours are tentative and subject to change.*

**Exhibition Objectives** – The NGAT Exhibition is produced by, and is the property of the National Guard Association of Texas, herein referred to as NGAT. The Exhibition is a practical, education adjunct to the professional meetings held during the NGAT Conference. The Exhibition is meant to supplement the professional meetings by providing members of NGAT and registered attendees with the various types of products, services and information available to them. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of NGAT members and registered attendees. NGAT reserves the right to refuse space to any applicant, which, in the opinion of the Association, is unlikely to contribute to the overall objectives of the Conference.

**Exhibitor Representative Responsibilities** – Each exhibitor must name at least one person to be the official on-site representative and responsible party. The official representative will receive all relevant materials relating to the Exhibition. That representative shall be authorized enter into such contracts as may be necessary for fulfillment of obligations to NGAT and to other contractors and subcontractors. At least one representative must be at the display during all official hours of the exhibition.

**Contract for Space** – This exhibitor registration form for exhibit space, the notices of space assignment by NGAT and the full payment of rental charges, together constitute a contract for a right to use the space. Exhibitor registration forms should be filed promptly and must be accompanied by payment for the booth before February 28, 2019. A \$100.00 cancellation fee will be retained for booths canceled prior to March 11, 2019. No payment for space will be refunded on cancellations made after March 18, 2019. Management reserves the right to reassign space not completely paid for by March 18, 2019.

**Arrangement of Exhibits** – All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard booth equipment provided to the exhibitor by the Management will consist of an 8-foot high drape backwall and 3-foot high side drape dividers. A) Standard In-Line Booth: one or more standard booth units in a straight line. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12 feet. Depth: All display fixtures over 4 feet in height and placed within 10 linear feet of an adjoining exhibit must be confined to the back half of the booth (no closer than 5 feet to the aisle line). B) Perimeter Booth: Exhibit booth located on the outer perimeter of the exhibit floor. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12 feet. Depth: All display fixtures over 4 feet in height and placed within 10 linear feet of an adjoining booth must be confined to the back half of the booth (no closer than 5 feet to the aisle line). C) Island Booth: one or more display levels with aisles on all four sides. Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 16 feet. Depth: Full use of the floor plan is permitted; however, the exhibit must remain accessible from all sides.

**Installation & Dismantle** – Exhibits may be installed at the American Bank Center, 1901 N. Shoreline, Corpus Christi, TX 78401 (361) 826-4739. The exhibit hall set up will take place in Exhibit Hall B between 12:00 p.m. and 5:00 p.m. on Thursday, March 28, 2019, and between 8:00 a.m. and 1:00 p.m. on Friday, March 29, 2019. The NGAT Exhibition officially closes on Saturday, March 14 at 4:00 p.m. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Failure to observe this rule may result in a verbal and written reprimand and a 50% financial penalty being assessed and added to their invoice the next time they exhibit with NGAT for the first offense, and the loss of the right to exhibit at forthcoming NGAT exhibitions for the second offense. All exhibits and accompanying supplies must be dismantled and removed from the exhibit hall by 10:00 p.m. on Saturday, March 30, 2015.

**Registration of Exhibitor Personnel** – Each exhibiting organization is entitled to four exhibitor floor pass registrations per 10' x 10' exhibit space assigned. Additional floor passes may be requested. Exhibitors may also purchase full conference registrations for an additional fee. In order to register booth personnel in advance, a registration must be completed for each person prior to the registration deadline. Registration forms will be available in the fall of 2018 at [www.ngat.org](http://www.ngat.org). All personnel in exhibit booths are required to display proper name badges throughout move-in, show hours and move-out. Badge checkers will be checking for badge identification on all exhibit representatives.

**Unclaimed Space** – Any space unclaimed by 5:00 p.m. on Friday, March 29, 2019, may be reassigned without refund of rental paid; the Management will not be liable for any incurred expenses.

**Union Labor** – Exhibitors are required to observe all union contracts in effect among show management, official contractors, facilities and various labor organizations represented. Any labor required for installation or dismantle, decoration or use of equipment must be ordered through the official service contractor. Tipping is strictly forbidden for any personnel providing services to exhibitors.

