

Texas Cotton Ginners' Association
Cotton Trade Show Exhibit Space Rental Agreement
RULES FOR EXHIBITORS
ADDENDUM B

1. Exhibits will be in the space assigned and ready for showing not later than 7:00 p.m., April 2, 2025.
2. Exhibits will remain open from 9:00 a.m. to 4:30 p.m. on April 3, and from 9:00 a.m. to 2:00 p.m. on April 4, 2025. Exhibitors who dismantle their booths before the close of the show will not be allowed to return to the year 2026 show.
3. No partitions or decorations will be erected above the side or rear partitions, or over the booth area, unless approved by Association show superintendent J. Kelley Green.
4. Entertainment, live or by video, and/or audio reproduction, will not be permitted. In 2025, no music may be played by any exhibitor or others attending the trade show. This is due to copyright laws which require payment of royalties to authors, publishers, composers, performers, etc. This includes music contained in any video or other presentations, as well as public radio.
5. Alcoholic beverages will not be served by any exhibitor within the exhibit area. Food or beverage offered from the booth, whether free or for fee, must be approved by the Association show superintendent and the Civic Center catering director.
6. No portion of any exhibit space will be sublet without prior approval of the Association. When two or more firms without common ownership occupy one space, the rental fee shall be calculated as if each firm separately occupies the space.
7. Drapes and divider partitions are included in the rental charge for the space. There will be no color substitutions. Tables and chairs are not included with booth rental and may be rented from the decorator or supplied by you as an exhibitor.
8. Exhibits will be received at the Lubbock Civic Center (1501 6th St. in Lubbock) by Southwest Exposition Services, on or after March 31, 2025, and subject to prior arrangement with Southwest Exposition Services at (806/763-3578).
9. All exhibits, except those designated by the Association, may occupy space after 2:00 p.m. March 31, 2025. The East Exhibit Hall equipment doors will be closed at 11:00 a.m. April 2, 2025. All vehicles not part of an exhibit shall be moved out of the exhibit hall prior to 10:00 a.m. April 2, 2025. Movement of exhibits into the exhibit hall and vehicles and equipment out of the exhibit halls after 11:00 a.m. April 2, 2025 must be arranged between Southwest Exposition Services, Civic Center management, and the exhibitor located at the equipment doors; and an extra charge may be incurred for this service.
10. All booth furnishings, not provided by the occupant of the space, must be obtained by arrangement with the official decorators, Southwest Exposition Services at (806/763-3578). For shipping information contact Southwest Exposition Services. Use of furnishings from any other decorating firm is not permitted. This does not apply to exhibits owned by the occupant of the space.
11. All electrical installations other than use of existing outlets in the exhibit halls must be completed by an electrician licensed by the City of Lubbock and approved by the Association. Arrangements for electrical installations should be made in advance of the set-up time with the approved electrician. All electrical installations are subject to the approval of the Civic Center staff and the Association.
12. Exhibit of equipment or materials which pose a fire hazard as defined by the City of Lubbock is prohibited. These include, but are not limited to, bales of cotton (without specific approval from the City of Lubbock Fire Marshall's office) and fuel-operated machinery or equipment. The enclosed Exhibit Hall Fire Regulations serves as a guide for compliance with the City of Lubbock regulations. You also should have MSDS sheets available for any chemical substance in your booth.