



CATTLE INDUSTRY CONVENTION & NCBA TRADE SHOW HOUSTON ★ FEBRUARY 1-3, 2022

General Information

Trade Show Schedule

Exhibitor Move-In

Saturday, January 29, 2022

8:00 AM - 2:00 PM

Oversized Equipment/Trailers ONLY

Sunday, January 30, 2022

12:00 PM - 8:00 PM

All Booths Move-in

Monday, January 31, 2022

8:00 AM - 7:00 PM

Hall C & D Only

8:00 AM - 2:30 PM

Hall E

(Cattlemen's College Event in Event Center in Demonstration Arena from 3:00 PM – 7:00 PM)

Tuesday, February 1, 2022

8:00 AM - 1:30 PM

All Booths Move-in

Exhibitors with badges will be admitted to the exhibit hall one hour prior to the show opening each day. If additional time is needed, exhibitors are required to obtain approval from show management.

Exhibit Hours

Tuesday, February 1, 2022

4:30 PM - 8:30 PM - Welcome Reception

Wednesday, February 2, 2022

9:00 AM - 6:00 PM

Thursday, February 3, 2022

9:00 AM - 4:00 PM

ALL Exhibits MUST REMAIN INTACT and FULLY OPERATIONAL until 4:00pm Thursday, February 3.

Exhibitor Move-Out

Thursday, February 3, 2022

4:00 PM - 11:30 PM - All Booths

Note: Booths 100 -1062A in Hall C must be clear by 11:30 PM Thursday

Friday, February 4, 2022

8:00 AM - 10:00 PM – Halls D & E ONLY

We will begin returning empty containers once the aisle carpet has been removed.

Show Office

The NCBA Trade Show Staff will be available onsite to handle exhibitor inquiries, special concerns, problems, logistical needs etc. The show management office will be located on the show floor.

Show Colors

8' high back drape consists of red and white colored panels 36" high side rails are red

Other colors of pipe and drape may NOT be substituted for show colors
Carpeting or other suitable flooring is required.



Exhibit Booth Construction

Exhibit booths are constructed of pipe and drape and are not equipped with tables or chairs. Hard wall exhibit booths and furnishings can be rented at your expense from the official service contractor.

Business Center

A business center for exhibitor use will be available in the George R. Brown Convention Center.

Exhibitor Lounge

NCBA and Freeman Decorating will provide an exhibitor lounge in the exhibit hall so that booth staff has a place to take a break during show hours.

Demonstrations

Demonstration areas must be maintained within the exhibitor's space so as not to interfere with any aisle traffic. Sampling or demonstration tables must be placed a minimum of 2' from the aisle line. Interference with the normal traffic flow in the aisle, or overflow into neighboring exhibits from presentations or samplings is prohibited.

Safety precautions: Demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency. All demonstrations involving potentially hazardous by-products such as dust, fumes, sparks or flames must be approved in writing by the Fire Marshall and show management 60-days prior to the show.

On-the-Floor Selling

Selling and order-taking are permitted at the show. On-site selling of sample or actual display products as well as the open solicitation of business must be confined to the exhibitor's booth space. Such activities are not permitted in the aisles, restaurants, lounges, registration area, and hallways or at other exhibits.

Sales Tax

Exhibitors engaged in making retail sales at the NCBA Trade Show will need to acquire a temporary retail license from the State of Texas. Sales tax is 6.250%. Sales tax license applications can be obtained from the Texas Dept. of Revenue website <https://comptroller.texas.gov/taxes/> to obtain additional information. A copy of your sales tax license should be posted in your booth.

Early Removal of Exhibits Not Allowed

No exhibit shall be packed, removed, or dismantled prior to the closing of the show without permission of the show manager. If the exhibitor acts in breach of this provision it is subject to pay as compensation for the distraction to the Exhibition's appearance.

Security

NCBA provides peripheral security guard service on a 24-hour basis during move-in, show hours and move-out. NCBA does not guarantee the safety of any item and is not responsible for any losses. It is the responsibility of each exhibitor to protect his/her materials from loss or damage. Exhibitors may contract for additional security service for their booth, use the security order form in the exhibitor kit.

Oversized Equipment & Trailer Parking

Exhibitors needing early and overnight trailer parking may use the Lot 4 Staging Area. Freeman Decorating will be offering unloading services Thursday, January 27 – Saturday, January 29. This area is not a locked facility and will not have additional security. Questions regarding oversized equipment or trailer parking or off-loading/on-loading, can be directed to Terry Corbin – terry.corbin@freemanco.com, 682-438-2394.

Info from Fire Marshal

- Aisles must remain free of obstructions, displays and tripping hazards.
- Booths and display must not obstruct fire protection equipment or fire alarm system devices.
- Fire extinguishers must remain visible and accessible for use.
- Exit signs shall remain visible throughout the venue.
- Fuel tanks on vehicles or equipment displayed shall not contain more than $\frac{1}{4}$ tank or 5 gallons, whichever is less. Fuel tanks must be sealed to prevent tampering.
- LP-gas/propane tanks shall be empty and disconnected from the vehicle or removed from the venue. Valves shall be sealed to prevent tampering.
- Tablecloths, draperies or other fabric materials shall be fire resistant or fire retardant treated.
- Combustible waste shall not be allowed to accumulate on site.
- The use of open flames, candles, pyrotechnics or LP-gas is prohibited without first obtaining the proper permit from the Fire Marshal.
- Maintain an emergency notification and evacuation plan.
- For questions regarding special situations not specifically addressed contact the Houston Fire Department Fire at 832-394-6700.