
HEALTH FAIR EXHIBITOR GUIDELINES

Exhibitor Classifications

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|---------------|--------------------|
| ➤ Sponsor | Many Levels |
| ➤ Non-Profits | \$200.00 per booth |
| ➤ Vendors | \$250.00 per booth |

*Booth space **may not** be sub-leased or given to another organization. If you have any questions, please call TDF at (361) 548-9489

Contract Guidelines & Booth Policies

- Signed contracts **MUST BE RETURNED** to TDF in order to assure rental of booth space. Please retain a copy of this contract for your records.
- **Deadline to register is August 15, 2023; there is a \$50 late fee after the deadline.**
- Booths should be informational, interesting and educational. No commercial enterprises (selling) may be undertaken on the exhibit hall floor. Promotional drawings are allowed but will not be announced on the PA system.
- Booth reservations are not final until full payment is **received** and a **completed contract** and **signed indemnity agreement** are on file with TDF.
- Specific requests for booth location will be considered on a **first-come/first-served basis**, determined by the date of the booth reservation and receipt of payment. We try our best to honor your location preference; however, booth assignment is subject to availability.
- Booths must be staffed at all times. Booths **May Not Close** before the end of the Fair at 3:00 pm on Saturday.
- Exhibitors are **STRONGLY** encouraged to set up Friday, September 1, 2023, from 10:00pm – 6:00pm. Security will be provided from 7:00pm that evening until the Health Fair ends at 3:00 pm on Saturday. TDF and the American Bank Center assume no responsibility for any personal property left in the booth.
- The more festive and decorated your booth, the better the response. Trade-show tents are allowed inside booths.
- Do not use pins or glue on booth drapery/table skirts.
- Modifications for electrical needs must be submitted to the American Bank Center no later than August 25th, 2023.
- Advance approval must be requested for distribution of food samples or products.
- Exhibitors offering food samples or performing health testing/demonstrations must provide proof of General Liability insurance to Their Day Foundation with their completed contract.
- Exhibitors may not distribute food samples or products to children unless an adult accompanies the child.
- Food samples are 4 ounces or less; ideally all samples/giveaways should be healthy in nature.
- Helium filled balloons are not allowed. Air filled balloons are allowed, but must be deflated/removed at event end.
- All ceiling banners will be hung on Friday, September 1st by the rigging staff. Please deliver banners to TDF by 5pm on Monday August 27, 2023. There is a \$150 charge per ceiling banner for hanging and removal.
- Black-out/privacy drapes are available but at an extra charge; please contact B&T Rentals at (361) 884-6238 for pricing.
- Television, radio, and social media advertising for the Health Fair will be provided. Exhibitors are encouraged to augment the publicity efforts by any means possible.
- All exhibitors are requested to be mindful of their promotional noise so as not to interfere with other exhibitors.

Booth Contents

Each standard booth space will be set-up by B&T Rents and will consist of the following:

- A 10x10 foot area with eight feet high back dividers and three feet high side dividers.
- Standard drapes are red, white and blue.
- One 8-foot skirted table and two standard folding chairs.
- Signage: one 8" x 44" printed sign

Additional booth equipment, including extra tables 8' Skirted \$35.00, 6' Skirted \$32.50, chairs \$5.00, easel \$5.00 may be contracted from B&T Rents, (361) 884-6238. The number of electrical outlets (110V or 220V) that are requested on the contract and paid for in advance will be provided by ABC. All order must be placed and paid for at <https://americanbankcenter.com/utility-order-form/>

Do you have any other **special needs/requests?**

(Black-out drapes, waiting/seating space/stanchions, activity space beyond your booth, extra tables or chairs, etc.)

***Some special requests may incur a fee for additional equipment. Please call our office (361) 548-9489

Booth Fees

- Determine your exhibitor classification; refer to "Exhibitor Guidelines" for classification fees per booth. Multiply the number of booths you wish to reserve by your exhibitor classification fee.
- Don't forget your add-on fees! (Ceiling banners or extra/special booth equipment)
- Add in the **\$50.00 LATE FEE** if submitting after August 15, 2023.
- Tally your booth fee.

\$

Payment Method:

Check Cash

TOTAL

- Make checks payable to: Their Dy Foundation, Inc. P. O. Box 270171, Corpus Christi, TX 78427
- Booths not paid for by **August 15, 2023** may be canceled and awarded to someone else. Booth reservations are not final until **FULL payment** is received and a **completed contract** and **signed indemnity agreement** are on file at Their Day Foundation.

Credit Cards:

A secure payment method will be available online in the near future.

On line Registration

I understand that this contract is non-transferable and that booth space may not be sub-leased or given to another organization. All contracts are subject to approval by the Health Fair Committee of Their Day Foundation.

