



Annual Conference & Expo

**RINGMASTERS**

★ **OF RISK** ★

**SPONSORSHIP & EXHIBIT  
OPPORTUNITIES**

**November 7 - 10, 2021**

**Moody Gardens Hotel & Convention Center  
Galveston, Texas**

**Live & Virtual Access**

# ★ COME JOIN US! LIVE, VIRTUALLY OR BOTH! ★

This is your invitation to join one of the largest concentrations of public entity risk management professionals in Texas. Take advantage of this opportunity to share your products and services, and expand your business, by becoming a Texas PRIMA sponsor/exhibitor. This year our conference is going to be a “hybrid” format. Texas PRIMA will offer both a live exhibition as well as a virtual exhibition.

## SPONSORSHIP OPPORTUNITIES

Texas PRIMA is fortunate to have Corporate and Risk Pool chapter sponsors. The participation of these sponsors allows the organization to provide educational opportunities for public risk management professionals at a cost they can afford.

### To maximize visibility during the Annual Conference & Expo, Texas PRIMA sponsors:

- Select their exhibit booth location.  
*Assignment is done in turn, based on a point system tied to level of sponsorship and history.*
- Receive recognition on conference signage.
- Receive recognition in the conference program.
- Receive recognition on the virtual platform.

**PLEASE NOTE:** Only sponsoring companies are allowed to host events at the conference hotel during the conference. All events must follow physical distancing guidelines. Any event must be pre-approved by Texas PRIMA and must not conflict with any Texas PRIMA event. Contact Paula Sasser at 512-651-3540 for pre-approval.

Sponsors enjoy increased name recognition throughout the entire year — not only during the annual Texas PRIMA conference. **Sponsorships begin at conference, continue until the next conference, and include:**

- Enhanced advertising in Texas PRIMA's online Buyer's Guide and on their website.
- Recognition in Texas PRIMA's quarterly newsletter.
- Additional exposure to Texas PRIMA members at regional risk management seminars.
- Additional exposure through Texas PRIMA's social media platforms.

## DID YOU KNOW?

**72%** of Texas PRIMA conference attendees surveyed said they visit the exhibition hall to view new products and developments.

**56%** of attendees come to visit current suppliers.



## EXHIBIT HALL HOURS (LIVE & VIRTUAL)\*

**MONDAY Nov. 8, 2021 | 11:45 am to 5:00 pm**

**TUESDAY Nov. 9, 2021 | 10:00 am to 6:00 pm**

## CONFERENCE SCHEDULE

### SUNDAY NOVEMBER 7

12:00 pm – 5:00 pm Exhibitor Move-In  
1:00 pm – 5:00 pm Sunday Education Offerings  
6:00 pm – 7:00 pm Welcome Reception

### MONDAY NOVEMBER 8

7:30 am – 8:30 am Morning Beverage Service  
8:30 am – 9:45 am Education Sessions  
10:00 am – 11:30 am General Session & Keynote Address  
11:45 am – 1:30 pm Exhibit Hall Grand Opening -  
Lunch in the Exhibit Hall  
1:45 pm – 3:00 pm Education Sessions  
3:00 pm – 3:30 pm Beverage Break (in Exhibit Hall)  
3:45 pm – 5:00 pm Education Sessions  
5:15 pm – 6:00 pm Awards Celebration/Presentation  
7:00 pm – 12:00 am Monday Networking Event

### TUESDAY NOVEMBER 9

7:30 am – 8:30 am Morning Beverage Service  
8:30 am – 9:45 am Education Sessions  
10:00 am – 10:30 am Beverage Break (in Exhibit Hall)  
10:45 am – 12:00 pm Education Sessions  
Noon – 1:15 pm Lunch in the Exhibit Hall  
1:30 pm – 2:45 pm Education Sessions  
2:45 pm – 3:15 pm Beverage Break (in Exhibit Hall)  
3:30 pm – 4:45 pm Education Sessions  
4:45 pm – 6:00 pm Sponsor Appreciation Reception  
(in Exhibit Hall)  
6:00 pm – 10:00 pm EXHIBIT HALL TEAR DOWN

