

2019 TASBO OPERATIONS & FACILITY MASTERS CONFERENCE

STANDARDS OF EXHIBITION & ANSWERS TO FREQUENTLY ASKED QUESTIONS

REASONABLE STANDARD OF CONDUCT:

TASBO has an established Standard of Conduct to ensure a safe and positive exhibit and conference environment for all. Exhibitors must adhere to all policies.

Sales transactions are not permitted on the Expo Floor. Exhibiting companies wishing to utilize the services of individuals other than their own associates, such as celebrities, entertainers, authors, etc., are required to seek approval for the activity 45 days in advance of the TASBO event. All approval requests should go through Kathy Swanson, Director of Partner Relationships. The request should include an overview of the activity and provide enough detail to address how the activity will be conducted. Activities that are foreseen to be potentially disruptive to other exhibitors or violate the standard of conduct will not be approved.

Company representatives shall not be rude or offensive towards attendees, other exhibitors and members. Questionable dress that is considered too casual or revealing and entertainment that is excessively loud or unsuitable for an educational conference will be prohibited. TASBO reserves the right to terminate any activities and remove any offending attendees or exhibitors during a TASBO event for failure to comply with the standard as defined. Non-employees of an exhibiting company will not be permitted access to the event without the prior approval of the TASBO Director of Partner Relationships or Executive Director. Exhibiting companies failing to follow this procedure may be removed without refund and/or barred from future TASBO events for violations of this reasonable Standard of Conduct.

HOTEL ROOM:

Each registered exhibiting company will receive an email containing a link to the TASBO Hotel Room Block. Embassy Suites Denton is the host hotel. Accommodations are on a first come, first reserved basis. Only registered exhibitors will receive the Hotel Block link.

IS THE EXHIBIT AREA CARPETED?

The exhibit hall, Universities Ballroom, is fully carpeted.

MEALS:

Exhibitors are welcome to join all attendees at the following meals:

- Tuesday Meals (approximate hours):
 - Breakfast: 7:00 AM – 8:45 AM
 - Lunch: 12:30 PM – 1:45 PM
 - Afternoon snack: 4:00 PM – 5:30 PM

SOUND AND NOISE POLICY:

Exhibits which include the operation of musical instruments, radios, talking motion picture equipment, public address systems or noise making machines must be constructed or arranged so that the noise resulting from the demonstration will not disturb adjacent exhibitors and their patrons and must meet prior approval by the TASBO Director of Partner Relationships.

FIRE REGULATIONS:

No flammable fluids, substances or materials of any nature, including decorative material that is not flameproof, may be used at an exhibitor table. Electrical wiring must conform to the National Electric Code Safety rules. Each exhibiting company must comply with local fire regulations.

DOOR PRIZES / RAFFLES:

Attendees may register for raffle prizes at an exhibitor's table. During the conference, exhibitors may award prizes at their booths during exhibit hours. Due to school regulations, we recommend that prizes should not exceed \$50 in value.

SPACING OF COMPETITORS:

TASBO cannot guarantee competitor separation. When selecting a booth, you will be able to view a list of where previously registered companies are located and may select accordingly.

CANCELLATION POLICY:

Cancellations before September 4, 2019 will be refunded at 50%. Beginning on September 4, 2019, no refunds will be issued.