

BUSINESS SHOWCASE RULES AND REGULATIONS

The Greater New Braunfels Chamber of Commerce, Inc.
35th Annual Business Showcase
September 12 from 10:30 a.m. – 8:00 p.m.
New Braunfels Civic/Convention Center

THEME: The Great Outdoors

Exhibitors must read and agree to the Business Showcase Rules and Regulations in their entirety.

The Business Showcase reserves the right to ensure that all exhibitors abide by the rules of the Show and the New Braunfels Civic/Convention Center, for the safety and enjoyment of all exhibitors and attendees.

BOOTH COVERAGE AND USE OF EXHIBITOR CREDENTIALS:

All booths shall be completely set up and staffed with Exhibitor Personnel Registrees for the Morning Show by 10:00 a.m. and for the Evening Show by 5:15 p.m. on September 12. If you arrive late, you will be subject to a late arrival fee of \$75.

All booths shall remain intact until close of the event at 8:00 p.m. on September 12. If you dismantle your booth before the show closes, you will be subject to an early breakdown fee of \$200 and not be invited to return to the 2024 Business Showcase.

Should any exhibitors no-show the day of the event, they will be subject to a no-show fee of \$200 and will not be invited to return to the 2024 Business Showcase.

The booth fee includes two full Exhibitor Personnel Registrations per single booth, and the ability to purchase two additional for \$40 each.

No more than 4 Exhibitor Personnel Registrations are allowed per single booth.

A double booth would include four full Exhibitor Personnel Registrations at no additional cost, and the exhibitor could purchase two additional if desired.

No more than 6 Exhibitor Personnel Registrations are allowed per double booth.

Exhibitors are required to submit Exhibitor Personnel Registration names no later than August 2, 2023. Only the individuals registered will receive Exhibitor Credentials and will be allowed in as your booth staff. All Exhibitor Personnel Registrarees are REQUIRED to always wear Exhibitor Credentials while working as booth staff during the Business Showcase.

Exhibitor Personnel Registrarees will receive their Exhibitor Credentials during Exhibitor Check-in the morning of the Business Showcase - exhibitors will not be allowed to enter the Business Showcase without checking in that morning.

Your booth must be set up and manned by at least one Exhibitor Personnel Registree for all hours of the show.

USE OF ATTENDEE TICKETS:

Each Exhibitor will receive the following amount of courtesy *ATTENDEE TICKETS* included with their

registration to giveaway:

2 Courtesy Day Show Tickets

2 Courtesy Evening Show Tickets

Exhibitors will be sent the courtesy tickets by email 2 weeks prior to the show. Courtesy tickets are to be given away by exhibitors to customers/clients, family, friends, other colleagues, or members of the community.

Tickets are for attendees ONLY. Exhibitor Personnel Registrerees do not need tickets to gain access to the business showcase, rather, to gain access they must use their Exhibitor Credentials.

ACCESS TO CIVIC/CONVENTION CENTER AND SET-UP:

Exhibitor access to the Civic/Convention Center will be from 12:00 p.m. to 8:00 p.m. on Monday, September 11 for booth set-up. Bring your own handcart or dolly to transport your booth supplies. Handcarts or dollies will not be available at the Civic/Convention Center. If you purchased electricity with your booth, bring a power strip and electrical cord. Wireless internet is available.

Exhibitors can enter and exit from the LOADING DOCK on Castell Avenue and the (Seguin Ave and Castell Ave) entrances of the Convention Center for booth set up and take down. There is a ramp that makes transport into the building more convenient at the loading dock. Please unload your vehicle and move it to allow other exhibitors access.

Access to the Civic/Convention Center on Tuesday, September 12 will begin at 8:00 a.m. Enter at the LOADING DOCK on Castell Avenue. Main entrances of the Civic/Convention Center will be locked until 10:30am. Exhibitor Check-in will be from 8:00am to 10:00am at the loading dock entrance. Be sure you arrive as early as needed to have enough time to check-in and finalize booth set-up. You must be completely set up by 10:00 a.m.

The Day Show will end at 4:00 p.m. At that time, all attendees are required to exit the facility. The showcase will then be closed from 4:00 p.m. – 5:30 p.m. Exhibitor Personnel Registrerees are allowed to stay at their booths during that gap of time or they may leave. All main entrance doors will be locked during this time, so if Exhibitor Personnel Registrerees decide to leave and come back, they must re-enter through the LOADING DOCK no later than 5:15 p.m. You will be required to show your Exhibitor Credentials to re-enter.

CARDBOARD BOXES/TRASH:

If you have empty cardboard boxes as you set up your booth, please flatten the boxes and take them to the designated area in loading dock. Please do not fill trash cans with bulky trash.

FOOD AND BEVERAGE SAMPLES: (for non-packaged food and beverage)

If you plan to give away or sell samples of food or beverages, you must fill out the TEMPORARY FOOD CONCESSION PERMIT APPICATION (enclosed). Please contact the City Health Department at (830) 221-4070 with any questions.

PARKING:

Parking for exhibitors and attendees is in the two City parking lots on Castell Avenue and Garden Street.

DOOR PRIZE DETAILS:

Exhibitor Door prize giveaways are highly encouraged as they are another way to attract individuals to your booth. You will need to provide registration forms at your booth (many attendees will use a business card to register). This will give you an opportunity to obtain names for leads and mailings. You may also consider a

unique exhibit, giveaway, or activity in your booth to further assist in attracting potential customers. A policy has been set by the Steering Committee that children under the age of 18 will not be allowed to register for prizes, nor should they take giveaway items from booths.

BOOTH DECORATING CONTEST:

Exhibitors are not required to decorate their booth in the theme of the Show or to decorate at all, but it is encouraged, as it adds to the excitement of the show and increases foot traffic to your booth. However, there is a best decorated booth contest with awards for 1st, 2nd, and 3rd places. Awards will be presented to both large and small businesses at the Evening Show. Judging for best decorated booths will take place following the Champagne Toast Ceremony at the opening of the Evening Show. If your exhibit booth workers are a part of your “decoration,” make sure they are in your booth during the judging period.

CIVIC/CONVENTION CENTER RULES & REGULATIONS:

- NO FIREARMS OF ANY KIND (Toys are okay)
- NO TENTS OR CANOPIES
- Do not affix items to chairs, floors or tables that will leave residue behind or damage the surface (especially no duct tape) – staff will provide Gaff tape for taping extension cords to the floor for safety (this kind of tape does not leave residue behind and removes easily – other tapes do not).
- Do not block access to exits or fire extinguishers.
- No confetti, glitter, or hay may be used.
- Balloons must be weighted.
- No fog machines.
- Flames must be contained in a fireproof container.
- No live animals, except as allowed by the ADA.
- Staff only cleans common areas/aisles – they do not go into booths to clean.