**Sound Devices and Noise Level** – The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so that nearby exhibitors are not bothered.

**Care of Buildings** – Exhibitors or their agents shall not injure or deface the walls or floors of the buildings, the booths and/or the equipment or furnishings in the booths. The exhibitor will be held liable for any such damage caused by him or his agent.

**Use of Exhibit Space** – No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent of the Management and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled by him in the regular course of business. No firm or organization not assigned space in the exhibition hall will be permitted to solicit business in any manner within the exhibition hall.

**Entertainment** – The exhibitor agrees not to sponsor group functions such as hospitality suites, tours, film showings, speeches or other activities during the meeting and exhibition hours that would in any way interfere with delegate attendance at regular NGAT conference meetings or induce visitors away from the Exhibition. The exhibitor must clear with Management any intended group functions.

**Circulation and Solicitation** – Distribution by the exhibitor of any printed matter, souvenirs or other articles must be confined to the space assigned. No undignified manner attracting attention will be permitted. All aisle space belongs to NGAT. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.

**Direct Selling** – In the event that an exhibitor engages in on-location transactions, the exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales.

**General Restrictions** – (A) Exhibitors can distribute only those food and drink samples which are manufactured or handled by them in the regular course of business. (B) The Management reserves the right to restrict exhibits that, because of noise, methods or operation or for any reason become objectionable, and also to prohibit or evict without refund any exhibit or person that in the opinion of the Management may detract from the general character of the Exhibition or who interferes in any way with another exhibiting organization or their exhibit staff. (C) No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted. (D) Exhibitors are not permitted to set up displays in lobbies.

**Location of Exhibits** – The Management reserves the right to alter the location of exhibits or booths shown on the official floor plans as it deems advisable and in the interest of the Exhibition. However, no change of location will be made without full discussion with the exhibitor affected by such changes.

**Contractor Services** – Complete information, instructions and schedules or prices regarding shipping, drayage, labor, electrical, furniture, carpet, etc., are included in the exhibitor service manual to be forwarded from the official service contractor. Exhibitors that intend to use non-NGAT designated contractors for installation and dismantling or other services must complete an intent to use non-official contractor form, included in the exhibitor service manual, 30 days in advance of move-in. Non-official contractors must order labor from the official service contractor. All outside contractors comply with NGAT exhibition rules and regulations and provide a certificate of insurance for liability and workers compensation, and report to the exhibitor registration counter for a pass before entering the exhibit hall.

**Fair Employment** – The exhibitor agrees that during the life of this contract he will not discriminate against any employee or applicant for employment because of race, color, creed, national origin or ancestry. It is the policy of NGAT that all parties doing business with the Association adhere to the principles of and take reasonable affirmative action to ensure progress in Equal Opportunity Employment.

**Liability and Insurance** – The Management will take reasonable precautions to safeguard the exhibit hall; however, the Management will not be liable for loss or damage to property of the exhibitor or his representatives or employees from theft, fire, accident or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. Management's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. The exhibitor shall indemnify the Management against and hold it harmless from negligence of the exhibitor in connection with the exhibitor's use of display space.

**Fire Regulations** – All material used in the exhibit booths must be made of flameproof materials and conform to all fire department regulations. Exhibitors planning to display gasoline or diesel powered vehicles must comply with all city and state fire codes and applicable permit requirements. If the exhibitor neglects or violates these regulations or otherwise incurs fire hazards, the Management may cancel, without refund, all or such part of the exhibit that may be irregular.

**Failure to Open Exhibition** – In case the premises of the American Bank Center shall be destroyed or damaged, or if the NGAT Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by NGAT. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of NGAT shall be to return to each exhibitor his space payments, less his pro rata share of all costs and expenses incurred and committed by NGAT.

**Regulations and Contract** – These regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and NGAT. All matters and questions not covered by these regulations are subject to the decisions of the Management.

**I agree to abide by all rules and regulations as contained in page 2 of this registration form.**

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_