

**2025 Texas Public Safety Conference
McAllen Convention Center
Industry Partner Hall**

To help provide a quality and productive show, each participating exhibitor is required to read and adhere to these rules and regulations. It is the desire of the Texas Public Safety Conference staff to provide as much training, networking, and dedicated Industry Partner Hall time to all attendees as possible. Your cooperation is greatly appreciated.

The Texas Public Safety Conference staff have the right to interpret and enforce these rules as well as amend the rules and regulations or make additions hereto. All such amendments and additions shall be made known promptly to each exhibitor.

All matters not covered by these regulations are subject to the decision of show management. All decisions so made shall be binding on all parties. Exhibitors, and/or their representatives, failing to comply with these official rules and regulations may incur penalties including but not limited to, removal from the show floor or suspension from attending future Texas APCO or Texas NENA events.

Policy Administration

The Texas Public Safety Conference staff shall have the authority to interpret and enforce these rules. All matters not covered by these regulations are subject to the decision of the Texas Public Safety Conference staff. All decisions so made shall be binding on all parties. The exhibiting company or its representative(s) who fail to observe these conditions will be directly responsible for all risks and expenses involved.

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Assignment of Exhibit Space

The Texas Public Safety Conference staff will assign exhibit space in the Industry Partner Hall according to the submitted Exhibit Space Preference upon vendor registration. Exhibit space will be sold as 10' x 10', 10' X 20', or 10' x 30' spaces. Industry Partners may select up to five (5) choices in both ways. Once full payment has been received, booth assignments will be made, and Industry Partners will be notified of their assignment.

Assignments are made on a first-come, first PAID basis. If upon registration, the company did not choose an exhibit space number then the Texas Public Safety Conference Staff will assign the space of their choosing to the exhibitor. Texas Public Safety Conference Staff will make every attempt to adhere to the Exhibit Space Preference choices but reserves the right to relocate an exhibitor for the betterment of the associations or the show.

All vendor/exhibitor registrations should be completed online by Friday, February 28, 2025. Any requests for space received after February 28, 2025, will be accommodated if space is available.

Registration / Payment & Cancellation Policy

Payment may be made by check or credit card. At the time of registration, payment can be made via credit card during the online registration process. If you choose to pay by check, it should be made payable to the Texas Public Safety Conference and mailed to Lauren Boozer, C/O Texas Public Safety Conference, 4700 Drexel Drive, Dallas, TX 75205. **Keep in mind that booth assignments are confirmed once payment has been received.**

Requests for registration refunds will be honored until February 28, 2025, minus a processing fee of 3% or \$50, whichever is higher. Refund requests received after this date will be reviewed on a case-by-case basis. All cancellations or refunds must be received in writing to Finance Chair, Lauren Boozer at lboozer@hpdps.org by Friday, February 28, 2025.

By submitting payment for booth space, the Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto and the decisions of the Texas Public Safety Conference staff. Exhibitors agree that failure to meet the specified timetable for payment of booth space may result in the space being canceled or relocated as the conference staff deems best.

Change of Venue

If for any reason the Texas Public Safety Conference staff or the McAllen Convention Center deems it necessary to change the location of the exhibits and an interruption of the Exhibit Space Preference schedule is a necessity, Texas Public Safety Conference staff reserve the right to reassign all booth spaces, as the Associations deem best.

Exhibitor Appointed Contractors

Each exhibiting company is entitled to receive one full complimentary registration per 10X10 booth space purchased. Each exhibitor shall provide the Texas Public Safety Conference staff in advance, with the name and title of the person(s) in attendance in the Industry Partner Hall and who will be responsible for the installation, operation, and removal of the exhibit. Representatives shall be authorized to enter such service contracts as may be necessary. The appointed contractors must conform to the Texas APCO-NENA rules and regulations. Additional registrations may be purchased for \$275.

Three (3) complimentary “exhibit hall only” passes will be available to each vendor as long as booth payment has been received. These passes are intended for customers or prospective customers who are not attending the event but want to visit the Exhibit Hall or meet with a vendor. These passes enable the recipient to visit the Exhibit Hall only. They do not include access to any other offering at the Event including food, beverages, materials, etc. “Exhibit Hall only” passes can be requested and will be held at the registration desk.

Employee or Conference Badges

Each exhibitor will supply the show management in advance with the names of those people who will staff their booth on the exhibit floor. These names may be shown on the online registration form. In the event of last-minute personnel changes, the exhibitor representative will be required to show a picture ID and/or business card at the time of on-site registration. All representatives must wear an official conference badge during official show time hours and while manning their booth space. If you desire, additional exhibitors can be issued an “Exhibit Hall Only” pass, which will allow them access to the exhibit floor. However, this pass does not include any meals or other planned activities associated with the conference.

