



EXHIBITOR INFORMATION

Sustainable Communities Training Conference

*Connecting Municipal Government, Local Organizations and Related Public Entities
with Cost-effective, Environmentally Sustainable Solutions and Partnerships*

March 9-11, 2009 | Sheraton Dallas Hotel | Dallas, Texas

The U.S. Environmental Protection Agency's (EPA) Sustainable Skylines Initiative (SSI), in partnership with the Texas Aggregate & Concrete Association (TACA), the North Central Texas Council of Governments (NCTCOG) and the City of Dallas, is presenting the **Sustainable Communities Training Conference**. This exciting and informative meeting will address the issues and discuss the challenges of **urban/suburban sustainability** planning and management in America.

Application and Contract for Exhibit Space Sustainable Communities Training Conference March 9-11, 2009

Exhibiting in the Sustainable Communities Training Conference is an outstanding value with hours of insightful keynote speakers and three days of networking in a tradeshow that is sure to sell out!

Don't miss this unique and comprehensive showcase of green technology, ideas and practices that will be featured to help you and your employees make the future better in 2009 and beyond. You'll also find the education you need to address today's latest Green issues, such as Green buildings; Green vehicles and off-road sources; Energy efficiency-renewable energy; urban sustainability and livability including Brownfields, solid waste issues, and NPEP; Sustainable surfaces like cool permeable pavements, cool roofs, tree-planting, Green Infrastructure, and stormwater mitigation.

All exhibitors are registered for the entire conference, which means you can take advantage of informative educational sessions. Booth spaces are going fast, so reserve yours today.

For questions not answered in this packet, please contact Andrea Tilley at (512) 451-5100 or atilley@tx-taca.org.

Booth Features

Each booth will be 10' x 10' with an 8' backdrop drape, 3' side drape and a 6' skirted and draped table, two side chairs and one wastebasket.

Booth location will be assigned on a first-come, first served basis, but all efforts will be made to accommodate the specific needs of individual exhibitors. We encourage you to apply early to get the best booth space available.

Booth Cost

Fee includes booth space and features described above.

Booth Fee \$325

Full payment must accompany your application and contract for exhibit space.

Payment by credit card or check is accepted.

Credit cards accepted are Visa, MasterCard, American Express and Discover. Please contact

Andrea Tilley at atilley@tx-taca.org or 512-451-5100 directly to make payment by credit card.

If paying by check, make your check payable to TACA and mail to 900 Congress Ave., Suite 200, Austin, TX 78701.

Refunds/Cancellations

All cancellations must be submitted in writing. Refunds will be made only if a written cancellation notice is received no later than **February 6, 2009**.

Additional Booth Requirements

The decorator for the convention is Freeman. Upon approval of your contract and receipt of full payment, we will advise Freeman of your booth assignment and you will be sent an exhibitor kit. The exhibitor kit outlines all additional furnishings and services available, as well as the forms and rates for securing them. Each exhibitor is responsible for all charges incurred through the ordering of additional furnishings.

Shipping and Storage

Exhibitors may use the service of Freeman for shipping and storing of exhibit materials or products. Drayage rates will be included in the exhibitor kit.

Exhibition Hours

Exhibitors may begin setting up at 9:00 a.m. on Monday, March 9, 2009.

Exhibitors must be set up and ready for opening on Monday, March 9, 2009 by 12:00 p.m. Exhibit area will be open from 12:00 p.m. on Monday until 1:00 p.m. on Wednesday, March 11, 2009.

All displays must be removed from the exhibit area by 5:00 p.m. on Wednesday, March 11, 2009, but not sooner than 1:00 p.m. on Wednesday, March 11, 2009.

Registration Packet

Once on site, exhibitors will be provided with a registration packet at set-up time. This packet will include two (2) name badges per single booth purchased.

Security

A security guard will be provided in the exhibit area during the hours of 5:00 p.m. to 8:00 a.m. Monday and Tuesday.

**Application and Contract for Exhibit Space
Sustainable Communities Training
Conference
March 9-11, 2009**

PLEASE PRINT

Company _____

Mailing Address _____

E-mail _____

Telephone _____

FAX _____

Company website _____

Name of on-site contact (The person who will be responsible both fiscally and logistically for booth operation.)

Description of materials to be exhibited:

Names to be printed on conference badges (up to two badges included in price of booth):

1. _____

2. _____

Booth Fee

Number of Booth Space(s) _____ x \$325 = \$ _____

TOTAL \$ _____

The information, rules and regulations contained within this brochure are included in this binding contract and are incorporated by reference herein. In conformity with the exhibitor terms and conditions, attached and made part hereof, we hereby make application for exhibition space in connection with the Sustainable Communities Training Conference at the Sheraton Dallas Hotel in Dallas, Texas, March 9-11, 2009, and enclose full payment.

We have read and agree to the exhibitor terms and conditions referenced herein.

It is understood that full payment must be received at the TACA office at the time of submitting your application.

In the event of cancellation by February 6, 2009, payment will be refunded in full. No payment for space will be refunded on cancellations made after February 6, 2009.

We understand, however, that the Texas Aggregates and Concrete Association reserves the right and privilege to exercise its discretion in final selection of booths to create proper perspective in the exhibit area.

