

BUSINESS SHOWCASE RULES AND REGULATIONS

The Greater New Braunfels Chamber of Commerce, Inc.
36th Annual Business Showcase
September 10 from 10:30 a.m. – 8:00 p.m.
New Braunfels Civic/Convention Center

THEME: DEEP IN THE HEART OF TEXAS BUSINESS

This year we're showing a deep appreciation for the area we live by recognizing Texas, hill country, river, and all things New Braunfels culture themes.

Exhibitors must read and agree to the Business Showcase Rules and Regulations in their entirety.

The Business Showcase reserves the right to ensure that all exhibitors abide by the rules of the Show and the New Braunfels Civic/Convention Center, for the safety and enjoyment of all exhibitors and attendees.

BOOTH COVERAGE AND USE OF EXHIBITOR CREDENTIALS:

All booths shall be completely set up and staffed with Exhibitor Personnel Registrees for the Morning Show by 10:00 a.m. and for the Evening Show by 5:15 p.m. on September 10. If you arrive late, you will be subject to a late arrival fee of \$75.

All booths shall remain intact until close of the event at 8:00 p.m. on September 10. If you dismantle your booth before the show closes, you will be subject to an early breakdown fee of \$200 and not be invited to return to the 2025 Business Showcase.

Should any exhibitors no-show the day of the event, they will be subject to a no-show fee of \$200 and will not be invited to return to the 2025 Business Showcase.

The booth fee includes two full Exhibitor Personnel Registrations per single booth, and the ability to purchase two additional for \$40 each.

No more than 4 Exhibitor Personnel Registrations are allowed per single booth.

A double booth would include four full Exhibitor Personnel Registrations at no additional cost, and the exhibitor could purchase two additional if desired.

No more than 6 Exhibitor Personnel Registrations are allowed per double booth.

Exhibitors are required to submit Exhibitor Personnel Registration names no later than August 2, 2024. Only the individuals registered will receive Exhibitor Credentials and will be allowed in as your booth staff. All Exhibitor Personnel Registrarees are REQUIRED to always wear Exhibitor Credentials while working as booth staff during the Business Showcase.

Exhibitor Personnel Registrarees will receive their Exhibitor Credentials during Exhibitor Check-in the morning of the Business Showcase - exhibitors will not be allowed to enter the Business Showcase without checking in that morning.

Your booth must be set up and manned by at least one Exhibitor Personnel Registree for all hours of the show.

USE OF ATTENDEE TICKETS:

Each Exhibitor will receive the following amount of courtesy *ATTENDEE TICKETS* included with their registration to giveaway:

5 Courtesy Day Show Tickets

3 Courtesy Evening Show Tickets

Exhibitors will be sent the courtesy tickets by email 2 weeks prior to the show. Courtesy tickets are to be given away by exhibitors to customers/clients, family, friends, other colleagues, or members of the community.

Tickets are for attendees ONLY. Exhibitor Personnel Registrerees do not need tickets to gain access to the business showcase, rather, to gain access they must use their Exhibitor Credentials.

ACCESS TO CIVIC/CONVENTION CENTER AND SET-UP:

Exhibitor access to the Civic/Convention Center will be from **12:00 p.m. to 8:00 p.m. on Monday, September 9 for booth set-up**. Bring your own handcart or dolly to transport your booth supplies. Handcarts or dollies will not be available at the Civic/Convention Center. Bring a power strip and electrical cord if using an electrical outlet is intended for your booth. Wireless internet is available.

Exhibitors can enter and exit from the **LOADING DOCK** on Castell Avenue and the (Seguin Ave and Castell Ave) entrances of the Convention Center for booth set up and take down. There is a ramp that makes transport into the building more convenient at the loading dock. Please unload your vehicle and move it to allow other exhibitors access.

Access to the Civic/Convention Center on Tuesday, September 10 will begin at 8:00 a.m. Enter at the **LOADING DOCK** on Castell Avenue. Main entrances of the Civic/Convention Center will be locked until 10:30am. Exhibitor Check-in will be from 8:00am to 10:00am at the loading dock entrance. Be sure you arrive as early as needed to have enough time to check-in and finalize booth set-up. You must be completely set up by 10:00 a.m.

The Day Show will end at 4:00 p.m. At that time, all attendees are required to exit the facility. The Showcase will then be closed from 4:00 p.m. – 5:30 p.m for evening set-up. Exhibitor Personnel Registrerees are allowed to stay at their booths during that gap of time or they may leave. All main entrance doors will be locked during this time, so if Exhibitor Personnel Registrerees decide to leave and come back, they must re-enter through the **LOADING DOCK** no later than 5:15 p.m. You will be required to show your Exhibitor Credentials to re-enter.

CARDBOARD BOXES/TRASH:

If you have empty cardboard boxes as you set up your booth, please flatten the boxes and take them to the designated area in loading dock. Please do not fill trash cans with bulky trash.

FOOD AND BEVERAGE SAMPLES: (for non-packaged food and beverage)

If you plan to give away or sell samples of food or beverages, you must fill out the **TEMPORARY FOOD CONCESSION PERMIT APPLICATION** with the city. The Chamber can provide a form or you're welcome to register with the city directly. Please contact the City Health Department at (830) 221-4070 with any questions regarding the application.

PARKING:

Parking for exhibitors and attendees is in the two city parking lots on Castell Avenue and Garden Street.

