

The Roofing Contractors Association of Texas is excited that you have chosen to exhibit your products at the largest Trade Show in Texas! The Texas Roofing Conference "TRC" objectives are to provide an exhibit of the equipment and materials used in the roofing and waterproofing industry; to provide an arena for the exhibitor to meet with customers and potential new customers on a one-to-one basis; to distribute information on new products and services.

General Information

Decorator

Freeman Decorating Company (214) 634-1463 is our official decorating company. A full kit of exhibit materials, furniture order forms and electrical will be sent 90 days prior to the show date. **Take advantage of discount pricing by ordering online by September 15, 2017 at:** <http://www.freemanco.com/store/show/landing.jsp?showID=450299>

Hotel Reservations

Hotel reservations are to be made directly with the venue: [Renaissance Austin Hotel](#), The Arboretum, 9721 Arboretum Blvd, Austin, TX 78759. The RCAT discounted room rate is \$219. All reservations must be made no later than September 12, 2017 or the above rate is not guaranteed. To make reservations please call (512) 343-2626. For Speed and Convenience please mention group name "Roofing Contractors Conference." Online booking link: https://aws.passkey.com/event/49172288/owner/13526/home?utm_campaign=275128889

Exhibitor Registration

Every person connected with any exhibit booth must be registered and have a proper badge. RCAT will provide each exhibitor with two free registrants per each booth purchased. Additional badges are \$10 each. Tickets to the Annual Business Meeting/Awards Luncheon are NOT included with your booth but can be purchased for \$50 each. Regular and additional badges are to be ordered online using the link provided in your registration confirmation email. **ALL non-exhibiting manufacturers, suppliers and independent representatives will be charged \$250 to enter the show floor.**

Booth Equipment

Each 10" x 10" booth will be set with 8" high gray and black back drape, 36" high gray side dividers, and a 7" x 44" identification sign. Note, the Renaissance Exhibit Hall floor is carpeted.

All furnishings and optional booth carpeting and all should be ordered directly from Freeman Decorating.

Booth Payments

Remittance of the full amount of the booth charge; or a deposit of one-half the full amount with the balance due on or before September 15, 2017. Booth assignments are made on a first-come first-served basis with islands reserved for multiple booth sales. All funds must be US and drawn on a US bank; made payable to the Roofing Contractors Association of Texas (RCAT). Cancellation clauses are addressed in the Rules and Regulations for Exhibitors.

Installation and Dismantle

Displays may be set up starting on Wednesday, October 4, 2017. Large equipment is loaded between 11am-2pm; all others from 2pm - 6pm and on Thursday, October 5, 2017 from 8am - 12pm. All exhibits must be set and ready before the Trade Show Grand Opening at 1:00pm on Thursday. The convention center cannot accept shipments in advance; all shipments must be coordinated with Freeman Decorating (214) 634-1463. Dis-mantle of displays may commence at 6:30pm on Thursday, October 5, 2017 and must be completed by 9:30pm. Early dismantle constitutes a breach of contract and requires the exhibitor to pay for the distraction to the exhibits (See Rules and Regulations).

Events

The RCAT Golf Tournament & Welcome Reception are both on Wednesday, October 4, 2017. Note that our Trade Show is one day only again this year and will run from 1:00 – 6:00pm Thursday October 5, 2017. RCAT's Annual Business Meeting and Awards Luncheon will be held on Thursday October 5, 2017. On Friday there will be a NWIR Luncheon. All events require a registration for ticketing and food planning; please respond on your exhibit contract where indicated.



42nd Annual Texas Roofing Conference Renaissance Austin Hotel & Conference Center Austin, TX - October 4 - 6, 2017

Exhibitor Rules and Regulations

OBJECTIVES OF EXHIBITS

Exhibits are intended for informational and educational purposes directly related to the productivity and management of roofing companies. Exhibits should allow participants to see, hear, examine, question and evaluate the latest developments in products and services. RCAT reserves the right to determine if an exhibit meets the objectives and standards of RCAT.

ELIGIBILITY

Exhibitors must agree to meet the objectives stated above and the rules, regulations and conditions as stated in the following items and on the actual contract.

BOOTH ASSIGNMENT

Completed contracts/registration forms and a 50% deposit for exhibit booth space are accepted on a first-come, first-served basis. Assignments will be made immediately, in order of receipt and as space permits. No reservations for space will be accepted over the phone or without the minimal deposit payment.

