**Aggie Mom Camp 2021 Exhibitor Rules & Regulations**

**The Exhibitor is responsible for ensuring that all booth representatives are aware of and comply with these rules and regulations. Please read and check the “Yes” box on the registration link under “I have read and agree to the Vendor rules’. Keep a copy for yourself.**

1. **SPONSORSHIP AND MANAGEMENT:** Aggie Moms Camp ‘21 (AMC) is produced by and the property of the Federation of Texas A&M University Mothers’ Club.
2. **AGREEMENT FOR SPACE**: The application for space occupancy, when accepted by AMC, becomes a contract for the space assigned. Failure to occupy space does not relieve Exhibitor of its obligation to pay the full, agreed-upon rental price. Full refund of the fees will be made if written cancellation is received by the close of business December 31, 2020. No refunds will be made for requests received after December 31, 2020.
3. **ASSIGNMENT OF SPACE**: AMC will assign space at its discretion. AMC will not be held liable for any space assignments or reassignments.
4. **PAYMENT FOR SPACE**: Payment for space and promotional services is due upon execution of this agreement. AMC may deny space to Exhibitors who have failed to meet all payment responsibilities.
5. **OCCUPANCY OF SPACE**: Move-in of exhibits is scheduled for Friday, February 5, 2021 at 12:00 PM. All displays must be set up before the exhibit area opens at 3:00 PM. Exhibitor shall not assign any rights or sublet the whole or any portion of the rented space under this agreement without the written permission from AMC.
6. **EXHIBIT HOURS OF OPERATION**: Exhibitor agrees to have display open during hours the exhibit area is open: Shopping times will be as follows: Friday 3:00 pm – 9:30 pm, Saturday 7:30 am - 6:00 pm, and on Sunday from 7:30 am –12:00 pm. **Exhibitor agrees to assign at least one representative to staff their display during all exhibit hours of operation. During the times that no one will be staffing it, the booth must be covered. Hours are subject to change. Exhibitor will be notified of any changes.**
7. **EXHIBIT MOVE-OUT**: The closing time for the exhibit area is 12:00 pm - 2:00 pm on Sunday, February 7th. Exhibitors shall not initiate tear down or abandon their display prior to 12:00pm. If the display is dismantled before 12:00 pm, exhibitor looses right to exhibit in future events of AMC. It is understood that premature tear down detracts from the overall merit of the event and can cause potential liability hazards to attendees still in the Exhibit area.
8. **EXHIBITOR REPRESENTATIVES**: Exhibitors will limit the number of representatives at the conference to staff their display to two (2) at any given time.
9. **LIABILITY OF INSURANCE**: Exhibitor agrees to protect and hold harmless AMC from any damages or charges imposed for violation of any law or ordinance, whether occasioned by the action of the Exhibitor or on behalf of the Exhibitor. Exhibitor shall at all times protect, indemnify, same and hold harmless AMC against and from any and all loss, damage cost, liability or expense arising from or out of or by reason of accident or other occurrence to anything or anyone, including but not limited to the Exhibitor, its agents, employees and guests, which arises from or out of or by reason of said Exhibitor’s occupancy and use of the exhibition premises or a part thereof. AMC will exercise reasonable care for the protection of Exhibitor’s materials and displays. However, the Exhibitor, upon signing this agreement, expressly releases AMC, TAMU Hotel and Conference Center, and other providers of exhibition services from, and agrees to indemnify same against any and all claims for such loss, claims or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. The exhibiting company acknowledges that it is responsible for obtaining insurance coverage in such amounts as appropriate to comply with its obligations herein and for its own protection.
10. **SECURITY RESPONSIBILITY & PROCEDURES**: Exhibitors leave materials at their own risk. Neither AMC nor the hotel is responsible for any loss or damage to property, equipment or materials on-site. A garage style rolling door will be closed to the exhibition area after hours.
11. **FIRE OR SAFETY REGULATIONS**: Exhibitor agrees to confine its exhibit to the space provided. Circulars, publications, and advertising matter may be distributed only within the space provided. Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building, furniture or drapes. Signs, nails, etc. will not be permitted to intrude into or over aisles. All equipment must have pads under it. The use of flammable and volatile materials or materials under high pressure within exhibits, displays, meeting and seminar rooms is strictly prohibited. AMC reserves the right to make modifications as necessary to meet fire code requirements, safety, access to areas and to establish area zones. Exhibitors agree to abide by all City of College Station and the TAMU Hotel and Conference Center fire and safety regulations.
12. **CANCELLATION OR CURTAILMENT OF EVENT:** If the facility in which the event will be held or is held is destroyed or becomes unavailable for occupancy for reasons beyond the control of AMC and the sponsors, or if the event is cancelled, relocated or rescheduled for any reason, AMC and the sponsors will not be responsible for any loss of business, loss of profits, damage or expense of whatever nature that the exhibitor may suffer. The reasons include, but are not limited to such reasons as: casualty, emergency, explosion, fire, lightning, flood, weather, epidemic, earthquake or other Acts of God, acts of public enemies, war, riots or civil disturbances, strike, lockout, injunction or boycott, this contract may be terminated by AMC. In such an event, the Exhibitor waives all damages and agrees that liability shall be limited to a refund of payments made.
13. **USE OF EQUIPMENT**: Exhibitors are responsible for providing any equipment used in their displays. Exhibitors are responsible for movement of all exhibit material unless they have received written authorization by AMC or their authorized representative to utilize an outside contractor to move exhibit display material.
14. **SALES**: Exhibitors agree to only sell merchandise. Prizes or drawings in vendor space are not permitted.
15. **SIGNAGE**: Signage is responsibility of the Exhibitor.
16. **DONATION ITEMS**: We ask that each exhibitor donate at least one item (door prize or raffle item) to Camp. Have donation ready for drop off at the time of check-in.

**OTHER RULES AND REGULATIONS**: Exhibitor agrees to abide by all rules and regulations issued by AMC either in advance of the exhibition or on-site either in writing or verbally. In all cases, it is the responsibility of the Exhibitor to obtain written authorization in advance of the conference for any exceptions or to authorize any exhibit or practice which may be considered questionable. Correspondence should be sent to amcchair@aggienetwork.com.

Revised 9/27/2020