**PLEASE NOTE: IT IS A VIOLATION OF TEXAS PRIMA EXHIBIT REGULATIONS TO TEAR DOWN PRIOR TO THE CLOSING OF THE HALL AT 6 P.M. ON TUESDAY. PRIORITY POINTS WILL BE DEDUCTED FOR EARLY TEARDOWN. WE APPRECIATE YOUR ADHERENCE TO THIS REGULATION.**

### WEDNESDAY NOVEMBER 11

8:00 am – 9:00 am Morning Beverage Service  
9:00 am – 10:15 am Education Sessions  
10:30 am – 12:15 pm Closing General Session

*(\*times and events subject to change, with notification)*

## EXHIBITOR INFORMATION

Exhibit booth space is assigned on a priority-point basis. Points are awarded based on exhibitor history with Texas PRIMA. Additional priority points are awarded for an increase from exhibitor level to sponsorship level. Virtual exhibitors will be listed in Sponsor/Exhibitor level order.

**EXHIBIT BOOTH SIZE: 10'X10'**  
**EXHIBIT LEVEL COST: \$1500**  
**VIRTUAL EXHIBIT ONLY COST: \$1500**

### LIVE Exhibit Space Includes:

- standard 10' x 10' draped booth
  - booth identification sign
  - 6' table (skirted and draped)
  - side chairs
  - basic electrical service
  - two (2) all access exhibitor badges
- EXHIBITOR BADGES DO NOT INCLUDE CONTINUING EDUCATION CREDITS (CEUs).**
- listing in conference program
  - standard listing in the online Buyer's Guide on Texas PRIMA's website

### ADDITIONAL PURCHASE PRICES:

#### Exhibit All Access Hall Badge = \$200

- Includes Exhibit Hall access
  - Monday Lunch
  - Monday Networking Event
  - Tuesday Lunch
  - Access to educational sessions
- DOES NOT INCLUDE continuing education credits/CEUs.**

### VIRTUAL Exhibits Include:

- company marketing brochure (pdf format)
- link to 2-3 minute commercial video
- link to survey to obtain attendee interest in being contacted
- 2 virtual conference passes (**DOES NOT INCLUDE MEMBERSHIP**)
- listing in conference program
- standard listing in the online Buyer's Guide on Texas PRIMA's website

### Pre-/post-registration list = \$1,000

PDF format; available to exhibitors.

### Discounted Sponsor/Exhibitor

full conference registration = \$530

### EXHIBITORS ARE ENCOURAGED TO OFFER DOOR PRIZES.

A message board will be provided for exhibitors to post their door prize winners at the Sponsor Appreciation Reception.

Sponsoring organizations' door prizes will be announced at the Sponsor Appreciation Reception on Tuesday.

Prize giveaways from Texas PRIMA occur during breaks to enhance Exhibit Hall traffic. Virtual attendees will be included in the prize drawings.

