



RCAT's 49th Texas Roofing Conference  
September 11 – 13, 2024, Irving Convention Center, Irving, TX

## EXHIBITOR BROCHURE

RCAT is excited that you have chosen to exhibit your products at our conference and expo! The conference objectives are to provide an exhibit of the equipment and materials used in the roofing and waterproofing industry; to provide an arena for the exhibitor to meet with customers and potential new customers on a one-to-one basis; to distribute information on new products and services.

### General Information

**Exhibitor Registration** - Reserve booth space and sponsorships here: <https://shows.map-dynamics.com/trc2024/?register>

**Exhibitor Portal** – Once you are registered, use this to pay invoice, manage company's profile, logo and other information used in the online directory and mobile app for attendees to find you at the expo: <https://admin.map-dynamics.com/>

**NO LOUD NOISE MAKING DEVICES OR SIMULATORS ARE ALLOWED W/O PERMISSION**

### Booth Reservations / Payment

No reservations for space will be accepted over the phone or without the minimal deposit payment of 50%. **The full balance is due on or before July 26, 2024.** See Terms and Conditions below for complete details and cancellation policy.

### Exhibitor Booth Personnel Registration

Every person connected with any exhibit booth must be registered and have a proper badge. Each exhibitor will be provided with two free registrant badges per 10x10 booth space purchased. Additional badges are \$40 each. Tickets to the RCAT Annual Business Meeting/Awards Luncheon are NOT included with your booth but can be purchased separately. Booth personnel badges MUST be ordered by September 6, 2024 Order here: [https://events.american-tradeshow.com/rcat24/register?reg\\_type\\_id=544660](https://events.american-tradeshow.com/rcat24/register?reg_type_id=544660)

**ALL non-exhibiting manufacturers, suppliers and independent representatives will be charged \$550 to enter the show floor. NO EXCEPTIONS!**

### Booth Equipment

Each 10" x 10" booth will be set with 8" high back drape in black, 36" side dividers. Booths 300 sq ft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sq ft may receive a 7" x 44" one-line identification sign on request.

Note: The Exhibit Hall floor is NOT carpeted. All furnishings and optional booth carpeting should be ordered directly from Freeman Decorating.

### Decorator

Freeman Decorating Company (214) 634-1463 is our official decorating company. A full kit of exhibit materials, furniture and electrical can be found online using the link below. **Discounted pricing is available until August 14, 2024.** Order here: <https://freemanco.com/store/show/landing?showID=530616>

### Installation and Dismantle

Displays may be set up starting on Wednesday, September 11, 2024: Large equipment and islands only will be loaded 1:00 PM – 3:00 PM with a prior reservation for early move in. All others from 3:00 PM – 6:00 PM. Thursday, September 12, 2024, is from 7:00 AM – 12:00 PM. All exhibits must be set and ready before the Expo Grand Opening at 1:00 PM. Dismantlement of displays may commence AFTER 2:00 PM on Friday, September 13, 2024, and must be completed by 6:00 PM. **Early dismantlement constitutes a breach of contract and requires the exhibitor to pay for the distraction to the exhibits (See the Exhibitor Terms & Conditions).**

### Hotel Reservations

All hotel reservations are to be made by you directly with the hotel. We have special group rates at these venues:

**The Westin at Las Colinas**, 400 W Las Colinas Blvd, Irving, TX 75039, (972) 505-2900  
RCAT's room block, and group rate is \$199/night. **This rate expires August 20, 2024.** For speed and convenience if calling to reserve, please mention group name: "RCAT Conference and Tradeshow." Online booking link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1666037359880&key=GRP&app=resvlink>

**Texican Court**, 501 W Las Colinas Blvd, Irving, TX 75039, (833) 839-4226  
RCAT's room block, and group rate is \$169/night and parking is free. **This rate expires August 12, 2024.**  
Online Booking Link: <https://texicancourt.windsurfercrs.com/ibe/details.aspx?hotelID=15294&lang=en-us&group=R2CAT845&hgID=0&curID=1&dt1=9019&nights=5&rooms=1&adults=1&child1=0&child2=0&child3=0&child4=0>

