

2025 Texas Assessment Conference

EXHIBITOR AGREEMENT RULES & REGULATIONS:

LOCATION & DATES: The 2025 Texas Assessment Conference and Texas Association of Collegiate Testing Personnel Conference will be held November 3-5, 2025, at the Kalahari Resorts and Conference Center, Round Rock, Texas. The hours the Exhibit Hall will be open for exhibit setup, viewing, and dismantling are as follows:

Exhibitor Set-up:

Sunday, November 2, 5:00 pm – 8:00 pm

Monday, November 3, 7:30 am – 12:00 pm

Exhibit Hall Open:

Monday, November 3, 12:00 pm – 5:00 pm

Tuesday, November 4, 7:30 am – 3:00 pm

Exhibitor Break-down:

Tuesday, November 4, 3:00 pm – 7:00 pm

SPACE CONTRACTS: All exhibitor contracts shall be acknowledged and signed during the booth application process.

EXHIBIT DISPLAY SPACE: The Exhibit Director will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes in the interest of any exhibitor. Exhibit Management reserves the right to decline or prohibit any exhibit that, in its judgement, is out of keeping with the character of the conference. This reservation is all-inclusive as to persons, things, printed matter, products, and conduct.

EXHIBIT SPACE: Each booth in the exhibit area in the Exhibit Hall measures 10 feet across by 10 feet deep. Each booth will be equipped with a head-sign and material walls on an aluminum pipe frame. Back walls will be 8 feet high, and divider partitions will be 3 feet high. Each booth will also be furnished with a draped 6-foot table and two chairs. All other furnishings, equipment, and utilities are to be provided by the exhibiting company at its own expense. Exhibit Services will be provided by Alliance Expo. A welcome packet will be emailed from expo company.

INSTALLATION & DISMANTLING: All exhibit installations must be loaded between the hours of 5:00 pm and 8:00 pm on Sunday, Nov. 2. Installation must be completed by Monday, Nov. 3, 12:00 pm. Dismantling of displays must not begin until after 3:00 pm on Tuesday, Nov. 4. No installing, dismantling, rearranging, repairing, servicing, or removing of exhibits will be permitted during the viewing hours without permission of the Exhibit Director.

EXHIBITOR ADMISSION: Exhibitors will furnish the Exhibit Director with a complete list of their representatives by October 17, 2025. Representatives must wear identification badges at all times. The badge entitles the wearers to attend conference sessions. Exhibitors may purchase up to 10 additional badges above those provided with each exhibit space.

CANVASSING & OTHER ACTIVITIES: Interviews, demonstrations, distribution of literature, etc., are permitted only within the exhibitor's space. Samples or souvenirs may be sold but must relate directly to merchandise displayed in the exhibitor's booth. Aisles must be kept clear of exhibit materials, and debris must be disposed of in building trash containers. Exhibit Management will not permit non-exhibitors to canvass, solicit, hold sessions, or distribute literature or other promotional devices during the conference.

AFFILIATED EVENTS: If your organization would like to schedule events – sessions, receptions, business meetings, breakfasts, luncheons, etc. during the Texas Assessment Conference, then please submit your group's request through the [online submission system](#) by the deadline of August 30, 2025. Conference Management reserves the right to request your organization to amend any affiliated event if not in the best interest of the conference. If, after notice to, and consultation with your organization, any event is still determined in Host's sole discretion to be outside the best interest of the conference, Conference Management has the right to veto event.

NOISE & SOUND: Radios, sound motion equipment, record players, musical instruments, noise-creating devices, and/or amplifying systems must be operated only at a level that will not interfere with other exhibitors or add unduly to general acoustical inconvenience, and their operation must conform to Exhibit Management requirements.

NONLIABILITY: It is expressly understood and agreed by contracting exhibitor and their guests neither MoakCasey nor other sponsoring organizations nor their employees nor contractors shall be liable for loss or damage to the goods or properties of exhibitors. A security guard will be furnished during non-viewing hours, and the furnishing of such a guard shall not be deemed to increase the liability of MoakCasey, and other sponsoring organizations, their members, representatives, officers, or employees, or to modify in any way the assumption of risk and release provided for below. All property of the exhibitor is understood to remain under his/her custody and control in transit to, within, and from the confines of the Exhibit Hall.

CANCELLATIONS & REFUNDS: Refunds (amount paid less \$200 processing fee) will be granted for space canceled if requested in writing and emailed on or before October 10, 2025. (No refunds will be granted for space canceled after October 10, 2025.)

On signing the Exhibitor Registration Contract, and to the extent allowed by Texas law and the Constitution, exhibitor releases and agrees to indemnify MoakCasey, and other sponsoring organizations, their managers, officers, members, sponsors, employees, and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the exhibition, including such damage or injury resulting in part from negligence of one or more of the aforementioned indemnities.

MoakCasey and other sponsoring organizations reserve the right to make such additional conditions, rules, and regulations as Exhibit Management deems necessary to enhance the success of the Texas Assessment Conference. Venue for any legal proceeding concerning the agreement shall be in Austin, Travis County, Texas.

Questions should be addressed to Kari Ruehman (kruehman@moakcasey.com), TAC Administrator, MoakCasey, 1001 Congress Avenue, Suite 250, Austin, Texas 78701, (512) 485-7878