

EXHIBITORS PROSPECTUS



TAXICAB, LIMOUSINE &
PARATRANSIT ASSOCIATION

TAXICAB PARATRANSIT



ASSOCIATION of CALIFORNIA

TLPA SPRING CONFERENCE & EXPO/ TPAC ANNUAL CONVENTION

APRIL 29 – MAY 2, 2015
WESTIN GASLAMP QUARTER
SAN DIEGO, CA

**TLPA Spring Conference & Expo/
TPAC Annual Convention**
April 29 – May 2, 2015
Westin Gaslamp Quarter
San Diego, CA



BLANK AREA FOR OFFICE USE ONLY

EXHIBIT SCHEDULE

Wednesday, April 29	3:00 p.m. — 4:45 p.m.	Exhibitor Set-up
	5:00 p.m. — 7:00 p.m.	Opening Cocktail Reception (Exhibits Open)
Thursday, April 30	8:30 a.m. — 9:45 a.m.	Buffet Breakfast (Exhibits Open)
	10:00 a.m. — 12:00 p.m.	Exhibits Closed during General Session
	12:15 p.m. — 3:00 p.m.	Buffet Lunch / (Exhibits Open)
	3:00 p.m. — 5:00 p.m.	Exhibits Closed (Take-Down)

CONTRACT FOR EXHIBIT SPACE

Our company is contracting to rent a 6' tabletop display for \$1,000, a 9' x 5' floor display for \$1,650, or a 10' x 5' floor display for \$1,750. All displays will include one (1) 6'x 30" skirted table and one (1) chair. In addition, contracting to exhibit will include one (1) exhibitor registration (representative must be from the exhibiting company), and the right to solicit conference attendees.

All other services such as electrical and internet services are the responsibility of the exhibitor. Service order forms are included in the exhibitor prospectus.

Soliciting during the conference is limited to contracted exhibitors. All displays are confined to the top of a 6' x 30" table for tabletop display or a 9' or 10' x 5' area for a floor display and cannot exceed or block other exhibitors. Height restrictions for a tabletop display are a total of 6' (3' from top of the table) and for a floor display 8'. Security and decorators will not be provided, so please plan to secure your valuable display materials outside of the exhibit hall.

No floor supported or freestanding signage or displays will be permitted for use by any vendor who purchases a tabletop display. This includes either side, in front of, or behind your tabletop.

To exhibit at the TLPA Spring Conference & Expo/TPAC Annual Convention, this contract MUST be signed and returned with full payment to the TLPA to be considered valid. If the contract is not returned as specified, it is not valid. A surcharge of \$750 will be applied to non-members.

CANCELLATION: Exhibitors' space contracts may not be canceled and fees will not be refunded.

All exhibitor personnel, including comps, must register to attend the 2015 Spring Conference & Expo. (Refer to separate Registration form.)

Company Name (Exhibitor): _____

Address: _____

City/State/Zip: _____

Contact Name: _____

Telephone: _____ Fax: _____ E-mail: _____

Toll-free Phone: _____ Web: _____

Expo Coordinator*: _____

Telephone: _____ Fax: _____ E-mail: _____

**Responsible for show materials, registration forms, and hotel reservations*

DISPLAY SPACE SELECTION & METHOD OF PAYMENT

Please provide 4 alternative display choices: 1st: _____ 2nd: _____ 3rd: _____ 4th: _____; Display space(s) _____ at \$ _____

Checks: Please make checks payable to the **Taxicab, Limousine & Paratransit Association**.

All fees must be paid in U.S. currency and drawn on a U.S. bank. **Credit Card:** American Express MasterCard Visa

Name on Card _____ Card # _____ Exp. Date _____ Security Code _____

Authorized Amt. Charged \$ _____ Authorized Signature _____ Billing Street # and Zip Code _____

On behalf of this company, I agree to abide by the "Conditions of Exhibitor's Rental Agreement" as set forth in this contract and attached. I understand that my display space will be confirmed by receipt of a signed contract after the display space has been assigned. I agree that no person or company shall exhibit or be permitted to display or advertise in this space other than the company signing this contract.

