2018 UTeach STEM Educators Conference
Exhibitor Guidelines

Location: Thompson Conference Center, 2405 Robert Dedman Dr, Austin, Texas 78712

Date: Thursday, June 28, 2:30-4 p.m.

Pricing. $100 for one exhibit table, which includes:

- One draped 6-foot table and two chairs
- Free snacks during exhibit hours
- Free wifi
- Listings in the conference program and on the conference website
- A complete list of registered attendees post-conference
- Electricity is not included with your booth.

Registration. Registration is required to reserve your exhibit space. Register at https://events.uteach.utexas.edu/2018-UTeach-STEM-Conference

Payment. Full payment is due on or before May 20, 2018, to ensure exhibitors are listed in the conference program and on conference signage.

Liability. Exhibitors have sole responsibility for their property or any loss to such property. UTeach’s maximum liability shall not exceed the amount paid to UTeach by the exhibitor for exhibit space. UTeach makes no guarantee regarding the number of persons who will attend the conference or regarding any other matters related to the conference or the event facility.

Exhibitors and Exhibits. Exhibitor eligibility is limited to persons or firms that supply products and/or services to, for, or in connection with schools, educators, and/or education. UTeach reserves the right to restrict or remove any exhibit that it believes is objectionable or inappropriate, and in the event of such restriction or removal, no refund will be due to the exhibitor. Exhibitors shall not sell products at the conference. Exhibitor space is limited to 10 feet wide, 8 feet deep, and 8 feet high. No interference with the light or view of other exhibitors will be permitted.

No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors, or other parts of the building. Exhibitors will be liable for the cost of removing excess debris. Exhibitors must comply with all rules and regulations of the event facility. No animals are permitted in the event facility except for pre-approved service animals.

The hours and dates for setting up, registering, occupying/viewing and dismantling/removing exhibits are as follows:

Set-Up: Thursday, June 28, 12-2 p.m.
Exhibitor Registration: Thursday, June 28, 12-2 p.m.
Exhibit Hours: Thursday, June 28, 2:30-4 p.m.
Dismantling/Removing: Thursday, June 28, 4-5 p.m.

No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of displays will be permitted during the specified viewing hours without permission of UTeach. All displays shall be set up and dismantled and removed only during the times specified herein and only designated entrances and exits shall be used by exhibitors. All waste material shall be deposited by exhibitors in the designated...
receptacles. If exhibitors fail to set up their display in their assigned space by **2:30 p.m. on Thursday, June 28, 2018**, UTeach shall have the right to take possession of the space, cancel the exhibit, and no refund will be due to the exhibitor. All exhibits must be open for business during all viewing times during the conference. Exhibitors are prohibited, without express advance written approval from UTeach, from displaying promotional materials in areas outside their assigned exhibit space such as, but not limited to, parking lots, lobbies, aisles, hallways, corridors, etc.

**Assignment of Space.** Exhibit space for all exhibitors at the conference shall be assigned or reassigned by UTeach. UTeach will make efforts to assign exhibit space based on priority criteria (defined below), however, this is without guarantee, and UTeach reserves the right to change the floor plan or to move an exhibitor to another exhibit space location prior to or during the conference. Priority criteria are: UTeach STEM Educators Conference Sponsor; consecutive participation as an exhibitor at the UTeach STEM Educators Conference; timing of application; and, other criteria determined by UTeach.

**Cancellation.** Exhibitors may cancel only in writing delivered to UTeach on or before **May 31, 2018**. In the event of such permitted cancellation, exhibitors will be assessed a $25 processing fee.

**Cancellation of the Event.** If UTeach cancels the conference due to circumstances beyond the reasonable control of UTeach (such as acts of God, etc.), UTeach shall refund to exhibitors their payments for exhibit space, minus a share of costs and expenses incurred by UTeach. UTeach reserves the right to cancel, rename or relocate the conference, or change the dates of the conference. If UTeach relocates the conference to another event facility within the same city, or changes the conference to dates that are not more than 30 days earlier or 30 days later, no refund will be due to exhibitors, but UTeach shall assign to exhibitors other space as UTeach deems appropriate and the exhibitor agrees to use that space. If UTeach elects to cancel the conference other than for a reason previously described in this paragraph, UTeach shall refund to exhibitors their entire payments for exhibit space.

**Listings and Promotional Materials.** By exhibiting at the conference, exhibitors grant to UTeach license to use, display, and reproduce the name, trade names, and/or product names of exhibitors in any directory or distribution list or material (whether in print, electronic, or other media) listing persons exhibiting at the conference and to use such names in UTeach's promotional materials. UTeach shall not be liable for any errors in any listing or descriptions or for omitting exhibitors from any directory or other distribution lists or materials.

**Questions?** Contact Jo Hamilton at hamilton@uteach.utexas.edu or 512-471-1367.