I understand that if I use electricity and I do not have a surge protector, I cannot hold Their Day Foundation liable for any damage to my equipment resulting from my use of electrical power supplied for its use in conjunction with the 2023 Health Fair.

I understand and agree to abide with the guidelines set forth by the Health Fair Committee, and I have completed/attached the indemnity contract.

Additionally, I agree not to close my booth prior to 3:00pm on Saturday, September 2, 2023

SIGNATURE OF EXHIBITOR'S AUTHORIZED REPRESENTATIVE

DATE

PRINTED NAME OF EXHIBITOR'S AUTHORIZED REPRESENTATIVE

2023 HEALTH FAIR INDEMNITY AGREEMENT

Notwithstanding any other agreements,

(COMPANY/ORGANIZATION/ASSOCIATION/INDIVIDUAL)

hereinafter "Exhibitor," agrees to defend and hold harmless to the extent permitted by the laws and constitution of the State of Texas, Their Day Foundation/ Major Sponsors, hereinafter "Sponsors", against any and all legal liability, losses, damages, and causes of action (including defense costs, settlement costs, and attorney's fees), regardless of whether such are based upon tort, violation of statute, breach of contract (including breach of warranty, whether express or implied), negligence, gross negligence, or strict liability, arising from any action, omission, and/or activity on the part of the Exhibitor, its employees, and/or its volunteers in connection in any manner whatsoever with Health Fair 2023.

The Exhibitor expressly represents and agrees that the indemnity obligation created by this indemnity agreement shall indemnify the Sponsors against the consequences of the acts and/or omissions of the Exhibitor, its employees, and/or its volunteers regardless of whether the legal actions or liability arising from such acts and/or omissions is based upon tort, violation of statute, breach of contract (including breach of warranty, whether express or implied), negligence, gross negligence, or strict liability. This indemnity agreement applies regardless of whether the acts and/or omissions of the Exhibitor, its employees, and/or its volunteers are the sole, joint, contributing, or concurring cause of any injuries, death, or property damage for which this indemnity agreement provides indemnity.

SIGNATURE OF EXHIBITOR'S AUTHORIZED REPRESENTATIVE

DATE

PRINTED NAME OF EXHIBITOR'S AUTHORIZED REPRESENTATIVE

TITLE OF EXHIBITOR'S AUTHORIZED REPRESENTATIVE

Important Additional information

Purpose of Fair

- The purpose of the Health Fair is to provide free testing and/or educational information concerning the health and wellbeing of the fair attendees. The fair is not to be used to recruit employees.

Setup

- Setup will be Friday, September 1st 10 AM-6 PM. In addition, the Exhibit Hall will be open one hour before the fair opens on Saturday. Please have your booth ready to go by 8 am on Saturday.

Fair Evaluation Incentive

- All Exhibitors who turn in their completed evaluation form at fair closing time (3:00 pm at the TDF information booth) will be entered into a special drawing.

Promotional items/Giveaways

- The Health Fair provides free healthcare & wellness education, testing, and the availability of personal interaction with the greater healthcare community — all as an important annual service to the people of the region. This role can unfortunately be overshadowed by an atmosphere of attendees merely snatching / grabbing promotional items and not engaging in the purpose of the event. The Health Fair Committee therefore asks that promotional items be used in an interactive way. If possible, ask booth visitors to answer a health question, fill out a form, or take a mini-test, for example, before receiving the promotional item. And, in keeping with the Healthy Eating/Health Living theme of the fair, the Committee requests that if you provide snacks, please consider something other than candy, such as sugar-free treats.

Balloons

- Helium filled balloons and filling tanks (air or helium) are not allowed. Any air-filled balloons used must be removed/disposed of at the end of the fair. Balloons **MAY NOT** be given out to the public. ABC charges \$50 per balloon to retrieve them from the ceiling. Any fees incurred will be charged to the exhibitor.

Lost Child Procedure

- The First Aid booth has been designated for lost children. If you have a lost child at your booth, take them to the TDF's info center, so they can announce their name. If the parents do not pick them up immediately, they will be taken to First Aid booth to wait. If there is a volunteer near your booth, ask them to take the child for you.

Food

- ABC has requested that no food or beverages be brought into the Exhibit Hall. The concession has been asked to provide more healthy food choices this year and to also increase their staff to reduce wait times.

Parking

- Exhibitors may use the rear loading docks to bring in their booth setups and equipment on Friday, September 1st and on arriving Saturday morning for the fair.

B&T Rents

- There will be a \$45 delivery charge for items ordered on Friday during setup. To avoid this charge, call B&T (884-6238) with your order by Thursday August 31, 2023.

Drawings

- We will **Not** be able to announce door prize winners this year. If you have drawings, please ask for contact information, so you may contact the winners.