| INVESTMENT INFORMATION LIVE EXHIBIT<br>Based upon level of support, you will receive the following:   | PLATINUM<br>\$10,000                  | DIAMOND<br>\$7,500 | GOLD<br>\$5,000 | SILVER<br>\$2,500 | EXHIBITOR<br>\$1500 |
|---|---------------------------------------|--------------------|-----------------|-------------------|---------------------|
| Recognition at Texas PRIMA regional seminars throughout the year  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Recognition in quarterly Texas PRIMA newsletters  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Recognition on Texas PRIMA Social Media Platforms   | ✓                                     |                    |                 |                   |                     |
| Premier listing in Texas PRIMA's online Buyer's Guide: description and contact information, plus identification with up to (3) Buyer's Guide categories   | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Job Postings on Texas PRIMA website at no cost  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Basic listing in Texas PRIMA's online Buyer's Guide: description and contact information, plus identification with (1) Buyer's Guide category   |                                       |                    |                 |                   | ✓                   |
| Company description and logo in the sponsor section of Texas PRIMA's website  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Company hyperlink from Texas PRIMA website to your company's website  | ✓                                     | ✓                  | ✓               | ✓                 | ✓                   |
| Corporate logo included in rotating advertisement on Texas PRIMA's website  | ✓                                     |                    |                 |                   |                     |
| One-time spotlight feature article in Texas PRIMA newsletter  | ✓                                     | ✓                  |                 |                   |                     |
| Access to Texas PRIMA membership listing in electronic format   | ✓                                     | ✓                  | ✓               |                   |                     |
| CONFERENCE-RELATED BENEFITS / RECOGNITION   |                                       |                    |                 |                   |                     |
| Listing in the conference program   | ✓                                     | ✓                  | ✓               | ✓                 | ✓                   |
| 10' x 20' draped booth with sign, (1) 6' table, (2) side chairs, and electrical service   | ✓                                     | ✓                  |                 |                   |                     |
| 10' x 10' draped booth with sign, (1) 6' table, (2) side chairs, and electrical service   |                                       |                    | ✓               | ✓                 | ✓                   |
| Exhibitor all access badges: includes Exhibit Hall access, Monday Networking Event, Monday Lunch and Tuesday Lunch tickets, and access to educational sessions; <b>DOES NOT INCLUDE continuing education units/CEUs; DOES NOT INCLUDE Texas PRIMA Membership</b>  | 4                                     | 3                  | 2               | 2                 | 2                   |
| Conference registrations includes tickets to Monday Networking Event, Monday Lunch and Tuesday Lunch, and access to educational sessions; <b>DOES NOT INCLUDE Texas PRIMA Membership</b>  | 4                                     | 3                  | 2               | 1                 |                     |
| Texas PRIMA Memberships   | 4                                     | 3                  | 2               | 1                 |                     |
| Recognition at conference Keynote Session and Monday Networking Event   | ✓                                     |                    |                 |                   |                     |
| Company Logo, on daily breakfast coupons given to Public Entity Registrants   | ✓                                     |                    |                 |                   |                     |
| Microphone time at select conference events – for promotion of relationship with Texas PRIMA, not a sales opportunity   | ✓                                     |                    |                 |                   |                     |
| Company logo included on conference signage and exhibitor listing   | ✓                                     | ✓                  |                 |                   |                     |
| Company logo on Texas PRIMA co-branded attendee tote bags and registration kick panels  | ✓                                     |                    |                 |                   |                     |
| Corporate Promotional Item in attendee bags – Sponsor to supply items   | ✓                                     |                    |                 |                   |                     |
| (1) Scrolling banner advertisement on conference mobile app   | ✓                                     |                    |                 |                   |                     |
| Pre-registration List (sortable spreadsheet) for pre-show marketing and Post-registration List for post-show follow-up  | ✓                                     | ✓                  | ✓               |                   |                     |
| Pre-registration list (pdf) for pre-conference marketing and Post-registration list (pdf) for post-conference follow-up   |                                       |                    |                 | ✓                 |                     |
| <b>Recognition for contributors to Texas PRIMA's Scholarship Fund</b> <ul style="list-style-type: none"><li>Sponsors (Platinum through Silver) contributing a minimum of \$250 to the fund will receive an invitation to attend the private Scholarship Recipient Reception.</li><li>Exhibitors and others contributing a minimum of \$250 to the fund will receive recognition in printed materials.</li></ul> | MINIMUM additional \$250 contribution |                    |                 |                   |                     |