Children Under 16 Years of Age

Children under 16 years of age are not permitted on the exhibit floor during installation and dismantle periods. They are also not permitted to attend the exhibit hall unless they have the correct conference credentials and are accompanied by an adult.

Insurance

The exhibitor acknowledges that McAllen Convention Center does NOT maintain insurance covering the Exhibitor’s Property, and it is the sole responsibility of the Exhibitor to obtain business interruption coverage and property damage insurance covering any such property losses incurred by the Exhibitor. As such, we ask you to provide a copy of your insurance for the venue, who is requesting it in the event of any damage caused by your display. This copy will be provided to the IP Hall Committee Chairs prior to Exhibitor Setup.

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Exhibit Hall Hours / Access to Halls

To assure maximum security protection for open exhibits and merchandise, after-hours work and/or entertainment will not be permitted in the exhibit spaces unless a member of the Texas Public Safety Conference staff grants permission. The exhibiting company making the request may be liable for any security costs incurred by Texas APCO and/or Texas NENA in connection with any after-hours request. Except when special permission is granted, all vendor representatives must be out of the exhibit hall within 30 minutes after the official closing time of the exhibits. The Texas Public Safety Conference staff shall have the authority to interpret and enforce these rules.

Installation and Removal of Exhibits

- **Wednesday, April 2:** 2:00 p.m. – 5:00 p.m. (Exhibitor Setup)
- **Wednesday, April 2:** 7:00 p.m. – 10:00 p.m. (Awards Gala, McAllen Convention Center Ballroom)
- **Thursday, April 3:** 10:00 a.m. – 3:00 p.m. (IP Hall GRAND OPENING)
Note: All booths must be set up by 9:00 a.m., and dedicated IP Hall hours are 10:00 a.m. – 1:00 p.m.
- 11:00 a.m. – 12:00 p.m. (Power Hour with decision-makers)
- 12:00 p.m. – 1:00 p.m. (Lunch served, McAllen Convention Center Ballroom)
- **Thursday, April 3:** 6:30 p.m. – 10:00 p.m. (Industry Partner Event)
- **Friday, April 4:** 9:00 a.m. – 1:00 p.m. (IP Hall Hours) 12:00 p.m. – 1:10 p.m. (Lunch served, McAllen Convention Center Ballroom)
- **Friday, April 4:** 1:00 p.m. (IP Hall closes; Breakdown of Exhibits) *(Please refrain from breaking down exhibits before 1:00 p.m.) (All Exhibitors must be out of the Exhibit Hall by 5:00 p.m.)*

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All goods received after the exhibit hall is open must be delivered to the booth at prearranged times other than the official exhibit hours. Goods and materials used in any display (except bona fide samples) may not be removed from the exhibit area before the Texas Public Safety Conference staff officially closed the exhibit hall.

Tear-down of exhibits by companies prior to the official closing of the exhibit hours is not allowed without prior permission. Should travel arrangements require an early tear-down of the exhibit, it will be incumbent upon the IP Hall Chair/Co-Chair to decide. It will be the responsibility of the Exhibitor Appointed Contractor (EAC) to advise the IP Hall Committee Chairs if there are special circumstances that warrant an exception. The deadline for the removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment at such a time. Breakdown time is encouraged directly after the Exhibit Hall is closed.

IP Hall Booth Inspection

Thursday, all displays must be erected and open for viewing one hour prior to opening for the official inspection by the IP Hall Committee Chairs. A walk-through inspection will be conducted starting at 9:00 a.m. All displays must be completely set up by the designated time on the opening morning, at which time an IP Hall Chair will conduct a walk-through inspection. A representative of each exhibiting firm is asked to be in their booth until the inspection of that booth is completed. This will permit the administrator to alert the exhibiting firm immediately of any violation that may exist. The time is listed in the Installation and Removal of Exhibits section of this document.

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Operations and Conduct

Texas Public Safety Conference staff reserves the right to regulate and/or restrict exhibitors to reasonable noise and lighting levels and to suitable methods of operation and display material. If for any reason the exhibitor and/or its contents are deemed objectionable to other show exhibitors or attendees or by the Texas Public Safety Conference staff, the exhibitor may be subject to removal at the offending exhibitor's expense. This includes people, things, conduct, or poor professional demeanor, which is the sole judgment of show management, and is detrimental to the conference and exhibit. Exhibitors must display goods manufactured or used by them in their regular course of business unless otherwise approved by the Texas Public Safety Conference staff. No exhibitor shall assign, sublet, or share the space assigned without the consent of the Texas Public Safety Conference staff. Show management shall not be liable for refunds, exhibit space fees, or exhibit equipment rental fees if an exhibitor is removed from the Exhibit Hall due to any of the reasons listed above.