Questions? Call 512-251-7690  
or email [tradeshow@rcat.net](mailto:tradeshow@rcat.net)



## **RCAT's 49th Annual Texas Roofing Conference September 11 – 13, 2024, Irving Convention Center, Las Colinas, TX**

### **Exhibitor Terms & Conditions**

#### **OBJECTIVES OF EXHIBITS**

Exhibits are intended for informational and educational purposes related to the productivity and management of roofing companies. Exhibits should allow participants to see, hear, examine, question, and evaluate the latest developments in products and services. RCAT reserves the right to determine if an exhibit meets the objectives and standards of the organization.

#### **ELIGIBILITY**

Exhibitors must agree to meet the objectives stated above and the rules, regulations, and conditions as stated in the following items and on the actual contract. To qualify for any special member rate/pricing, the exhibiting firm needs to be an active member in good standing of RCAT at the time of conference. If membership dues are not current, the exhibitor will be charged the higher rate.

#### **BOOTH ASSIGNMENT**

Booth space is assigned on a first-come, first-served basis. Assignments will be made immediately, in order of receipt and as space permits. No reservations for space will be accepted over the phone or without the minimal deposit payment. The exhibitor may designate up to three (3) choices that are not already reserved, and we will respect these choices according to availability and the date application is received. If those spaces have already been filled, we will provide the exhibitor with the best available booth. Should it become necessary, RCAT reserves the right to relocate an exhibitor for the good of the Conference. Sharing of Booths is not permitted without permission. Exhibitors are not allowed to assign, sublet, or apportion the whole or any part of space allotted to them unless written permission is granted by RCAT.

#### **BOOTH PAYMENT AND CANCELLATION REFUNDS**

Remittance of the full amount of the booth charge; or a deposit of 50% deposit must be submitted with your completed contract. Booth assignments are made on a first-come first-served basis with islands reserved for multiple booth sales. All funds must be US and drawn on a US bank (unless pre-approved by RCAT management); make checks payable to the Roofing Contractors Association of Texas (RCAT). Any remaining balance is due in full no later than July 26, 2024. If a deposit is made using a credit card, that card will automatically be charged for balance due on July 26, 2024, if alternate form of payment has not been received at the RCAT office. If the exhibitor fails to pay the full amount by the date specified, RCAT reserves the right to consider the failure to pay a cancellation of the assigned space and re-sell it to another exhibitor. If an exhibit space is reserved on/after July 26, 2024, the full payment must be provided. EXHIBITOR MAY CANCEL BOOTH REGISTRATION ONLY IN WRITING TO TRADESHOW@RCAT.NET. A FULL REFUND OF THE AMOUNT PAID WILL BE PROCESSED WITHIN 5 BUSINESS DAYS OF THE REQUEST. CANCELLATION REQUESTS RECEIVED AFTER JULY 26, 2024, WILL ONLY BE REFUNDED IF THE SPACE IS RE-SOLD. NO SHOWS WILL NOT BE REFUNDED.

#### **CONFERENCE FACILITY**

The facility is licensed on an "as is" basis and RCAT will not be liable for preexisting condition of the premises or for conditions arising during the period of the license. The exhibitors shall return the premises to the same condition as they were received.

#### **INSURANCE LIABILITY**

All property of the exhibitor remains under its custody and control in transit to and from the exhibit facility. Neither the show sponsor (RCAT), the management of the exhibit facility (Irving Convention Center) nor any of the officers, staff members or directors of the same are responsible for the safety of the property of the exhibitors from theft, or damage by fire, accident, vandalism, or other causes. Exhibitor expressly waives and releases any claim he/she may have against any of them by reason of damage or loss, except where the damage of loss is due to the gross negligence or willful misconduct of the persons or entities mentioned above.