_____/_____/_____
 Authorized Exhibiting Company Representative Date

I have read #5 in the Conditions of Exhibitors' Rental Agreement

FOR TLPA USE ONLY:

_____/_____/_____
 Accepted by TLPA Official Date Space Assigned

1. Assignment of Display Space. Space will be assigned by the Taxicab, Limousine & Paratransit Association (TLPA). The TLPA reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the exposition. No exhibit space application shall be valid until accepted by the TLPA.

2. Payment of Display Space. Full payment is due at the time display space is requested. If full payment and signed contract are not received, space cannot be reserved. Display space cannot be reserved over the telephone.

3. Cancellation. Exhibitors' space contracts may not be canceled and fees will not be refunded.

4. Use of Display Space. (a) In the event that the exhibitor fails to pay the space rental at the time of application, install his display within the time limit set for the opening of the exhibition, or comply with any provisions concerning his use of display space, the TLPA shall have the right to take possession of said space and resell same, or any part thereof. (b) All instructional demonstrations and/or activities as well as distribution of information material must be confined to the limits of the exhibitor's space. (c) Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or noise-making machines must be operated so that the noise resulting from them will not annoy or disturb adjacent exhibitors and their patrons, and must be approved, at least two weeks before the show opens, by the TLPA. (d) No exhibitor shall assign, sublet, or share the space assigned. (e) Exhibitor shall also comply with all reasonable requests of the officials of the Exhibit Hall and TLPA with respect to the installation, conduct and disassembly of its exhibit.

5. Display Restrictions. Exhibitors are not permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other exhibitors. A floor display exhibitor shall not install a sign, or descriptive placard above 8 feet. **To ensure that visibility is equal among floor display exhibitors the display cannot exceed 8 feet.** Tabletop displays must fit on the table and nothing may touch the floor, stick out above or beyond the table area. **To ensure that visibility is equal among tabletop exhibitors the display cannot exceed a total of 6 feet** (3' from top of table). No floor supported or freestanding signage or displays will be permitted for use by any vendor who purchases a tabletop display. This includes both sides, in front of or behind the table.

6. Installation and Removal of Displays. (a) All displays must be completely arranged by the time and date officially specified by the TLPA. (b) Noisy or unsightly work in any exhibitor's display space after the above deadline is prohibited

during the exhibit hours. (c) Goods received after the opening of the show must be delivered to the space and arranged at times other than official hours. (d) The deadline for clearance of all materials will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by such time. (e) The TLPA reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirements or to order such to be done at the sole expense of the exhibitor.

7. Exhibitor Operation and Conduct. (a) No firm, organization, or trade, regardless of its product, will be permitted to engage in selling, displaying, or order taking in the exhibit hall, except for contracted exhibiting companies. (b) The TLPA reserves the right to restrict displays or remove any exhibitor or his or her representatives for violating this contract because of noise, method of operation, materials, or any other reason; and to prohibit or remove any displays which, in the opinion of the TLPA detracts from the general character or appearance of the exposition or for any other reason. (c) The serving or distribution of alcoholic beverages by the exhibitors in the exhibit hall is forbidden unless otherwise approved by the TLPA. (d) The use of live models, performers, etc., shall be subject to the approval of the TLPA and are required to be registered to enter the exhibit hall.

8. Care of Building and Equipment. Exhibitors and their agents shall not injure or deface the walls, floors, or any part of the exhibit building, or display space materials and equipment of another exhibitor. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged.

9. Public Policy. (a) Each exhibitor is charged with knowledge of and compliance with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. (b) All display decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with the *National Electrical Code Safety Rules*. If inspection indicates neglect in complying with these regulations, or otherwise presents a fire hazard or danger, the TLPA may cancel all or such part of a display as may be irregular, and effect the removal of same at the exhibitor's expense.

10. Exhibitor's Authorized Representative. Each exhibitor shall provide the TLPA, in advance, the name and title of the person who will be in attendance at the exposition and responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts

as may be necessary, for which the exhibitor shall be responsible.