| <b>VIRTUAL INVESTMENT INFORMATION</b><br><i>Based upon level of support, you will receive the following:</i>  |  | PLATINUM<br>\$10,000                  | DIAMOND<br>\$7,500 | GOLD<br>\$5,000 | SILVER<br>\$2,500 | EXHIBITOR<br>\$1500 |
|---|--|---------------------------------------|--------------------|-----------------|-------------------|---------------------|
| Recognition at Texas PRIMA regional seminars throughout the year  |  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Recognition in quarterly Texas PRIMA newsletters  |  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Recognition on Texas PRIMA Social Media Platforms   |  | ✓                                     |                    |                 |                   |                     |
| Premier listing in Texas PRIMA's online Buyer's Guide: description and contact information, plus identification with up to (3) Buyer's Guide categories   |  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Basic listing in Texas PRIMA's description and contact information, plus identification with up to (1) Buyer's Guide category   |  |                                       |                    |                 |                   | ✓                   |
| Job Postings on Texas PRIMA website at no cost  |  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Company description and logo in the sponsor section of Texas PRIMA's website  |  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Company hyperlink from Texas PRIMA website to your company's website  |  | ✓                                     | ✓                  | ✓               | ✓                 | ✓                   |
| Corporate logo included in rotating advertisement on Texas PRIMA's website  |  | ✓                                     |                    |                 |                   |                     |
| One-time spotlight feature article in Texas PRIMA newsletter  |  | ✓                                     | ✓                  |                 |                   |                     |
| Access to Texas PRIMA membership listing in electronic format   |  | ✓                                     | ✓                  | ✓               |                   |                     |
| CONFERENCE-RELATED BENEFITS / RECOGNITION   |  |                                       |                    |                 |                   |                     |
| Virtual Event passes; <b>DOES NOT INCLUDE Texas PRIMA Membership</b>  |  | 8                                     | 6                  | 4               | 4                 | 4                   |
| Texas PRIMA Membership  |  | 4                                     | 3                  | 2               | 1                 |                     |
| Promotional Video Posted in Virtual Booth<br>(2 - 5 minute max based on level of sponsorship)   |  | 5<br>minute                           | 4<br>minute        | 3<br>minute     | 2<br>minute       | 2<br>minute         |
| PDF Promotional Flyer Posted in Virtual Booth   |  | ✓                                     | ✓                  | ✓               | ✓                 | ✓                   |
| Sponsor "mic time" at new member orientation and award presentations (pre-recorded)   |  | ✓                                     |                    |                 |                   |                     |
| Recognition on Virtual Platform front page  |  | ✓                                     |                    |                 |                   |                     |
| Recognition on Virtual Event communications   |  | ✓                                     | ✓                  | ✓               | ✓                 |                     |
| Pre-registration List (sortable spreadsheet) for pre-show marketing and Post-registration List for post-show follow-up  |  | ✓                                     | ✓                  | ✓               |                   |                     |
| Pre-registration list (pdf) for pre-conference marketing and Post-registration list (pdf) for post-conference follow-up   |  |                                       |                    |                 | ✓                 |                     |
| <b>Recognition for contributors to Texas PRIMA's Scholarship Fund</b> <ul style="list-style-type: none"> <li>Virtual Only Sponsors (Platinum through Silver) contributing a minimum of \$250 to the fund will receive recognition at both the in-person and virtual event.</li> </ul> |  | MINIMUM additional \$250 contribution |                    |                 |                   |                     |



## HOST HOTEL & ACCOMMODATIONS

This year's live conference will be held at:

**Moody Gardens Hotel & Convention Center**  
7 Hope Blvd  
Galveston, TX 77554  
Phone Reservations: 409-683-1299

**\$142\*** single/double *\*plus applicable state and local taxes*



**HOTEL RESERVATION DEADLINE: Oct. 13, 2021**

**[CLICK HERE](#) to reserve your room now**

**NOTE: Be certain to mention you are with the Public Risk Management Association and attending Texas PRIMA's Conference to receive the special group rate.**

**Our Virtual conference will be hosted on Texas PRIMA's membership platform. More info to come.**

## ABOUT TEXAS PRIMA

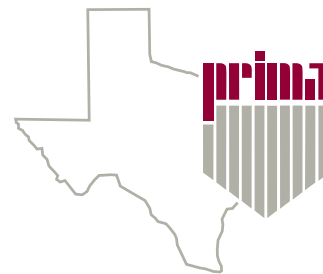
Texas PRIMA is one of the largest and most active state chapters affiliated with National PRIMA. Texas PRIMA offers educational programs, seminars, newsletters and Texas's premier public risk management conference and exhibition. Texas PRIMA has members throughout the state representing all types of public entities; members' job functions include risk/insurance management, benefits management, finance, human resources, claims, and safety/loss control ... among others.

Once a year at the Texas PRIMA conference, more than 500 industry professionals come together to learn more about issues, challenges and solutions they are faced with daily.

### Reserve your space for the 2021 conference

ALL SPONSOR AND EXHIBITOR CONTRACTS ARE PROCESSED ONLINE. Review the sponsor/exhibitor rules and regulations at the end of this document — then **[CLICK HERE](#)**. Using the newly-opened "Texas PRIMA" browser window (it may not pop up — you may need to switch to it), log into MemberClicks and complete your online application.

Additional full conference registrations are available for confirmed sponsors/exhibitors at the Sponsor/Exhibitor rate (\$530). ALSO AVAILABLE ARE: additional booth personnel all access badges \$200; includes exhibit hall access, Monday Networking Event, Monday and Tuesday Lunch tickets and access to educational sessions.