#### **FIRE RULES AND REGULATIONS**

Exhibitors shall comply with fire code laws and all other rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of their exhibits. All decorative and construction materials must be non-combustible or flame-proof. If any of your materials require flame-proofing, a certificate of flame-proofing must remain at the exhibitor service desk during the setup and exhibit hours. Any vehicles placed on display must conform to the following rules: 1) Fuel level must conform with local Fire Marshall's standards 2) Battery must be disconnected 3) Key must remain with show management from move-in to move-out.

#### **INSTALLATION AND DISMANTLE OF EXHIBITS**

It is mutually agreed that each exhibitor will be responsible for the delivery and removal of his/her products and display materials to and from the exhibit area. Exhibitors should strive to have their displays ready two (2) hours prior to the scheduled opening time.

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Exhibitors shall also comply with all reasonable requests of RCAT officials with respect to the installation, conduct and disassembly of their displays. Exhibitors' crates and boxes will be stored by the service contractor and returned after the expo closes. Exhibitors should mark each piece plainly with their names and booth numbers. No crates or boxes will be returned before the expo close time.

Displays may be set up starting on Wednesday, September 11, 2024: Large equipment and islands only will be loaded 1:00 PM – 3:00 PM with a confirmed reservation. All other exhibitors may setup from 3:00 PM – 6:00 PM. Setup time on Thursday, September 12, 2024, is from 7:00 AM – 11:00 AM. All exhibits must be set and ready before the Expo Grand Opening at 1:00 PM on Thursday, September 12, 2024. The venue cannot accept shipments in advance; ALL shipments must be coordinated with Freeman Decorating (214) 634-1463 to ensure proper delivery to your assigned space. Dis-mantle of displays may commence AFTER 2:00 PM on Friday, September 13, 2024, and must be completed by 6:00 PM. *Early dismantle constitutes a breach of contract and requires the exhibitor to pay for the distraction to the exhibits (See Rules and Regulations).*

#### **FAILURE TO OCCUPY SPACE / REMOVAL**

Unless previously arranged, space not occupied by the exhibiting company by 11:00 AM on Thursday, September 12, 2024, will be forfeited without refund and the space may be resold. No exhibit shall be packed, removed, or dismantled prior to 2:00 PM on Friday September 13, 2024, AFTER the show closes. Exhibitors that violate this policy and begin breaking down their booths prior to the published closing time of the Conference will be fined \$500 an amount equal to one-third of the total space rental charged.

#### **USE OF EXHIBIT SPACE**

Any entertainment must be kept within the bounds of the booth. Exhibitors playing music, using instruments, sound systems, simulators, or other type of noise-making machines must not annoy or disturb adjacent exhibitors. Any sound that consistently exceeds decibels measure at the edge of an exhibitor's booth will not be allowed. Due to the importance of avoiding disruption in the orderly operation of the exposition, RCAT reserves the sole right to resolve any dispute or disagreement among exhibitors, and their decision shall be final. Live animals are prohibited.

#### **DISPLAY BOUNDARIES**

A single booth measurement is 10' x 10' piped and draped and consists of front posts and division drapes 3' high, background columns and curtains 8' high. Booths 300 sq ft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sq ft may receive a 7" x 44" one-line identification sign upon request. To maintain uniformity and to prevent the obstruction of view of adjoining booths, displays must not be higher than 8'3" in the back of the booth and 4' along the dividers 5' from the aisle. Displays extending farther than 5' from the back wall must remain below 4'. No walls, partitions, decorations, or other obstructions may be erected which in any way interfere with the view of any other exhibitor. All signs must be within the booth area and may not be posted on columns or pillars nor placed in the aisles. In addition, all signs must conform to other height limitations. RCAT reserves the right to inspect the final setup of all booth decorations and recommend lowering any decoration that obstructs the view of another exhibitor's booth.

**Note: Furnishings are NOT included with your booth purchase. All furnishings for your booth and any optional items or carpeting must be ordered directly from Freeman Decorating. The Exhibit Hall floor at the Irving Convention Center is not carpeted.**

#### **PLAYING OR PERFORMING OF MUSIC**

Exhibitor agrees to obtain the appropriate music license if they utilize any type of copyright music in their booth space. Exhibitors represent and warrant that they shall comply with all copyright restrictions applicable to exhibitors including, but not limited to, any music performance agreement between the Association and ASCAP or BMI.

