

TNSA CONVENTION - EXHIBIT PROSPECTUS
ARLINGTON HILTON HOTEL
2401 EAST LAMAR BOULEVARD
ARLINGTON, TEXAS 76006
FRIDAY, MARCH 1, 2019

TENTATIVE EXHIBITOR SCHEDULE

Friday, MARCH 1, 2019

10:00 A.M. - 12:00 P.M.	Exhibitor Set-up
11:00 A.M. - 12:30 P.M.	Exhibitor Luncheon
12:30 P.M. - 3:30 P.M.	Grand Opening Exhibits
3:30 P.M. - 5:00 P.M.	Exhibitor Teardown

EXHIBITS MAY NOT BE DISMANTLED PRIOR TO 3:30 P.M.

SPACE ASSIGNMENT

The exhibits will be located in the ballroom of the Arlington Hilton Hotel, Arlington, Texas. All applications for space must be made on the application form provided by the Texas Nursing Students' Association (TNSA). A copy of the form is attached; please return to us. *Priorities for exhibit space will be assigned strictly on a first come, first served basis.* TNSA may, at its discretion, accept or reject any application based on the interest of its members and the good of the nursing profession.

FEES

\$800.00 for an eight foot by ten foot (8' X 10') booth. Applications must be accompanied by a check or money order or credit card information in the full amount and made payable to **TEXAS NURSING STUDENTS' ASSOCIATION, INC.**

EXHIBITOR SERVICES

The following services will be provided to the exhibitor at no additional cost:

- *One 8 X 10' Booth, One 6' X 30" draped table.
- * Two chairs.
- * Name badges.
- * Air-conditioning.
- * Good general lighting.
- * Lunch.
- * An entry in the Exhibitor's List in the convention program

if application and fee is received January 29, 2019.

Requests for electricity should be made directly to the ARLINGTON HILTON HOTEL. Confirmation will be sent to all exhibitors upon receipt of their application, preferably by email. If you have any special requirements (i.e. high voltage electric, etc.), please let us know so arrangements can be made.

INSTALLATION - DISMANTLE - REMOVAL

The ballroom of the Arlington Hilton Hotel will be available for the installation of exhibits from 10:00 A.M. to 11:30 A.M., Friday, March 1, 2019; *EXHIBITS MUST REMAIN OPEN UNTIL THE CLOSE OF THE CAREER WALK at 3:30 P.M.*

HOTEL ACCOMMODATIONS

An Arlington Hilton Hotel room reservation form as well as the convention registration form for the convention are attached with the exhibitor prospectus. Additional hotel reservation forms may also be obtained on the TNSA website: www.tnsa.org listed under "convention". Hotel reservations will be confirmed by the Arlington Hilton Hotel upon receipt of your reservation form. Reservations will be accepted by the Arlington Hilton Hotel on a first-come, first-served basis.

SECURITY AND LIABILITY

Each exhibitor must make provisions to safeguard his/her goods from the time the materials are placed in his/her booth until they are removed. Neither TNSA nor

the Arlington Hilton Hotel will be responsible for loss or damage due to any cause. Space is leased with the understanding that TNSA and the Arlington Hilton

Hotel will act for the exhibitor and his representatives only in the capacity of agent, and not as principle. TNSA and the Arlington Hilton Hotel assume no liability whatsoever for damages or for any act of omission or commission in connection with said agency, and that the exhibitor and his representatives hereby release TNSA and the Arlington Hilton Hotel from any or all liability for loss ensuing from any cause whatsoever.

SPECIAL REGULATIONS

Subletting of Space - The subletting of space is prohibited. Two or more firms may not exhibit in a single space.

Installation - Exhibits should be installed so as not to project beyond the allotted space, or obstruct the view of or interfere with other exhibits.

Fire Safety - All structural work, such as extra shelving, standards, display racks, signs, spotlighting, etc. must be flame-proofed prior to being used in the decoration of any exhibit.

Advertising - Advertising materials or signs of firms other than those which have engaged exhibit space are prohibited. The management would appreciate being informed of any infractions of this rule.

Audio-Visuals - Motion picture presentations must be so arranged that aisles are not blocked. Sound motion pictures must be presented in a sound-proof room or so remote that the neighboring exhibitors are not disturbed. Motion picture projectors and all the other apparatus must conform to the fire regulations of the City of Arlington and the Arlington Hilton Hotel. Exhibitors with noisy electrical devices, sound-producing movies, or other exhibits or devices which may prove objectionable to other exhibitors due to noise, odor, or other disagreeable features, must agree to accept booth assignment which will abate objections to these annoyances.

Courtesy - The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made inside the booth. Canvassing outside the booth is prohibited.

Conduct - Unethical conduct or infraction of the rules on the part of the exhibitor or his representatives or both will subject the exhibitor and/or his representative to removal from the Exhibit Hall. In this event, it is agreed no refund will be made by TNSA and no demand for redress will be made by the exhibitor or his representative. Disregard for any rule stated here is considered just reason for TNSA to prohibit an exhibitor from attending future TNSA activities.

Cancellations - Cancellations will not be accepted after January 5, 2019. After that date, the exhibitor will be responsible for the full amount of the booth rental fee regardless of the reason for cancellation, including cancellations by the exhibitor because of the failure of an exhibit to arrive for any reason, or cancellation of the exhibition by TNSA, in whole or in part, as the result of riot, strike, civil disorder, act of war, act of God, or any reason of any kind whatsoever

which would not be within the control of TNSA. A \$350 administration fee will be charged on all cancellations made prior to January 5, 2019.

REGISTRATION - The exhibitor registration area will be located near the exhibit area lobby of the ballroom. All exhibitors are required to register as admission to the Exhibit Hall will be by badge only. Please be sure to list the names of all exhibitors on your application.

COMMUNICATION - Correspondence regarding exhibits should be addressed to:

Pat Pollock
Texas Nursing Students' Association
P. O. Box 763877
Dallas, Texas 75376
214/282-7832 fax 972/435-2216
E-mail: tnsa6250@gmail.com

web page: www.tnsa.org