

Carefully read the 2022 Austin SHRM Annual Conference Rules and Regulations:

A minimum of fifty percent (50%) of total amount due must accompany the application. Full payment is due by April 30, 2022. Applications will not be processed, booths will not be assigned, information will not be placed on Whova, etc. without required payment.

1. All exhibit booth space cancellations must be submitted in writing and received by AUSTIN SHRM on or before April 30, 2022 for a full refund less a \$600 administration fee. Additional Sponsor/Exhibitor Attendees will be refunded less a 50% administration fee. Any cancellations received after April 30, 2022 will not be refunded. Please note that all cancellations must be submitted in writing separately from the exhibit booth space cancellation. Cancellations may be submitted in writing to AUSTIN SHRM by any of the following means: Austin SHRM Email: support@austinshrm.org / Austin SHRM Mail: 1401 Lavaca St PMB 40893, Austin, TX 78701
2. Termination of Meeting at Exposition. Should the premises in which AUSTIN SHRM's Annual Conference is to be held become, in the sole judgment of the Association, unfit for occupancy, or should the meeting and trade exposition be materially interfered with by reason of action of the elements, strike picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of AUSTIN SHRM, the contract for exhibit space may be terminated. AUSTIN SHRM will not incur liability for damages sustained by exhibitor as a result of such termination. In the event of such termination, the exhibitors expressly waive such liability and release the Association of and from all claims for damages and agrees that the Association shall have no obligation except to refund to exhibitors pro-rated shares of the aggregate amounts received by the Association as rental for exhibit spaces for said exhibits after deduction being hereby specially agreed to by the exhibitor.
3. If an exhibitor does not follow the rules and regulations set by AUSTIN SHRM, then this contract may be terminated. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages the amount paid by the exhibitor for exhibit space, rental, regardless of whether AUSTIN SHRM enters into a further lease of the space involved.
4. Space assignments will be made by AUSTIN SHRM. Premium Sponsors will be allocated first choice by both level of sponsorship and date of payment. Exhibitors will be assigned to ensure variation within the Exhibit Hall. AUSTIN SHRM reserves the right to make the final determination of all space assignments in the best interests of the exposition.
5. Exhibitors are prohibited from subletting any part of their assigned exhibit space. No exhibitor shall assign, sublet, or share the space allotted with another business or firm.
6. The General Rule of the Exhibit Hall is: Be a good neighbor. No exhibit will be permitted that interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has under contract with AUSTIN SHRM, no part of the exhibit hall and its grounds may be used by any organization other than AUSTIN SHRM for display purposes of any kind or nature. Representatives should be attired to maintain the professional and businesslike climate of the convention.
7. In fairness to all exhibitors, AUSTIN SHRM exhibit construction guides must be observed. Booth backgrounds are 8 feet high; side rails are approximately 33" high. The back half of the sidewalls of the booth may extend to the height of the back wall. The front half of the sidewall must contain at least 50% open area to permit side viewing through the booth. If motion pictures, other than A/V or

loudspeakers are used, the exhibitor agrees to comply with the union requirements of the operation of the equipment. Sound presentation, slides, or movies will be permitted if tuned to conversational level and if not objectionable to neighboring exhibitors. AUSTIN SHRM reserves the right to restrict the use of glaring lights or objectionable light effects. The exterior of any display cabinet or structure visible from an adjacent exhibitor's booth must be finished or suitably decorated at the expense of the exhibitor erecting or installing such a display and must not include corporate or product identity that would detract from the adjacent display.

8. To ensure the safety of all participants, fire regulations must be observed. Fire regulations require that all display materials be flameproof. Electrical signs and equipment must be wired to meet the specification of the local Fire Underwriters Inspection Bureau. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.
9. Cost of repairing any damages to the exhibit hall will be billed to the responsible exhibitor. Nothing can be posted or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of the Exhibit Hall, Break Out rooms, or venue.
10. Upon arrival, please proceed to the check in table to receive your Conference sponsor badge(s). Badge(s) must be worn while at the Hyatt.
11. All exhibits must be fully operational as per the conference schedule set for each year. Exhibitors, who do not claim their booths by 1:00 PM on the day of conference, forfeit all rights to the exhibit space. All monies paid shall be retained by AUSTIN SHRM and the booth space reverts back to AUSTIN SHRM for use or resale at AUSTIN SHRM's discretion.
12. Exhibitor set up will be on Thursday, August 4th from 4:00 PM – 6:00 PM. Tear down may begin at the conclusion of the Conference on August 5th at 5:30 PM.
13. Exhibitors are advised to provide locked storage facilities within their own display area for excess merchandise and personal items.
14. The dismantling of displays and completion of move out is set per the conference schedule each year. At that time, all exhibit displays or materials left in booths without instructions will be packed and stored at the discretion of AUSTIN SHRM. All charges will be applied to the exhibitor.
15. No equipment can be removed from the exhibit hall during the conference without written permission from AUSTIN SHRM.
16. Exhibitor's displays will NOT be dismantled or packed in preparation of removal prior to the official closing time on the day of conference at 5:30 pm.
17. Exhibitors are advised to carry floater insurance to cover exhibit materials against damage and loss and public liability insurance against injury to the personal property of others. AUSTIN SHRM will have no liability for any loss or damage sustained by an exhibitor during exhibit hours or at any time, whatever the cause. Exhibitors are solely responsible for securing items in their booth. All property of the exhibitor is understood to remain under his/her custody and control, in transit to and from the confines of the hall, subject to the Rules and Regulations of the Exposition.

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18. Individual booths and materials contained within exhibit booths are the responsibility of the exhibitor.
19. Hold Harmless Clause. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel center and shall indemnify and hold harmless the venue, agents, and employees from all such losses, damages, and claims.
20. Exhibitor agrees to pay when all royalties, license fees, or other charges accruing or becoming due to any firm, persons, or corporation by reasons of any music – either live or recorded or other entertainment of any kind or nature, played, staged, or produced by the Exhibitor.
21. Electricity will be provided though you must bring your own extension cord.
22. AUSTIN SHRM reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by AUSTIN SHRM. AUSTIN SHRM reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit with the provision that all exhibitors will be advised of such changes.
23. COVID-19: By registering/attending, you are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. We are confident in continuing our Annual Conference in-person and are deliberate in how we are handling the management of this event. Our first priority is always the health and safety of all attendees. We will continue to monitor the status of COVID-19 and will you notify you of any changes to our safety precautions.

Inquiries:

CONFERENCE

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AUSTIN SHRM Office

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