#### **SPECIAL ASSISTANCE / ADA COMPLIANCE**

In compliance with the Americans with Disabilities Act, all exhibit personnel needing special assistance should contact RCAT with their requests in advance. Only pets needed for disability reasons are allowed on the expo floor.

#### **CONFLICTING MEETING AND SOCIAL EVENTS**

In the interest of the entire conference, the exhibiting company agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees from any scheduled conference event, educational session or during the official exhibit hours.

#### **HOSPITALITY SUITES OR EVENTS**

Hospitality Suites or Events are welcomed and encouraged however all hospitality suites or events must be approved in advance by the RCAT office to assure there are no conflicts with other scheduled events. NO EXCEPTIONS.



### **ATTENDEES AND GUESTS**

Every person attending to work an exhibit booth must be registered and have a proper badge. Each exhibitor will be provided with two free registrant badges per each 10x10 booth space purchased. Additional badges are \$40 each. Tickets to the RCAT Annual Business Meeting/Awards Luncheon are NOT included with your booth but can be purchased separately.

The conference is not open to the general public. Exhibitors should only invite those affiliated with the roofing industry to attend. Every attendee must be fully registered and have a badge to enter any conference event or the expo. There is no "guest" category.

### **CANCELLATIONS OF EXPOSITION**

Should any situation beyond the control of RCAT arise to prevent the performance of the 2024 Annual Roofing Conference, RCAT will not be liable for any expenses incurred by the exhibiting company or its employees.

### **ARBITRATION**

Any controversy or claim between the parties arising out of or related to the provisions of the agreement or the breach thereof shall be settled by arbitration in Fort Worth, Texas in accordance with the Rules of the American Arbitration Association.

### **HOLD HARMLESS CLAUSE**

RCAT, or any of their staff, officers, Board, nor the owners, employees or representatives of the Irving Convention Center will be responsible for any injury, loss or damage that may occur to the exhibitor or to the exhibitor's employees or property prior, during or after the period covered by the exhibit contract. The exhibitor expressly releases RCAT individuals, committees, and firms from and agrees to indemnify same against any and all claims for such loss, damage or injury. While RCAT have designated certain official contractors to perform certain services in connection with the conference, they assume no liability for any of the services performed or materials provided by such contractors. RCAT shall not be liable for failure to perform its obligations under this contract due to strikes, riots, acts of God or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in the exhibitor's exhibit is deemed to be the invitee or licensee of the exhibitor rather than the invitee or licensee of RCAT. RCAT shall not be liable for injury of any type from any cause to property of the exhibitor or to persons conducting or otherwise participating in the conduct of the exhibit or to invitees or guests of the exhibitor. The exhibiting company assumes full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority and agrees to hold harmless RCAT and the Irving Convention Center, its owner, and its management company, as well as their respective agents, servants and employees from responsibility or liability resulting directly or indirectly there from.

### **AGREEMENT TO RULES AND REGULATIONS**

Exhibitor agrees these rules and regulations by electronically submitting the contract for exhibit space. Any individual or company that violates rules and regulations is subject to forfeiture of exhibit space. Repeated violations will result in the loss of the right to exhibit or attend future conferences. RCAT reserves the right to stop or remove any person or persons, including exhibitor personnel, who are in violation of the rules and regulations, or for any act or performance which, in the opinion of the conference management, is detrimental to the quality of the expo or attendee participation. Expelled exhibitors shall not be entitled to any proration or refund of monies paid.

### **AMENDMENTS**

RCAT, through its representatives, shall have full power in the interpretation and enforcement of all rules contained herein and the power to make such amendments thereto and such rules and regulations as they shall consider necessary for the proper conduct of the exhibit. There is no agreement or warranty between the exhibitor and RCAT except as set forth in this document. The rights of RCAT under this agreement shall not be deemed waived except as specifically stated in writing signed by an authorized representative of RCAT.