Hub City Fest
Exhibitor Instructions & Policies

Important Date/Deadlines

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About the Event

Purpose of Event
The main purpose of Hub City Fest is educational. Hub City Fest is designed to help new and current students learn about all Hub City has to offer! At Hub City Fest, businesses, non-profits and student organizations can share their message and make connections with their newest potential customers.

Event Date & Time
Hub City Fest will be held Friday, August 23, 2019 from 7:00 pm -9:00 pm.

Set up will begin no earlier than 6 pm and must be completed by 6:45 pm. Exhibitors should not make plans to leave prior to 9:15 pm.

Transition & Engagement will establish exhibit hours and reserves the right to make changes; however, such changes will be made as far in advance of the event as possible.

Each Exhibitor is required to keep at least one attendant in his booth during all exhibit hours; failure to do so may result in removal of his exhibit from the event at his expense.

Contact
Hub City Fest is hosted by Transition & Engagement. All event related questions can be directed to:

Transition & Engagement                        Lubbock, TX 79409
ATTN: Hub City Fest                            P: 806-742-2993
Box 45014                                      F: 806-742-0138
During the event, Exhibitors can speak with event staff in yellow Hub City Fest or teal “SOS” shirts for assistance.

Attendees
90% of incoming Texas Tech students are from more than 70 miles outside of Lubbock. The vast majority of these students needed information about Lubbock businesses and the community as a whole. Hub City Fest 2018 had over 1,500 student attendees. Lists of attendees are not available to any exhibitor.

Exhibit Space

Assignment of Exhibit Space
Hub City Fest will be held at the R-1 Parking Lot on Texas Tech University campus. Booth space assignments are made in order contracts are received. All contracts must be accompanied by payment in order to be considered. Contracts without payment will not be processed.

Such assignment is made for the period of Hub City Fest only and does not imply that the same or similar space be held or offered for future exhibits. Transition & Engagement’s decision will be final. Transition & Engagement reserves the right to transfer space assignments when such action is deemed to be in the best interest of the total exhibition.

Transfer of Exhibit Space
No exhibitor shall sublet, assign, or share its exhibit space with another company or individual. Exhibitor representatives must be employees or designated agents of the exhibiting company. Exhibitor representatives may not represent other companies other than the company contracting for the exhibit space. (Hub City Fest Agreement, Section 10)

Cancellation
If the Exhibitor can no longer attend the event, please notify Transition & Engagement at studentengagement@ttu.edu or 806-742-2993 as soon as possible. No refunds can be issued.

Transition & Engagement reserves the right to restrict exhibits, without refund, that have been falsely submitted, and to terminate an agreement if payment is not received within 5 days of receipt of the contract.

Transition & Engagement reserves the right to withdraw its acceptance of the agreement if it determines in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor’s product or services is not eligible to be displayed at Hub City Fest.

In case of inclement weather, Transition & Engagement will contact all exhibitors via email to notify of any changes or cancellation. In the event the Exhibition is cancelled by TTU, TTU will issue a refund of payment made to Exhibitor.
Event Setup Procedures

**Move In/Unloading**
Exhibit move in will begin **no earlier than 6:00 PM** on Friday, August 23 and spaces must be completely set up by 6:45 PM.

**For safety considerations, no vehicles will be allowed in or out of the Exhibit area between 6:45 – 9:15 pm.** Please plan to have your area set up and vehicle removed from the exhibit space no later than 6:45 PM. Vehicles may unload their product, equipment, etc. in front of their exhibit space, but quickly move to designated areas after unloading.

Exhibitors MUST enter campus at the 15th & Flint Avenue entrance, and will use the 15th & Detroit entrance to the R-01 parking lot. See map below. There is only one entrance and one exit, and vehicles will circle the lot counter-clockwise. When unloading, take care to park along your assigned spaces in a way that will allow others to pass by.

The green area on the map represents the Exhibit Space and the yellow is for exhibitor parking.

![Map of Hub City Fest Exhibitor Area](image)

**Failure to Occupy Space**
The exhibitor will forfeit any space, without refund, that is not occupied by 6:45 PM on Friday, August 23.

**Move Out/Loading**
**Exhibitors should not begin tearing down/moving out until after 9:00 pm,** or unless otherwise instructed by event staff. Exhibitors leaving prior to the conclusion of the event will forfeit all opportunities to participate in other Transition & Engagement events.

Exhibitors should clean all trash and debris from their assigned area prior to departure. Place all trash and recycling in the proper bins located throughout the exhibit area and campus.
For safety considerations, no vehicles will be allowed in the Exhibit area between 6:45 and 9:15 pm. After 9:15 pm, traffic flow will follow the same counter-clockwise pattern for load out. When loading, take care to park along your assigned spaces in a way that will allow other vehicles to pass by. Additionally, attendees on foot may still occupy the space, so use extreme caution when driving through the event area.