11. Music Licensing. Exhibitor acknowledges that the playing of live or recorded music at its display may require the payment of copyright fees. Exhibitor agrees to reimburse the TLPA for any such fees charged to the TLPA that results from exhibitor's playing of music.

12. Hold Harmless Clause. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities in the Exhibit Hall and will indemnify, defend, and hold harmless the TLPA and the Hotel, their owner, and management company, as well as their respective agents, servants and employees from any and all such losses, damages, and claims. TLPA and the Hotel will not be responsible or liable for any loss, damage, or claims arising out of exhibitor's activities in the Exhibit Hall except for any claims, loss, or damages arising directly from its sole negligence. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the **Westin Gaslamp Quarter, San Diego, CA**, its owners or managers, which results from any act or omission of Exhibitor.

Exhibitor also releases the TLPA from liability for any expenses incurred or other damage suffered by the exhibitor if the conference is canceled because of a strike, riot, act of God, terrorist activity, or any other cause beyond the TLPA's control.

13. Insurance. All property of the exhibitor will remain under his custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. Exhibitors are advised to carry appropriate insurance to cover display materials against loss and damage, and public liability insurance against injury to the person and property of others. Exhibitor certifies by signing this contract that it carries at least \$1,000,000 U.S. in general liability insurance for booth displays and at least \$2,000,000 U.S. in general liability insurance for vehicle displays. Security will not be provided.

14. Shipping of Conference Materials. There is no decorator or drayage company. Shipping instructions, hotel receiving forms and costs will be sent in the confirmation of this exhibit contract.

15. Exhibitor's Authorized Representative. Each exhibitor shall provide the TLPA, in advance, the name of the person who will be in attendance at the Expo and responsible for the installation, operation, and removal of the display. Said representative shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible.



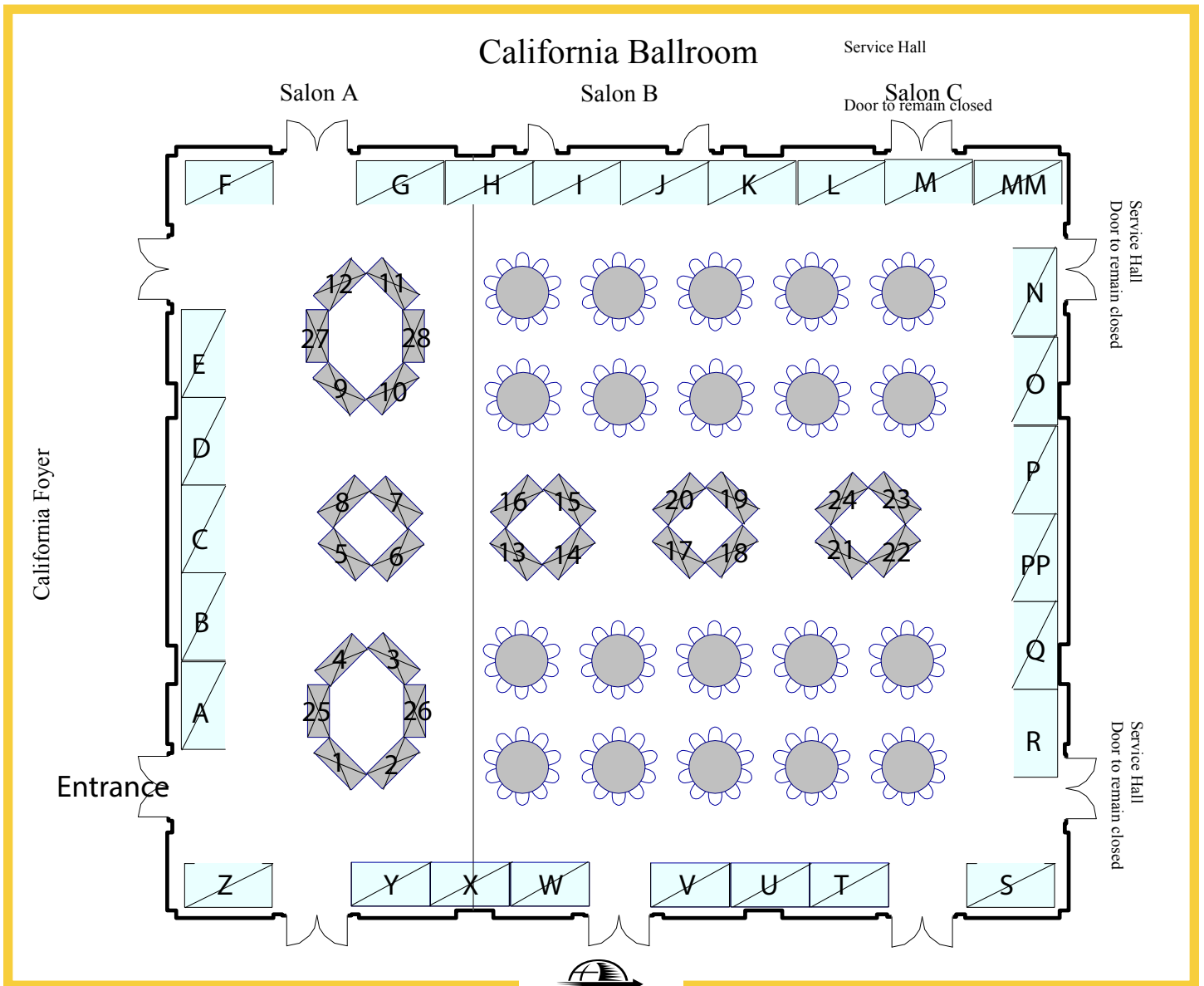
TAXICAB, LIMOUSINE &
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EXHIBIT HALL FLOOR PLAN*