BOOTH PAYMENT AND CANCELLATION REFUNDS

A 50% deposit must be submitted with your completed contract. The remaining balance is due to RCAT no later than September 5, 2017. If a deposit is made using a credit card, that card will automatically be charged for balance due on September 5, 2017 if alternate payment has not been received at the RCAT office. If a booth is reserved after September 5, 2017 the full payment must be provided. EXHIBITOR MAY CANCEL BOOTH REGISTRATION ONLY IN WRITING TO RCAT.TRADESHOW@ROOFTEX.COM. A FULL REFUND OF THE AMOUNT PAID WILL BE PROCESSED WITHIN 5 BUSINESS DAYS OF THE REQUEST. BOOTH CANCELLATION REQUESTS RECEIVED AFTER SEPTEMBER 5, 2017 WILL BE REFUNDED AFTER THE CONFERENCE IS OVER. CANCELLATION REQUESTS RECEIVED AFTER SEPTEMBER 15, 2017 WILL NOT BE REFUNDED.

LIABILITY AND INSURANCE

All property of the exhibitor remains under its custody and control in transit to and from the exhibit facility. Neither the show sponsor (RCAT), the management of the exhibit facility (Renaissance Austin Hotel) nor any of the officers, staff members or directors of the same are responsible for the safety of the property of the exhibitors from theft, or damage by fire, accident, vandalism or other causes. Exhibitor expressly waives and releases any claim he/she may have against any of them by reason of damage or loss, except where the damage of loss is due to the gross negligence or willful misconduct of the persons or entities mentioned above. Each exhibiting company is required to insure itself against property loss or damage and liability for personal injury.

INSTALLATION AND DISMANTLE OF EXHIBITS

It is mutually agreed that each exhibitor will be responsible for the delivery and removal of his/her products and display materials to and from the exhibit area.

FIRE RULES AND REGULATIONS

All decorative and construction materials must be non-combustible or flame-proof. If any of your materials require flame-proofing, a certificate of flame-proofing must remain at the exhibitor service desk during the setup and exhibit hours. Any vehicles placed on display must conform to the following rules: 1) Fuel level must conform with local Fire Marshall's standards 2) Battery must be disconnected 3) Key must remain with show management from move-in to move-out.

SUBLETTING OF SPACE

Exhibitors may not assign or sublet the whole or any part of the space allocated.

PLAYING OR PERFORMING OF MUSIC

Exhibitor agrees to obtain the appropriate music license if they utilize any type of copyright music in their booth space.

Questions? Call 800-997-6631
or email rcat.tradeshow@rooftex.com



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USE OF EXHIBIT SPACE

Any entertainment must be kept within the bounds of the booth. Exhibitors using musical instruments, sound systems, or noise-making machines must not annoy or disturb adjacent exhibitors. Any sound that consistently exceeds decibels measure at the edge of an exhibitor's booth will not be allowed. Due to the importance of avoiding disruption in the orderly operation of the exposition, RCAT reserves the sole right to resolve any dispute or disagreement among exhibitors, and RCAT's decision shall be final. Live animals are prohibited.

DISPLAY BOUNDARIES

A single booth measurement is 10' x 10' piped and draped and consists of front posts and division drapes 3' high, background columns and curtains 8' high and a 7" x 44" identification sign complete with exhibitor's name and booth number. RCAT reserves the right to inspect the final setup of all booth decorations and recommend lowering any decoration that obstructs the view of another exhibitor's booth.

FAILURE TO OCCUPY SPACE / REMOVAL

Unless previously arranged, space not occupied by the exhibiting company by 12 pm on Thursday, October 5, 2017 will be forfeited without refund and the space may be resold by RCAT. No exhibit shall be packed, removed or dismantled prior to 6:30 pm on Thursday October 5, 2017 after the show closes. If the exhibitor acts in breach of this provision, it shall pay as compensation for the distraction to the exhibits appearance, an amount equal to one-third of the total space charged.

SPECIAL ASSISTANCE / ADA COMPLIANCE

In compliance with the Americans with Disabilities Act, all exhibit personnel needing special assistance should contact RCAT with their requests in advance.

CONFLICTING MEETING AND SOCIAL EVENTS

In the interest of the entire conference, the exhibiting company agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees from the RCAT events, educational sessions or during the official exhibit hours.

CANCELLATIONS OF EXPOSITION

Should any situation beyond the control of RCAT arise to prevent the performance of the 2017 Annual Conference and Trade Show, RCAT will not be liable for any expenses incurred by the exhibiting company or its employees.

ARBITRATION

Any controversy or claim between the parties arising out of or related to the provisions of the agreement or the breach thereof shall be settled by arbitration in Fort Worth, Texas in accordance with the Rules of the American Arbitration Association.

HOLD HARMLESS CLAUSE

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Convention Center premises and will indemnify, defend and hold harmless the Convention Center, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages, and claims.

AGREEMENT TO RULES AND REGULATIONS

Exhibitor agrees the foregoing rules and regulations by electronically submitting the contract for exhibit space.

HOSPITALITY SUITES OR EVENTS

Hospitality Suites or Events are welcomed and encouraged however all hospitality suites or events must be approved in advance by the RCAT Headquarters office to assure there are no conflicts with other scheduled events. No exceptions.