Parking
A Hub City Fest parking pass is required to enter the Exhibit area (R-1 parking lot) for loading/unloading, as well as in the designated Exhibitor parking area.

Hub City Fest provides one free parking space per contracted Exhibitor. Parking is by Hub City Fest permit only and must be displayed in your vehicle at all times. Due to parking availability, only one parking pass is provided per Exhibitor. No duplicate passes will be issued.

Again, for safety considerations for pedestrian traffic, no vehicles will be allowed in or out the Exhibit area (R-01 lot) between 6:45 – 9:15 pm.

Exhibit Practices and Regulations
(Hub City Fest Agreement, Sections 11 and 12)

Exhibitor Conduct
1. Individuals and organizations participating in Exhibition are responsible for their own conduct and are expected to respect the rights of all members of the TTU community. Inappropriate behavior or conduct at the Exhibition that is inconsistent with the Exhibition and TTU policies will result in immediate removal from the Exhibition without refund.

Displays and Decorations
2. Care must be taken by the exhibitor not to deface or destroy any part of the campus buildings, grounds, and landscape. Nothing can be attached to university property, including trees, buildings, handrails, lampposts, etc. In the event of property damage caused by him/her, the exhibitor will be held responsible.

3. No displays, decorations or equipment shall be left in any walkway or aisle space. Display signs and displays are prohibited in any of the public space or elsewhere on the campus grounds or buildings.

4. No signs or advertising devices shall be displayed outside Exhibit Space or beyond limits of the assigned Exhibit Space as to interfere with any neighboring Exhibit.

5. Electronic and other apparatus must be operated so that the noise will not interfere with other exhibitors. No musical presentations are allowed, live or mechanical, without the written authorization of Transition & Engagement.

Materials
6. Promotional materials must not include any items referring to alcohol, drugs, explicit language, and/or incendiary devices.
7. Distribution of literature, samples, etc. in the exhibit area by businesses or groups not participating as registered exhibitors is prohibited.

8. Solicitations or demonstrations by exhibitors must be confined within the bounds of its respective booth(s). Exhibitor is not allowed to walk grounds to distribute literature or items of any kind outside its assigned display booth(s).

**Food Samples & Distribution**

9. Any exhibitor distributing food samples is required to comply with Texas Tech Environmental Health and Safety standards and acquire a Temporary Food Service Permit at https://www.depts.ttu.edu/ehs/publichealth/foodestablishment/food-permit-request.php

10. Copies of approved Food Permits are due to Transition & Engagement one week prior to the event by Friday, August 16 by 5 pm.

11. Only Coca-Cola products are allowed. This includes bottled water.

12. NO GLASS containers for food or drink will be allowed.

**Other Policies**

13. Electricity will not be provided at Hub City Fest. (Hub City Fest Agreement, Section 5)

14. Tables and chairs will not be provided at Hub City Fest. (Hub City Fest Agreement, Section 5)

15. Place all trash and recycling in the proper bins located throughout the exhibit area and campus.

16. Animals or pets, with the exception of ADA Service Animals, are not permitted in the exhibit area for this event.

**Sales Commission/Percentage Fee**

Exhibitors selling items during Hub City Fest MUST inform Transition & Engagement prior to the event through the “Hub City Fest Exhibition Agreement.”

TTU shall be entitled to 3% of the Gross Sales at the Exhibition, but not less than $20.

Payment of the Percentage Fee must submitted no later than Tuesday, September 3, 2019 by 5 pm (10 days after the Exhibition). Payment of the Percentage Fee must be accompanied by a signed Percentage Fee Statement that includes, in reasonable detail, descriptions of items sold, gross sales and percentage fee due. (Hub City Fest Agreement, Section 7)

**Gross Sales**

The term “Gross Sales” means the entire amount of the sales price, whether wholly or partly for cash, check or credit, of all merchandise (including without limitation, gift and merchandise certificates), services, food, and all other receipts by sale, license, barter or otherwise of all business conducted at, in, or from the Exhibitor’s booth or other devices at Hub City Fest. Exhibitor shall conduct its business in good faith and in such a manner that TTU will at all times receive the maximum amount of Percentage Fee from the operation of Exhibitor’s business. (Hub City Fest Agreement, Section 8)
Prizes/Drawings
All Exhibitors are invited to submit prizes to be awarded during the event. Any donations will be distributed at the discretion of Transition & Engagement. All prizes & sponsors will be recognized over the loud speaker and on signs during the event, but no other benefits or services will be provided in return for your donation. (Hub City Fest Agreement, Section 9)

If you would like to submit prizes, please contact Transition & Engagement at studentengagement@ttu.edu or 806-742-2993 so that arrangements can be made. Prizes must be surrendered to Transition & Engagement by 5 pm on August 23, 2019.

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