Updated 3/2/15

*All alphabetical spaces are 10' w x 5' d unless otherwise indicated



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The floor plan is subject to change without advance notice and is in the process of being reviewed by the fire marshal.

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COMPLIMENTARY CONFERENCE REGISTRATIONS

PART I: COMPANY INFORMATION

Company _____ Tel (_____) _____

Address _____ Fax (_____) _____

City/State/Zip/Country _____

*As a condition of my attendance at the TLPA Spring Conference & Expo/TPAC Annual Convention, April 29–May 2, 2015, in San Diego, CA, I irrevocably grant TLPA the right to publish or otherwise use my image, likeness, voice, name, address, and/or phone number.

ADA Requirements: Please indicate if, under the Americans with Disabilities Act, you require the following aid or service: Audio Visual Mobile and please notify the TLPA by **April 8, 2015**.

PART II: COMPLIMENTARY EXHIBITOR REGISTRATIONS (ONE COMP REGISTRATION PER SPACE CONTRACTED)

Exhibitor Representative Name
Provide the first and last name of each exhibitor representative registrant and TYPE or PRINT the name CLEARLY as it should appear on the name badge. Include each exhibitor representative e-mail for registration and confirmation purposes. To register additional registrants, please photocopy this form.

		TPAC Member	
Name*		<input type="checkbox"/> YES	<input type="checkbox"/> COMPLIMENTARY CONFERENCE REGISTRATION
E-mail		<input type="checkbox"/> NO	

PART III: COMPLIMENTARY SPONSOR REGISTRATIONS (LIMITED TO SPONSORSHIP LEVEL PURCHASED)

Name*		<input type="checkbox"/> YES	<input type="checkbox"/> COMPLIMENTARY CONFERENCE REGISTRATION
E-mail		<input type="checkbox"/> NO	
Name*		<input type="checkbox"/> YES	<input type="checkbox"/> COMPLIMENTARY CONFERENCE REGISTRATION
E-mail		<input type="checkbox"/> NO	



**TAXICAB, LIMOUSINE &
PARATRANSIT ASSOCIATION**

Return this form to:
Michelle A. Jasper, CMP, Manager of Meetings
Taxicab, Limousine & Paratransit Association
3200 Tower Oaks Blvd., Suite 220, Rockville, MD 20852
P: 301-984-5700 • F: 301-984-5703
E: mjasper@tlpa.org • W: www.tlpa.org

This is my # _____ TLPA Spring Conference & Expo or check here if you are a first time attendee.