

# RURAL RENTAL HOUSING ASSOCIATION OF TEXAS, INC.

## ANNUAL CONVENTION & TRADE SHOW

Renaissance Austin Hotel | 9721 Arboretum Boulevard | Austin, Texas 78759 | 512.343.2626

July 18-20, 2017

### EXHIBITOR'S CONTRACT

#### SHOW HOURS

Exhibits may be open at any hour during the daytime classroom training seminars on Wednesday and Thursday. Our plans are to have morning and mid-afternoon refreshment breaks in the exhibition area to encourage more interaction with exhibitors. **For those of you interested, this year we will be offering a complimentary exhibit booth PLUS 2 conference registrations with a Platinum Level Sponsorship** (see attached sponsorship letter).



NEW  
THIS  
YEAR

**NOTE:** This year we have planned for a "Vendor & Decision Maker" session, where you as the Vendor will meet one-on-one with the Decision Makers for a specified time. This session is scheduled for **WEDNESDAY, JULY 19, 2017, from 3:15 p.m. to 5:15 p.m.**, and will be by **"INVITATION ONLY"** (for the Decision Makers). We feel one of the great things about this session is that by giving focused time with a supplier, the buyer is made more aware of the company's offerings.

#### EXHIBIT SPACE

**Selection** -- Exhibit space will be assigned on a first-come, first-served basis when RRHA of Texas receives contract (faxing or e-mailing is acceptable). If your choice is not available, the closest booth available will be assigned.

**Cost** -- Booths are available at a cost of **\$475** for RRHA of Texas members and **\$595** for non-members for the entire trade show. Booth price includes seminars, refreshment breaks, trade show, lunches, dinners, and other networking events. **Each exhibitor is provided one full registration with the purchase of a booth.** If a second, or any additional person, in the booth wants a full registration to all planned activities, the price will be **\$300**; otherwise, individual event tickets can be purchased. The dues to become an Associate Member and receive booth price reduction and other benefits throughout the year are \$300 per calendar year.

**Booth Equipment** -- Each individual exhibit space will be a 6' table top. All exhibits will include a skirted table and 2 chairs. A booth identification sign consisting of one line of copy, stating the exhibitor's name, will be provided.

**Move-In/Move-Out** -- Exhibitors may begin setting up after 8:00 a.m. on Tuesday, July 18<sup>th</sup>. Booths must be ready by 11:00 a.m. Wednesday. Please have your booth cleared by 5:00 p.m. on Thursday.

#### GENERAL EXHIBIT REGULATIONS

Exhibitors may distribute samples of any of their products from their booths. It is suggested that exhibitors desiring the names of owners or managers in attendance conduct registration in their booths. In this way, each exhibitor can secure his own post-convention contact list.

**Solicitation** -- Solicitation in exhibit area by persons other than exhibitors and authorized representatives is prohibited. Persons conducting unauthorized solicitations are subject to expulsion from exhibit area. There will be no exceptions.

**Exhibitor Responsibility** -- Exhibitors must furnish the Rural Rental Housing Association of Texas, Inc. a Certificate of General Liability Insurance in the amount of \$300,000 minimum. This certificate must be provided prior to setup of exhibit. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless Rural Rental Housing Association of Texas, Inc., the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims during or subsequent to the show. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Trade Show Officials** -- In case of controversy, the Exhibitor may contact the Rural Rental Housing Association of Texas, Inc. staff, for a resolution of the problem. In the event a question of policy occurs, the Exhibitor may present his problem to the convention committee who will make their recommendation to the Board of Directors of the Rural Rental Housing Association of Texas, Inc. who shall be the final authority.

Booth choice: No. 1 \_\_\_\_\_ No. 2 \_\_\_\_\_ No. 3 \_\_\_\_\_

Name of Exhibiting Firm *(As you want it on sign)*

Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name for Badge **(#1 Exhibitor)** \_\_\_\_\_ Name for Badge **(#2 Exhibitor)** \_\_\_\_\_

Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_

**\$ 475** (RRHA of Texas **Members** – includes 1 Full Registration)

**\$ 595** (RRHA of Texas **Non-Members** – includes 1 Full Registration)

**\$ 300** (For Exhibitor #2 – includes Full Registration)

Amount Due: \$ \_\_\_\_\_

**CONFERENCE T-SHIRT - COMPLIMENTARY to all paying registered participants**



**T-Shirt is 100% preshrunk cotton | please mark your appropriate size**

<b>Exhibitor #1:</b>	<b>Small</b>	<b>Medium</b>	<b>Large</b>	<b>X-Large</b>	<b>2 XL</b>	<b>Other</b>
<b>Exhibitor #2:</b>	<b>Small</b>	<b>Medium</b>	<b>Large</b>	<b>X-Large</b>	<b>2 XL</b>	<b>Other</b>

Payment Information *(Please check one)*

BILL MY ACCT.     CHECK     MASTERCARD     VISA     AMERICAN EXPRESS

PO # *(if applicable)* \_\_\_\_\_ (Make checks payable to: RRHA of Texas)

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Code \_\_\_\_\_

Cardholder Name *(as it appears on card)* \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**DEADLINE: June 1, 2017**

**Please sign contract and return to:**

Rural Rental Housing Association of Texas, Inc.

2 North 9<sup>th</sup> Street, Suite B | Temple, Texas 76501 | Phone: 254.778.6111 | Fax: 254.778.6110 | e-mail: office@rrhatx.com

