General Information

Exhibitor Move-In
Sunday, February 2, 2020  8:00 AM – 2:00 PM – Oversized Equipment Only
Monday, February 3, 2020  12:00 PM – 8:00 PM – All Booths Move-In
Tuesday, February 4, 2020  8:00 AM – 2:30 PM – Hall 2 Only
  (Cattlemen’s College Event in Hall 2 in Demonstration Arena from 3:00 PM – 7:00 PM)
Wednesday, February 5, 2020  8:00 AM – 7:00 PM – Hall 3 & 4 Only

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
Wednesday, February 5, 2020  4:30 PM – 8:30 PM - Welcome Reception
Thursday, February 6, 2020  9:00 AM – 6:00 PM
Friday, February 7, 2020  9:00 AM – 4:00 PM
ALL Exhibits MUST REMAIN IN TACT and FULLY OPERATIONAL until 4:00pm Friday, February 7

Exhibitor Move-Out
Friday, February 7, 2020  5:00 PM – 10:00 PM
Saturday, February 8, 2020  8:00 AM – 12:00 PM

We will begin returning empty containers once the aisle carpet has been removed. The exhibit hall must be completely cleared by 12:00 PM, Saturday, February 8.

Show Colors
8’ high blue and teal back drape colored panels
3’ high blue side dividers
Aisle carpet will be midnight blue (black & blue)
Retail Shopping Area Aisle Carpet will be red pepper
Other colors of pipe and drape may NOT be substituted for show colors

Booth Carpet is NOT included in your rental fee. Floor covering in your booth space is required. Show Management requires that all booths be carpeted or have suitable flooring; carpeting must be secured to the floor with double-sided tape to prevent a tripping hazard. Carpeting can be ordered from Freeman, the official service provider.

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.
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.

Business Center
The UPS Store at the Convention Center
Phone: 210-258-8950
Fax: 210-258-8951

Sometimes the smallest details are the most challenging to coordinate, not at the Henry B. González Convention Center. With THE UPS STORE on site, you, your exhibitors and attendees can ship, mail, fax, photocopy or create a last-minute presentation. All the small details are taken care of, so you can focus on the big picture.

Exhibitor Lounge
NCBA and Freeman Decorating will provide an exhibitor lounge with refreshments and snacks on show site, 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 prior to the show. All flame effects require a Fire Department permit. Additionally, use of pyrotechnics and certain flame effects require a Fire Department licensed pyro-technician and permit. Issuance of this permit requires a minimum of two (2) weeks.

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.

Texas Tax Rates
The Texas state sales and use tax rate is 6.25 percent. Cities, counties, special purpose districts and transit authorities may adopt local sales and use taxes of up to 2 percent that businesses collect along with the state sales or use tax. The total rate of tax collected cannot exceed 8.25 percent on the sale of a taxable item or taxable service.

Collecting State and Local Sales and Use Taxes
A seller must collect sales or use tax on the total sales price of taxable items or taxable services. The invoice must separately state the tax or clearly indicate the tax is included in the sales price.
Vendors who sell at different events in different cities or counties must collect tax based on the location of each event.
Tax rates are available on our website at [https://mycpa.cpa.state.tx.us/atj/addresslookup.jsp](https://mycpa.cpa.state.tx.us/atj/addresslookup.jsp)
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 they could be subject to pay as compensation for the distraction to the Exhibition’s appearance and/or will not be allowed to exhibit at future shows.

Security
Security is provided in the exhibit hall and public areas primarily to control access and to serve as an overall deterrent. Guards are not specifically contracted to watch over each exhibiting company's booths and goods. Neither NCBA, the security company or San Antonio Police Department are responsible for monitoring your belongings.

Exhibitors are advised to treat the exhibit hall as they would any large public area, and safeguard small valuables such as laptops, computer tablets, etc., and to be mindful of items like flash drives or memory cards and lead retrieval units. Whenever possible, small valuable items should be removed by the Exhibitor overnight for safekeeping.

Exhibitors are liable for all thefts, losses and claims related to their participation in the Exhibit and should obtain insurance and liability protection appropriate to their circumstances. If preferred or required, an exhibitor may hire a guard from the contracted security company to guard their booth and belongings.

At any time during move-in, show days, or move-out, if you have a security incident, such as materials damage or loss, please contact Show Management as quickly as possible.

Parking
Parking is available at the Convention Center and surrounding hotels for a daily fee. For more information on parking: [https://www.sahbgcc.com/Visit-Us/Location-Directions-Parking](https://www.sahbgcc.com/Visit-Us/Location-Directions-Parking).

Marshalling Yard
All vehicles delivering to the Convention Center must report to the marshalling area to receive a dock pass. This includes POVs (cars, trucks, vans, etc.) who chose to unload their own materials at the established unloading area. **No vehicle will be allowed to the dock area without a pass.**

Marshalling Yard
201 Gembler
San Antonio, TX 78219