

SPONSOR CONTRACT RULES AND REGULATIONS

GENERAL

The contract, properly executed by sponsor, shall upon written acceptance and notification of sponsorship assigned by conference management, constitute a valid and binding contract. TFCA, reserves the exclusive and total right to control all aspects of the conduct of this event; and specifically, it reserves the right to determine the eligibility of any sponsor for inclusion in the Conference Sponsorship. Requests for sponsorship may be refused or restricted due to space limitation or other reasons determined by TFCA. TFCA also reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the Sponsorships and Conference. Conference management's decisions and interpretations shall be accepted as final in all cases. TFCA will have sole control over all admissions of persons to the Conference. The acceptance of this contract does not carry nor imply endorsement of the product or service by TFCA.

TFCA reserves the right to restrict any exhibit or sponsorship because of noise, method of operation, or any behavior that is judged dangerous or objectionable; and also to prohibit, or to evict, that which is considered to detract from the general character of the exhibit area and/or sponsorships as a whole. This general restriction includes persons, things, conduct, printed matter, or anything deemed objectionable by TFCA. In the event of such restriction or eviction, TFCA is not liable for any refund or other sponsor expenses.

Sponsor agrees to conform to all rules and regulations stated below. Breaches or infractions of these rules may jeopardize the right to sponsor at future conferences hosted by TFCA.

INSTALLATION OF EXHIBITS

Exhibitors may begin setting up booths at 11:00 AM; Tuesday April 14, 2026 and must be completely installed by 4:00 PM

Exhibit Inspection will be conducted by TFCA Conference Staff – Tuesday April 14, 2026 no later than 4:00 PM.

Once the exhibits open Tuesday April 14, 2025 at 4:30 PM, nothing may be removed from the exhibit area until the exhibits close at 3:00 PM on Wednesday, April 15, 2026.

RESTRICTIONS IN THE USE OF SPACE

All demonstrations, interviews, or other activities, such as the distribution of circulars and advertising matter of any description, must be confined to the sponsor's own booth. The sponsor agrees not to assign, sublet, or share the whole or any part of its assigned space without the prior knowledge and written consent of TFCA. No sponsor is permitted to show goods other than those manufactured or dealt with in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with TFCA.

AUDIO-VISUAL SOUND SYSTEMS

The use of audio-visual/sound systems is permissible provided that they are not audible in neighboring booths, nor more than three feet into the aisle, and that the sound is directed vertically and only into the sponsor's booth. TFCA shall exercise absolute control over this regulation. The intent of which is that audio-visual/sound systems shall not be audibly objectionable to neighboring sponsors. The sponsor is responsible for any licensing fees.

PAYMENT FOR SPONSORSHIP

Payment to secure a sponsorship or exhibit space must be received within 30 days of invoice. If sponsorship or exhibit space is purchased within 30 days of the event, payment is required prior to the conference. Full sponsor/exhibit benefits (including but not limited to the post-conference attendee list) may be withheld until full payment has been received. Checks must be made payable to TFCA. Visa, MasterCard and American Express will also be accepted. No exhibit space assignment or sponsorship will be made prior to payment of sponsorship fees. Sponsors with a balance due will not be allowed on the exhibit floor or at sponsorship event until the balance is paid in full.

CANCELLATION/REFUND

Sponsorship cancellations must be submitted in writing. Cancellations are effective on the date written notification is received by TFCA. A fifty percent (50%) refund will be given for cancellations received on or before March 2, 2026. Sponsors canceling after March 2, 2026 will be responsible for payment in full, and may jeopardize the right to sponsor at future conferences.

ASSIGNMENT OF SPACE

Sponsorships are awarded on a first-come, first-serve basis; based on the date the contract is received by TFCA, date of full payment received by TFCA, and the availability of requested sponsorships. TFCA reserves the right to assign sponsorships based on other equitable considerations, to alter the exhibit floor plan, to change location assignments or relocate the exhibit area at any time, as it may deem necessary. TFCA also reserves the right to reassign sponsorship selections, as it may deem necessary and equitable.

LIABILITIES

The sponsor, by signing this contract, agrees to hold harmless and indemnify TFCA, CMP Management, Inc., and the Waco Convention Center and their respective employees, representatives, agents, successors and assigns, for any and all damages to its property that sponsors may suffer during installation or removal of an exhibit or during the exhibition or sponsorship itself, including liabilities from robbery, fire, accident, or any other destructive cause and for all injuries to any persons, resulting from its exhibiting and sponsoring at this Conference. Sponsor will be held responsible for any damage done to the building by it, its employees, its agents or its independent contractors. No nails, tacks or screws may be driven into the floor, walls, or woodwork of the building. TFCA, CMP Management, Inc., their agents and employees will not be liable for failure to hold the Conference as scheduled. Payments for sponsorship will be returned in the event of cancellation, except that any actual expenses incurred or committed in connection with the Conference will be prorated and deducted if the Conference is canceled because of fire, an act of God, the public enemy, strike, epidemic, or any law or regulation of public authority which makes it impossible, or impractical, or illegal to hold the Conference.

FIRE AND SAFETY HAZARDS

All exhibit decorations must be fire retardant. Open flames may not be used, nor may canopies be erected over exhibits. No combustible objects including packing containers and/or wrapping paper may be stored behind displays or near any electrical wiring. Sponsor agrees to take necessary measures to safeguard visitors from any hazard associated with its exhibit.

SPONSORED SOCIAL EVENTS

It is the policy of TFCA to prohibit Sponsors, Exhibitors, exhibitor companies and other conference participants from holding meetings or separate social functions, during official conference events that are published on the event agenda to ensure these activities do not compete with or detract from the TFCA Annual Conference during the official dates and times of the annual conference. All Sponsors, Exhibitors, exhibiting companies and other participants interested in holding any type of ancillary functions must contact info@txfirechiefs.org.

LOGO USAGE

Logo use guideline: The registered and common-law trademarks of TFCA may only be used by TFCA and those persons authorized, in advance, in writing, by the Board of Directors. The use of TFCA marks or logos on clothing or other articles which may be sold or distributed, or in conjunction with another mark or logo of for-profit businesses must be approved in advance, in writing, by the Board and may involve fees. Those authorized to use the Logo must use the camera-ready artwork available from TFCA. Use of the logo by cutting and pasting from the internet are strictly forbidden.

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