

Information & Guidelines

Show Dates & Times:

February 5, 2014

Wednesday

8:00 a.m. until

4:00 p.m.

Event is conducted at
Killeen Civic &
Conference Center
3601 South W.S. Young
Drive
Killeen, Texas 76540
(254) 501-3888

Cancellations:
Absolutely no refunds
for cancellations after
January 1, 2014

Conference will be
held regardless of
weather.

Exhibit Space: All inside exhibit spaces are approximately 8' x 10' and will include an 8-foot skirted table with 2 chairs. Electrical outlets are available, however, exhibitors must provide their own extension cords. Special power requirements must be arranged in advance.

Wireless Internet: Access will be made available during the event at no cost.

Additional Furniture: The cost for an additional 8-foot skirted table with 2 chairs is \$50.00. You must specify your needs on your application form. Furniture required on the day of the event will be charged an additional \$5.0 bringing the total cost to \$55.00 and possibly not be skirted. You are welcome to bring your own furniture in addition to what has been provided.

Lunch & Hospitality: Exhibitors receive only two lunch tickets with each space. Additional lunch is \$15.00 per person; limit 4. Lunch will be served from 11:30-1 p.m. **Lunch reservations must be made by Friday, January 31, 2014 to guarantee a meal.** Continental breakfast may be provided to exhibitors before the event and is available only while the food lasts.

Set-up Requirements: Set-up time for exhibitors will be on Tuesday, February 4th from 12:00-5:00 p.m. A company representative must be at the booth space at all times during exhibition hours the day of the event. The front of the building can be used for loading and unloading only during setup.

Removal of Displays from Spaces: All displays must be completely cleared out by 6:00 p.m. on Wednesday, February 5th. If additional time is needed for dismantling your space, please contact Aimeé Nesse at (254) 200-2001. **There will be absolutely no dismantling of displays prior to 4:00 p.m. on Wednesday during the event.** To do so will eliminate participation in the future Fort Hood Region Government Vendor Conference & Expo events.

Door Prizes: Free prizes and promotional items entice visitors to your space. All drawings for door prizes being awarded by exhibitors must be conducted before the close of the event on Wednesday. Prizes must be awarded with "no strings attached." Participating exhibitors must provide the event prize space with the prizes and their own basket/bowl for entries. Winners may be announced on the PA system at the designated times. Exhibitors are responsible to draw the name and get the prize to the winner.

Use of the Exhibit Space: 1) Any entertainment, audiovisual presentations, etc. must be kept within the bounds of the exhibit space and kept on a low volume. 2) Any live animal, bird, etc. must be approved in advance by the Central Texas Business Resource Center. 3) Only one business is allowed per space. 4) Items or products can be sold, but there are some limitations such as no selling of food and drink items. The Central Texas Business Resource Center is not liable for any transactions. 5) It is suggested that all equipment and promotional give-a-ways be secured following setup. 6) **NO RICE, SEQUINS, ARTIFICIAL SNOW, CONFETTI, GLITTER, HAY OR SMALL FLAMABLE OBJECTS ALLOWED IN THE SPACE. Helium-filled balloons must be secured, and a fine may result from any that float to the ceiling.**

Liability Insurance: Each exhibitor is responsible to carry liability insurance on his or her organization's own exhibit. The Central Texas Business Resource Center or its contributors, the Greater Killeen Chamber of Commerce and the City of Killeen cannot be liable for loss due to theft.

Parking: Free parking in the designated parking lot. There is no parking in front of the Killeen Civic & Conference Center entry except for loading and unloading purposes only.

Space Assignments: Space assignments will be based on first come, first served basis upon complete receipt of payment. Confirmation forms will be sent to the listed point of contact prior to the event.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.