We agree to have a representative present and positioned in our booth(s) during all official exhibition hours.

TACA or the EPA is not responsible for any exhibitor's loss or unattended booths.

Signature _____

Print name _____

Title _____

Date _____

Please make checks payable to TACA.
Return completed application and payment to:
TACA
Attn: Andrea Tilley
900 Congress Ave., Suite 200
Austin, TX 78701
Or fax to (512) 451-4162
Or email to atilley@tx-taca.org

Please retain a copy of the exhibitor application and contract including terms and conditions for your records.

Exhibitor Terms and Conditions

1. **Assignment of Space:** Assignment of space will be made based on a first received first fulfilled on the date on which Exhibitor makes application and full payment. TACA reserves the right of that decision and the right to amend the plan or relocate exhibits at its discretion.
2. **Payment of Space:** The rate per booth space is \$325.00. Payment in full for Exhibitor space must accompany the Exhibitor's application. Applications will not be processed without payment. Exhibitors who withdraw after **February 6, 2009** are not eligible for a refund.
3. **Liability:** Neither TACA nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will TACA be liable for lost profits or other incidental or consequential damages. TACA will not be responsible for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing or otherwise participating in the Exhibitors exhibit is deemed to be the invitee or licensee of the Exhibitor rather than the invitee or licensee of TACA. Exhibitor agrees to abide by existing agreements and regulations covering the use of services or labor in the convention and exhibit facility. The Exhibitor assumes full responsibility and liability for the actions of its agents, employees or independent contractors, whether acting within or without the scope of their authority resulting directly or indirectly, or jointly from other causes that arise because of the actions or omissions of its agents, employees or independent contractors, whether acting with or without scope of authority. There is no other agreement of warranty between the Exhibitor and TACA except as set forth in this document. The rights of TACA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of TACA. This contract shall be governed by Texas State Law.
4. **Responsibility of the Exhibitors:**
 - A. The Exhibitor is responsible for damage to property. No signs or

- other articles may be affixed, nailed or otherwise attached to walls, doors, etc., in such a manner as to deface or damage them. Likewise, no attachments may be made by the use of nails, screws, or any other device that would damage or mar them.
- B. Exhibits must be self-contained within the table area assigned, and neither chairs, furniture or exhibit materials are to be placed outside the table area, nor set up in such a manner as to block an aisle or other booth space.
 - C. Exhibitors shall abide by those rules and regulations that TACA may promulgate regarding the conduct of Exhibitors at the Sustainable Communities Training Conference. Exhibitors shall conduct themselves in a professional and ethical manner all times during the Sustainable Communities Training Conference. Exhibitor acknowledges that the materials displayed at tables of other Exhibitors at the conference are for the use of said other Exhibitors and conference attendees only, and Exhibitor's shall not obtain any such materials from another Exhibitor's booth without the prior consent of the Exhibitor.
 - D. The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's displays, equipment and other property brought upon the premises of the hotel and shall indemnify and hold harmless TACA, EPA, Sheraton Dallas Hotel and any authorized representative agent or employee of the forgoing of any and all losses, damages and claims.
5. **Exhibit Location:** The exhibit location will be located at Sheraton Dallas Hotel's Lone Star Foyer. Set-up time starts on March 9, 2009 at 9:00 a.m. Move-out time is not before March 11, 2009 at 1:00 p.m.
 6. **Exhibitor Space:** The exhibitor space will be 10' x 10' with an 8' backdrop drape, 3' side drape and a 6' skirted and draped table, two side chairs and one wastebasket per each will be provided to the Exhibitor.

7. **Objectionable Display:** Displays shall not be obtrusive, noisy, or otherwise objectionable, nor shall they violate municipal, state or federal laws, rules or regulations including safety codes.
8. **Shipping:** Shipping and storing of exhibit freight, boxes and equipment can be stored and shipped through the service of Freeman.
9. **Use of Exhibit:** Exhibits are limited to your assigned booth area only. Exhibitor shall not assign, sublet or share the space allotted without the knowledge and written consent of TACA. Exhibitors must display only the goods manufactured or dealt in by them in their regular course of business and described in the contract. TACA reserves the right to restrict exhibits which, because of noise, method of operation, materials or for any other reason become objectionable, and also to prohibit or to remove any exhibit which, in the opinion of TACA, may detract from the general character of the Exhibition as a whole, or consists of products or services inconsistent with the purpose of the Exhibition. This reservation includes persons, things, conduct, printed matter, and anything of a character that TACA determines is objectionable. In the event of such restriction or removal, TACA shall not be liable for any refunds or other exhibit expenses.
10. **Agreement of Conditions:** Each Exhibitor for themselves and their employees agrees to abide by these conditions and by subsequent amendments and additions thereto, it being understood and agreed that the sole control of the exhibit location rests with the Texas Aggregates & Concrete Association.
11. **Attendance:** While it is the intent for the EPA and TACA to advertise this event and obtain certain attendance levels, the Exhibitor agrees to attend and exhibit at their own risk. No guarantee of attendance is made or implied with this solicitation.
12. **Alcoholic Beverages:** The use of alcoholic beverages as a giveaway by an Exhibitor is prohibited.

Initial _____