Booth assignments are typically made in September. At that time you will receive a booth confirmation and more information about the programs and other events planned for the upcoming Conference and Exhibition. The Exhibitor Service Kit will be mailed directly from Freeman, the general service contractor, four to six weeks prior to the show. This kit contains information on show services and drayage/freight handling rates.

Virtual exhibitors must provide the following information 30 days prior to conference:

- marketing brochure (pdf format)
- 2–3 minute video commercial
- company logo (jpg format)
- company description & contact info

**NOTE: There are no exclusive sponsorships for functions at Texas PRIMA's conference.**

## QUESTIONS?

### SPONSORSHIP / EXHIBITING

Paula Sasser • 512-651-3540  
[paula.sasser@horizonmeetings.com](mailto:paula.sasser@horizonmeetings.com)

### EXHIBIT HALL SERVICES

Freeman • 888-508-5054  
[ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

### TEXAS PRIMA MEMBERSHIP

Ashley Waggoner • 512-394-0719  
[info@texasprima.org](mailto:info@texasprima.org)

## 2020-2021 SPONSORS

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These sponsors enable Texas PRIMA to bring together a unique partnership of government and industry in a coordinated effort to offer its members exceptional educational resources and networking opportunities.

### PLATINUM



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### DIAMOND



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### GOLD

Texas Political Subdivisions  
Midwest Employers Casualty Company  
Safety National

USI  
Injury Management Organization, Inc.

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### SILVER

Munich Reinsurance  
TASB Risk Management Fund  
TML-IRP  
Travelers  
Claims Administrative Services  
Select Physical Therapy  
Trinity Review Services  
CCMSI

Athens  
Lytx  
Commercial Risks Services  
Origami Risk  
Asperta  
Novare  
myMatrixx  
Fastmed  
Medical Equation  
Charlesworth Consulting

# TEXAS PRIMA SPONSOR/EXHIBITOR RULES & REGULATIONS AGREEMENT

## 1. GENERAL

Texas PRIMA Sponsor/Exhibitor Rules & Regulations (Agreement) are established for the mutual protection of Texas PRIMA and sponsors/exhibitors (Sponsor). Texas PRIMA reserves the right to make changes to rules, regulations, or the general plan of the Conference/Expo (Conference) as may be deemed in the best interest of Texas PRIMA, the sponsors/exhibitor (Sponsor), or the Conference/Expo (Conference). All matters not specifically covered by these Rules & Regulations (Agreement) shall be subject to the decision of Texas PRIMA.

## 2. PAYMENT AND CANCELLATIONS

The Sponsorship/Exhibitor Agreement is valid only when the application is accompanied with a non-refundable deposit of 50% of the total fee due. If any sponsor/exhibitor (Sponsor) fails to pay as required by the Application, or fails to observe and abide by these Rules & Regulations (Agreement), Texas PRIMA reserves the right to terminate this agreement immediately without refund of any monies previously paid. If a sponsor/exhibitor (Sponsor) wishes to cancel their participation, written notice must be received (45) days prior to the date of the Conference opening to receive a refund of any money paid to Texas PRIMA over and above the non-refundable deposit. No refunds will be made if space is cancelled within (45) days of Conference opening. This Agreement may transfer, with written consent of Texas PRIMA, in the event the company is sold during the term of this Agreement.

## 3. USE OF EXHIBIT SPACE - In person & Virtual

Space is to be used for the Exhibitor whose name appears on the Sponsor/Exhibitor Agreement. Exhibitors may not sublet or resell any portion of their space nor allow their badges to be used by unauthorized persons. All signs/displays in an exhibit must be related to the exhibitor's company. All efforts to advertise and operate the exhibit must be conducted so as not to trespass on the rights of other exhibitors or visitors. Texas PRIMA reserves the right to prohibit or restrict and, if necessary, remove or require correction of any exhibit that is unsuitable or objectionable for the Texas PRIMA Conference or the exhibit area. Exhibitors must observe fire and safety rules as required by the exposition location and/or local fire department. Exhibitors shall not cause any violation of the rules of the exposition location.

