



# NATIONAL COWBOY SYMPOSIUM & CELEBRATION®

SEPTEMBER 9 – 11, 2016

## EXHIBITOR POLICIES

**REQUIREMENTS:** All exhibits containing items that are Western, Cowboy, Native American, or Southwest related are given priority consideration. Other types of exhibits will be considered on an individual basis by the committee.

### 2016 ENTRY FEE:

One Booth	Two Booths	Three Booths	Four Booths
100 sq. ft.	200 sq. ft.	300 sq. ft.	400 sq. ft.
10' W x 10' D	20' W x 10' D	30' W x 10' D	40' W x 10' D
\$225.00	\$450.00	\$640.00	\$830.00

Deadline for returning exhibitors to maintain space location from the previous year is May 15<sup>th</sup>, 2016.

Complete the enclosed form and mail with the complete amount for fees to:

**National Cowboy Symposium & Celebration, Attn: Exhibits, P.O. Box 6638, Lubbock, TX 79493**

Spaces are in the Exhibit Hall and the Pedestrian Mall of the Lubbock Memorial Civic Center. Each space in the Exhibit Hall provides professional divider draping 3 feet in height. Pedestrian Mall spaces do not include drapes, but will be marked on the floor. Exhibitors are required to remain within their space designation and will not be allowed to exceed the boundary of the purchased space. Each space will be provided one 8 foot folding table as needed and 1-2 chairs as needed. Electrical outlets are located every 20 feet in the floor of the Exhibit Hall and are also in relatively close proximity in the Pedestrian Mall. The exhibitor must furnish their own extension cords for electricity as well as all other items required for their exhibit. Please indicate on the entry form how many tables and chairs you anticipate needing. You should also indicate your location preference. We will honor these requests based on the criteria set out in Assignment of Space. NCSC also reserves the right to make last minute changes at the show site as needed.

**ASSIGNMENT OF SPACE:** Space will not be reserved or assigned without an application and full payment of space fees. We will deposit your check upon receipt in our office. No space will be reserved by telephone. Special requests for space preferences must be made in writing on the application or attached in letter-form. Assignments are made based on numerous factors including but not limited to: the amount of space required, exhibitor preferences, date of receipt of application and payment, past participation, general grouping of exhibits, and special requirements. Show Management reserves the right to relocate exhibitors or modify the floor plan should it be deemed necessary at any time. National Cowboy Symposium & Celebration reserves the right to refuse any exhibit.

**CANCELLATIONS:** Cancellations must be sent in writing to the show office, by mail or fax, and cannot be taken over the telephone. Cancellations must be made before July 1, 2016 for consideration of a refund.

**CHECK-IN AT THE SHOW:** Upon arrival, please check in at the exhibitor desk near the north entry of the Civic Center. You will receive an exhibitor packet with your name badges and other pertinent information. There will be an exhibitor hospitality area in the southeast foyer of the Exhibit Hall throughout the show. In addition to exhibit space, each Exhibitor also receives registration for one or two people at no charge. The name badges will permit free admission to the daily programs of poetry, music and storytelling sessions on Friday and Saturday. Additional family or friends must purchase their own tickets for entry to the event.

**SET-UP, TEAR-DOWN and SHOW HOURS:**

**Set-up:** Exhibits may begin setting up at 9:00 a.m. on Thursday, September 8th, and must have completed set-up by 6:00 p.m. unless arrangements are made otherwise with the Exhibits Chairman. Exhibitors may unload exhibit materials on the east side of the Lubbock Memorial Civic Center. Vehicles may be driven inside the exhibit hall to unload unless oversized or if it conflicts with the set-up of another exhibit. We ask that you cooperate and coordinate with the Exhibits Chairman to ensure that the move-in is as smooth and problem-free as possible for all exhibitors. The Exhibits Chairman and volunteers will be available to assist in locating space(s).

**Show Hours:** The show will be open from **9:00 a.m. - 7:00 p.m.** on Friday, September 9th and Saturday, September 10th.

**Tear-Down:** All exhibits must be removed from the Civic Center by midnight on Saturday, September 10th. All exhibitor property must be removed from the Exhibit Hall by the end of the designated exhibitor move-out time, September 10, 2016, midnight. In the event that exhibit space is not vacated by that time, show management is authorized to remove, at the exhibitor's expense, all goods and property of the exhibitor; show management or its agents shall not be liable for any damage or loss to such goods or property by reason of such removal. National Cowboy Symposium & Celebration will not be responsible for exhibits left on the site.