DOOR PRIZE DETAILS:

Exhibitor Door prize giveaways are highly encouraged as they are another way to attract individuals to your booth. You will need to provide registration forms at your booth (many attendees will use a business card to register). This will give you an opportunity to obtain names for leads and mailings. You may also consider a unique exhibit, giveaway, or activity in your booth to further assist in attracting potential customers. A policy has been set by the Business Showcase Committee that children under the age of 16 will not be allowed to register for prizes, nor should they take giveaway items from booths.

BOOTH DECORATING CONTEST:

Exhibitors are not required to decorate their booth in the theme of the Show or to decorate at all, but it is encouraged, as it adds to the excitement of the show and increases foot traffic to your booth. However, there is a best decorated booth contest with awards for 1st, 2nd, and 3rd places. Awards will be presented to both large and small businesses at the Evening Show. Judging for best decorated booths will take place following the Champagne Toast Ceremony at the opening of the Evening Show. If your exhibit booth workers are a part of your “decoration,” make sure they are in your booth during the judging period.

CIVIC/CONVENTION CENTER RULES & REGULATIONS:

- NO FIREARMS OF ANY KIND
- NO TENTS OR CANOPIES
- Do not affix items to chairs, floors or tables that will leave residue behind or damage the surface (especially no duct tape) – staff will provide Gaff tape for taping extension cords to the floor for safety (this kind of tape does not leave residue behind and removes easily – other tapes do not).
- Do not block access to exits or fire extinguishers.
- No confetti, glitter, or hay may be used.
- Balloons must be weighted.
- No fog machines.
- Flames must be contained in a fireproof container.
- No live animals, except as allowed by the ADA.
- Staff only cleans common areas/aisles – they do not go into booths to clean.
- The Chamber and Business Showcase Committee reserves the right to special permitting and approval for the benefit of this event. Certain measures have been taken into consideration to be able to provide the best experience for exhibitors and attendees.

EXHIBITOR RULES & REGULATIONS:

1. CONTRACT FOR SPACE – By registering for exhibit space, the applicant releases The Greater New Braunfels Chamber of Commerce, Inc. and the Business Showcase and their agents from any and all liabilities to applicant, its agents, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this exhibit. The Business Showcase determines the eligibility of any company or product for exhibit.

This application for space (when endorsed by the Business Showcase with notice of space assignment) constitutes a contract for the right to use the space. Should space remain unoccupied at the opening of the exhibit, the Business Showcase may rent or use it without obligation or refund. Should it be necessary to cancel assigned space, a full refund will be made if written cancellation notice is received by the Business Showcase not later than thirty (30) days before the start of the Show. In addition, the Show reserves the right to cancel said show and refund all monies.

2. ARRANGEMENT OF BOOTHS – Each exhibit must be designed to face the aisle relating to the numbering of the booth. Exceptions to this may be allowed only where multiple booths are occupied. Exhibitors may not project beyond their booth space.

Aisles are under control of the Business Showcase and may not be used for exhibits, demonstrations or the distribution of literature, souvenirs, or samples.

3. USE OF EXHIBIT SPACE – No exhibitor may sublet, assign, or apportion any part of the space allotted or any furniture, decoration materials, electric or other services provided by the Business Showcase, or represent, advertise, or distribute literature, souvenirs or samples for the product or services of any other firm or individual except as approved in writing by the Business Showcase.

In addition, individuals attending the Show may not represent, advertise, or distribute literature, souvenirs or samples for the product or services of any other firm except as approved in writing by the Business Showcase.

4. RESTRICTIONS – The Business Showcase reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the Business Showcase as a whole.
5. CONDUCT – Exhibitors operating any electronic equipment, or any other noise-creating devices must do so only at a level that will not interfere with other exhibitors or add unduly to general acoustic inconvenience, or the Business Showcase may require discontinuance of their use.
6. FIRE, SAFETY AND HEALTH – All decoration materials must be flame retardant and conform with City of New Braunfels Fire Department requirements. Confetti, glitter, rice, or birdseed is not allowed. Loading and unloading is allowed in designated areas. If this will require a handcart, please provide one. Each exhibitor assumes full responsibility for its compliance with local, city, state and federal ordinances, laws and regulations respecting fire safety, health, and regulations.
7. LIABILITY AND INSURANCE – Neither the Business Showcase nor The Greater New Braunfels Chamber of Commerce, Inc. assumes any liability whatever for loss or damage, through any cause, of goods, exhibits or other materials owned, rented, or leased by the exhibitor. If insurance is desired, it must be placed by the exhibitor. The exhibitor shall indemnify the Business Showcase and The Greater New Braunfels Chamber of Commerce, Inc. and hold them harmless from any complaints, suits or liabilities resulting from the negligence of the exhibitor in connection with the exhibitor's use of display space.
8. INSTALLATION AND REMOVAL – Exhibit booths shall be set up and removed according to the schedule set forth by the Business Showcase. Booths shall remain intact until close of the exhibit when dismantling may begin.
9. INTERPRETATION AND ENFORCEMENT – These Rules and Regulations become a part of the contract between the exhibitor and the Business Showcase. The Business Showcase has full power of interpretation and enforcement of these Rules and Regulations. All matters in questions covered by these Rules and Regulations are subject to the decision of the Business Showcase, and all decisions made shall be binding on all parties affected by them as by the original regulations. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of the Business Showcase, conduct themselves unethically, may be dismissed from the exhibit without refund or other appeal.