## 4. EXHIBITOR STAFF/PERSONNEL

During official Expo hours, a representative from the exhibiting firm must be in the Expo booth at all times. A maximum of four (4) individuals (per 10'x10' booth space) will be allowed to work in a booth at any one time. All booth staff will be required to wear the official conference badge issued at registration. Additional exhibit hall badges may be purchased for an additional fee. Staff replacements after Oct. 29, 2021 will be processed onsite.

## 5. EXHIBIT SPACE ASSIGNMENTS

Booth assignments are made on a priority-point basis. Points are awarded based on sponsorship/exhibit (Sponsor) history with Texas PRIMA. Texas PRIMA reserves the right to alter the exhibit hall floor plan and/or an exhibitor's assigned space if it is deemed necessary in the best interest of the Expo. Before exercising its discretion, Texas PRIMA will consult with the exhibitor.

## 6. EXHIBIT SETUP & TEAR DOWN

Adequate setup and tear down time will be allowed. Setup and tear down times are subject to change, in which case all exhibitors will be notified via email and/or in writing. EXHIBIT SETUP AND TEAR DOWN IS NOT ALLOWED DURING EXHIBIT HOURS. THERE ARE NO EXCEPTIONS TO THIS RULE WITHOUT PRIOR APPROVAL. It is incumbent upon the exhibitor to coordinate with the official conference decorator to ensure that all material is scheduled for arrival at the exhibit hall in ample time to be erected and ready when the conference expo officially opens. Texas PRIMA reserves the right to assign labor to setup any exhibit that is not in the process of being erected two (2) hours prior to the completion deadline on designated setup day. The exhibitor will pay all charges for labor. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits and materials by specified time and date.

## 7. TRADEMARK

Sponsors/Exhibitors are prohibited from using the Texas PRIMA logo without prior written permission from the Board of Directors. To obtain permission and receive the logo in high-resolution, please email [info@texasprima.org](mailto:info@texasprima.org). Texas PRIMA maintains the right to refuse its logo to anyone at any time for any reason. Previous use of the logo does not entitle a party to future use; each use must be approved on a case-by-case basis.

## 8. NON-EXHIBITING COMPANIES

Persons connected with non-exhibiting companies are prohibited from any dealing, exhibiting, or soliciting within the exhibit area. Exhibitors are urged to report immediately any violations of this rule to the Conference manager.

## 9. SECURITY

Every reasonable precaution will be taken by Texas PRIMA to protect property during installation, exhibit hours, and removal. Texas PRIMA, however, will have no liability for any loss or damage sustained by an exhibitor during such hours or at any time, whatever the cause. Exhibitors are responsible for securing items in their booth.

## 10. DAMAGE TO EXHIBIT FACILITIES

The exhibiting company must leave space assigned and occupied in the same condition as when possession began. Exhibitor is liable for damage to walls, columns, floor, carpet, furniture, etc.

## 11. INDEMNITY

It is expressly understood and agreed that the exhibitor will hold harmless and make no claim against Texas PRIMA nor any of its officers, members, or agents for any loss, damage to, or destruction of property, nor for any injury that may occur to the exhibitor, its agents, its employees, invitees, guests, or other exhibitors while in the exhibit facilities, nor for any damages of any nature or character whatsoever, including direct or indirect damage as a result of loss of business arising out of the Expo or cancellation thereof.

## 12. NON-ENDORSEMENT

The exhibiting of products and services at the Texas PRIMA Annual Conference/Expo (Conference) does not constitute an endorsement by Texas PRIMA of any product or service exhibited. Exhibitors are not permitted to represent in any manner that Texas PRIMA has endorsed goods or services supplied by them.

## 13. CANCELLATION OF CONFERENCE/EXPO (Conference)

Should any emergency arise prior to the opening date of the Conference/Expo that would necessitate cancellation of the Conference (such as fire, strike, or other circumstances), it is understood and agreed that Texas PRIMA will reschedule the event as near the original date and site as possible. If the event is not rescheduled, Texas PRIMA will refund the fees paid by the exhibitor.

## 14. VIRTUAL EXHIBITORS WILL PROVIDE INFO WITHIN 30 DAYS OF CONFERENCE.

Failure to meet this deadline may cause your information to not be included in our virtual exhibit hall.

**15. Should Texas PRIMA see the need to pivot this meeting from a hybrid event to a completely virtual event sponsors and exhibitors will be notified in a timely manner.**