**USE OF EXHIBIT SPACE:** Exhibit space is to be used solely for the display of the exhibitor's products and services. Exhibitors are not permitted to sublet any portion of their space, or to display merchandise of other manufacturers or distributors where no direct business relationship exists between them. All demonstrations must be confined within the exhibit space. No exhibitor may solicit attendees or distribute literature or other materials outside of their purchased booth space.

In accordance with Fire Marshall Regulations and City of Lubbock facilities rules, no exhibit material may extend beyond the boundaries of the assigned exhibit space. No materials may be suspended from the ceiling or bridged across an aisle without full knowledge and permission from the exhibits manager and the City of Lubbock building management.

There will be no motors, vehicles, or equipment operating in the indoor exhibit areas during the three days of the show, and exhibitors should inform exhibit workers to that effect. Vehicles displayed indoors must meet all city Fire Marshall regulations. Vehicles will contain less than ¼ tank of fuel and battery cables for ignition systems will be disconnected. No motors emitting fumes will be started indoors during the show hours. No open flames are allowed in the building.

The use of sound systems or equipment producing sound is a privilege, not a right. NCSC show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

NCSC show management reserves the right to decline or prohibit any exhibit or part of exhibit which, in its opinion, is not in keeping with the character of the overall goals of the event and/or general exhibits; this includes anything, in the opinion of NCSC show management, as undesirable, objectionable or inappropriate.

**CARE OF EXHIBIT SPACE:**

Exhibitors must keep their exhibit area clean during the show, and will remove all debris and exhibit materials after the show. Exhibitors must not place any refuse or materials which may endanger public safety or cause inconvenience to other exhibitors on the floor before the opening of the show. Exhibitors shall not injure, mar, mark, paint, or in any manner deface the hall, nor use nails, hooks, pins, screws, or tape on the building. The exhibitor is liable for any and all damages caused to the building or other property in connection with their exhibit. Helium balloons are prohibited.

**FOOD SAMPLES & GIVEAWAYS:**

Food giveaways may only be of sample size and must be pre-approved by the NCSC. Please call the show office for instructions and approval prior to August 1st, 2016.

**INSURANCE AND LIABILITY:**

Insurance on the exhibit is entirely at the exhibitor’s expense. NCSC recommends each exhibitor maintain adequate insurance to cover injury, loss, or damage to the general public, their employees, and property. National Cowboy Symposium & Celebration will not be responsible for the loss of property of exhibitors from theft, damage by fire, water, accident, or other causes. Although we will do all in our power to protect the property against such loss, it is recommended that all exhibitors have representatives in attendance at all times when the exhibits are open, especially as exhibits are being set up or dismantled, to protect them against loss.

**CONDITIONS OF EXHIBITING:**

Exhibitors are subject to all rules and regulations named herein, and also to all conditions under which the exhibit facility has made available. Exhibitor agrees to abide by all applicable fire, utility, health, and building codes. The Lubbock Memorial Civic Center does not allow outside alcoholic beverages on the premises. No animals are allowed inside the exhibit area or Civic Center.

All points not covered herein are subject to settlement by NCSC show management. NCSC management reserves the right to make such changes, amendments, and additions to these policies as may become necessary.

**CHECK OUR WEBSITE FOR SCHEDULES AND LAST MINUTE UPDATES AT: [www.cowboy.org](http://www.cowboy.org)**

**CONTACT US:** Monica Hightower, Executive Director

NCSC Office: (806)798-7825

NCSC Email: [cowboysymposium@suddenlink.net](mailto:cowboysymposium@suddenlink.net)

NCSC Fax: (806)798-1290

**HOST HOTEL:** Please use our host hotels – this helps us keep the cost of booth spaces down. Ask for the National Cowboy Symposium room block when making reservations.

MCM Elegante Hotel & Suites  
(formerly Holiday Inn Hotel & Towers)  
801 Avenue Q  
(806) 763-1200

Ashmore Inn & Suites  
4019 South Loop 289  
(806) 785-0060

**Deadline for reservations is August 31st**

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