

## Exhibitor Guidelines/Terms & Conditions for South Texas Builders Show (STBS)

Effective Feb 1, 2025

- 1. Exhibit Focus:** Your booth should showcase products that pertain to home builders, energy efficiency, home design and architecture, home products and appliances, building materials, and services for the home building and home buying industry. Activities that disrupt the experience or block others are not permitted. STBS can rearrange or remove any setups that don't comply.
- 2. Booth(s) Placement:** STBS allocates booth spaces. While your preferences are considered, STBS has the final say on your booth's location to ensure the best overall experience at the event and to avoid conflicting exhibitors being placed near each other.
- 3. Payments:** Secure your booth with a 50% upfront deposit non-refundable after April 21 when full payment is due. Late applications after April 21st require full payment upfront.
- 4. Sharing Space:** Booth space is authorized for use by the company who paid for the space. Sharing of booth space with another company is not permitted.
- 5. Floor Plan:** We might need to change the floor layout, but we'll try to meet your requests for your booth location.
- 6. Giveaways:** Giveaways and door prizes are encouraged. We just ask that you let us know what you are giving away for our approval and that any approved prize drawings must be before 4pm when the show closes. Giveaway box must be returned to STBS.
- 7. Food and Drinks:** Don't sell food or drinks at the show. Breakfast pastries and coffee and lunch will be provided to exhibitors and only to those who made lunch requests prior to the event. A room for vendor dining will be provided for registered exhibitors. No alcoholic beverages are allowed on the premises.
- 8. Cancelling Your Exhibit Booth(s):** If you need to cancel, let us know in writing. Cancel early before April 21, 2024 and you'll receive a full refund. Cancel late after April 21, 2024 and there are no refunds.
- 9. Missed Payments:** Not paying for your booth means you lose it, and you're still responsible for the full agreed amount. See payment terms on front page.
- 10. Booth Setup:** Follow the given schedule for setting up (Friday, May 30, 2025 from 9:30am to 5pm) and taking down your booth (Saturday, May 31, from 4pm to 5:00pm. Exhibitors must have the booth completely installed no later than 30 minutes before the start of the Show and ensure that the booth is staffed at all times during the event.
- 11. Use of Space:** Keep all your materials and displays within your booth space. Do not display or distribute business cards, brochures, or other marketing material outside of your booth area. Hazardous materials are not allowed.
- 12. Noise Control:** Keep noise below 85 decibels to avoid disturbing others. Loudspeakers and loud music are not allowed.
- 13. Decorations:** Tape, hooks, nails, screws, pins, or other fasteners may not be attached to any surface. Helium balloons are not allowed on the premises. No exhibit or fixture can block exit signs or block access to fire equipment. No open flame of any kind is permitted.
- 14. Marketing Activities:** You can't host events or marketing activities outside your booth space during the conference schedule unless they have been approved by STBS as part of their speakers/presentations program.
- 15. Responsibility for Damages:** If your booth causes any injuries or damages, you're responsible and must indemnify STBS and McAllen Convention Center (MCC) against any claims. Exhibitor is liable for damages to the MCC floors or walls because of installing or dismantling the exhibit.
- 16. Insurance:** Have insurance for your booth for theft, fire, or physical damages or injury to attendees. STBS assumes no responsibility for any losses or injuries because of your exhibit. Ask your insurance company for a binder to cover your exhibit and be ready to show proof if STBS asks for it.
- 17. Security:** MMC venue provides general security, but you should also take care of your own booth and not leave valuables exposed, since STBS/MMC is not responsible for theft of items or damages to your booth.
- 18. Name Badges:** Identification Badges are recommended for Exhibitors. Visitors will be provided name badges.
- 19. Accommodation:** Book your Show Exhibit Booth through STBS' official booking system online at [southtexasbuildersshow.com](http://southtexasbuildersshow.com). Once you submit your booth registration, you will be sent a Quicbooks invoice payable online.
- 20. Sales Compliance:** Exhibitors are required to have a Texas Sales and Use Permit and are responsible for collecting and remitting Texas sales and use tax and franchise tax if applicable. Sellers from outside Texas must have a Texas Sales and Use Permit if they: sell taxable items or services; take orders for taxable items or services; or use the event to promote selling taxable items or services. Show promoter is not liable for false claims made by an exhibitor regarding the Texas Sales and Use Permit.
- 21. Official Contractors:** You must use the official service contractors for any booth services unless you get approval for an external contractor.
- 22. Rule Breaches:** Breaking these rules could mean you lose your booth and any payments made.
- 23. Changes to Terms:** STBS can change these terms and conditions as required if needed and without notice.