Marketing Activities Outside Exhibit Booth

All demonstrations, marketing activities, distribution of circulars, and promotional materials must be confined to the dimensions of the boundaries of the exhibitor's booth. Displays of any kind, including products, advertising, promotional signs, literature, novelties, etc. will not be permitted in other exhibit spaces or public areas such as aisles, entranceways, lounges, registration areas, corridors, meeting rooms, or any other areas of the exhibit hall or hotel affiliated with the Texas Public Safety Conference. Off-site demonstrations, hospitality parties, VIP seminars, invitation-only meetings, and other such commercial demonstrations planned for off the exhibit floor will not be allowed during regular scheduled conference hours. Such events shall also not coincide with other scheduled conference events or activities such as luncheons, entertainment events, business meetings, awards banquets, etc.

Based on the agreement between The Texas Chapter of the National Emergency Number Association and The Texas Chapter Association of Public Safety Communication Officials Food & Beverage Policies state that due to licensing requirements and quality control issues, all food and beverage to be served on Convention Center property MUST be supplied and prepared by the Convention Center. All food and beverage prices are subject to a 21% mandatory service charge and 8.25% state tax (subject to change without notice). If you are interested in hosting food or beverages in your booth, please contact Conference Chair, Whitney Moore at wmoore@nwecc.org

Storage of Crates and Boxes

Exhibitors will not be permitted to store packing crates and boxes in open areas of their booths during the exhibit period. These crates, when properly marked, will be stored, and returned to the booth by the exhibit facility or Texas XPO. It is the exhibitor's responsibility to mark and identify their crates and boxes.

Clean up Fees

Should the Texas Public Safety Conference be charged a cleanup fee by the facility because of the exhibitor's activities, a cleaning fee will be charged to the exhibitor. Because facility charges vary, show management will establish the cleanup fee charged to the exhibitor.

Non-Registered Vendors/Organizations

Vendors or organizations not assigned space in the exhibit hall or other designated areas will not be permitted to engage in any activities within the exhibit area or any other areas of the exhibit hall or in hotels affiliated with the event in any way. Only the Texas Public Safety Conference staff may grant exceptions, and then only to non-commercial enterprises or companies holding contracts for support services with the association.

Electrical, Internet, and other connections

Exhibitors will be provided with a 110-volt electrical connection. Complimentary wireless internet is also available, through McAllen Convention Center guest Wi-Fi. If the vendor desires wired internet service, it will be their responsibility to coordinate this service with McAllen Convention Center staff or Texas XPO.

Compliance of Exhibiting Firm

Each exhibiting firm agrees to comply with all relevant federal, state, and local laws and ordinances applicable to the space leased and with such rules and regulations as deemed necessary by the Texas Public Safety Conference staff and any rules and regulations of the exhibit facility and the Texas Public Safety Conference.

Liability and Insurance

Neither the Texas Chapter of APCO, APCO International, The Texas Chapter of NENA, National NENA, its co-sponsoring organizations, the official contractors, nor their officers, directors, employees, members or agents, nor the exhibit facility nor the legal entities that own, lease or operate the facility nor their members, officers, directors or employees (the Indemnified Parties), will be responsible or liable for injury to any person or persons or for loss or damage to any exhibitor property or any person or persons while in transit to or from the exhibit facility or while in the exhibit facility unless such damage or injury is due to the gross negligence of an indemnified party, who shall be solely responsible for any damage or injury to the extent that same is due to its gross negligence. All property of the exhibitor must remain in his/her custody and control in transit to, from, and within the confines of the exhibit halls, subject to the rules and regulations of the exhibit.

Exhibitor shall indemnify and hold harmless the Indemnified Parties against all liability whatsoever arising from any or all damages to property or personal injury caused by the exhibitor or his/her agents, representatives, employees, and any other person(s). Subject to the first paragraph of this section, the exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property of the exhibitor, its agents, and all property of the exhibit facility used by the exhibitor or brought into the exhibit facility on its behalf. The exhibitor also assumes full responsibility for all injury to any and all person(s) or property that is in any way connected with the exhibitor's property, including equipment, or caused by the exhibitor, his/her agents, representatives, or employees. None of the exhibitor's obligations hereunder are limited in any way by the coverage limits of the exhibitor's insurance or the insurance requirements contained herein.

An Island booth has aisles on all four sides with no drapery. It must allow for see-through visibility, be transparent from all 4 aisles, and displays may not be over 10' high.

We are looking forward to working with each one of you for this event! Please let us know how we can help with the process; your support is greatly appreciated!



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