



2025
Policies & Terms of
Sponsors & Exhibitors

Accessibility

TRAPS is committed to providing equitable opportunities to people with disabilities. If you require a modification to participate in the TRAPS Institute or Expo, **please make a note of that when you contact TRAPS to reserve a booth or become a sponsor by contacting Amanda Wilson at awilson@traps.org. We may be unable to accommodate modification requests made less than two weeks before the date needed.**

Badges

You must always wear your badge during Institute and Expo hours, sessions, and events. This allows you uncomplicated access to all Institute events permitted by your sponsor or exhibitor package purchased. Please remember to remove your badge when you are outside of the TRAPS Annual Institute and events.

Code of Conduct

Personal Accountability Commitment: By registering for and attending the TRAPS Annual Institute, participants agree to abide by and engage in beneficial conduct while attending the event.

TRAPS is dedicated to providing a safe, productive, and welcoming environment for all Institute participants, including attendees, speakers, volunteers, exhibitors, TRAPS staff members, service providers, and all others involved. Institute participants are expected to abide by this Code of Conduct throughout all TRAPS-related events, including, but not limited to, live events, virtual events, webinars, and across TRAPS blogs, online forums, and social media. This Code of Conduct also applies to meetings and events sponsored by organizations other than TRAPS but held in conjunction with TRAPS events.

Code of Ethical Conduct

- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and your fellow participants. Alert TRAPS staff if you notice a dangerous or harassing situation or someone in distress.

Unacceptable Conduct

Unacceptable behavior includes, but is not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant at, or in relation to, all the TRAPS-related events. All who participate in the TRAPS-related events deserve respectful treatment, regardless of the capacity in which they are attending or participating. Discussion of opposing or different viewpoints is appropriate but is expected to be conducted in a respectful tone and manner that avoids personal attacks.
- Verbal or physical abuse, intimidation, or efforts to annoy others, which in any way creates a disruptive or dangerous disturbance or creates reasonable apprehension in a person.
- Harassing behavior (including, but not limited to, offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in TRAPS-sponsored spaces or in presentations, yelling at or threatening participants, stalking or unwelcome following, harassing photography or recording, or unwelcome physical or verbal contact or sexual attention.)
- Disrupting a meeting or related event. All participants must comply with the moderator's instructions and any TRAPS staff.

What to do if you witness or experience conduct that violates this Code of Conduct

Conduct violating this Code of Conduct should be promptly brought to the attention of TRAPS Staff so appropriate action can be taken. If onsite during Institute, ask for TRAPS Staff at the Registration Booth or email traps@traps.org.

Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated at TRAPS meetings, expo, or related events.

Anyone asked to stop unacceptable behavior is expected to comply immediately. TRAPS reserves the right to take any necessary and appropriate action, including immediate removal from the meeting or event without warning or

refund, in response to any unacceptable behavior incident. TRAPS reserves the right to prohibit attendance at any future meeting, virtually or in person.

participants must also cooperate with any TRAPS investigation into reports of violating this Code of Conduct by providing relevant information requested by TRAPS. TRAPS will also report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct; the information provided to those individuals will be limited to whether TRAPS found a violation of the Code, whether any sanctions or corrective actions were imposed, and, in TRAPS' discretion, the nature of those sanctions or corrective actions.

Etiquette

Please keep in mind that the Institute is a learning environment. Therefore, considering all participants, we ask that you take any conversations, including phone calls, unrelated to the program outside the session rooms or events.

Outside Solicitation

TRAPS strictly prohibits solicitation, "suitcasing" or "outboarding" by participants who conduct business at the Institute and Expo and do not have an exhibit or sponsorship investment at the Institute and Expo.

Participants who engage in suitcasing or outboarding gain an unfair competitive advantage over our exhibitors/sponsors, who have dedicated money and resources to participate fairly in the TRAPS Institute and Expo. These actions diminish the size and diffuse the quality of the audience available to exhibitors and sponsors.

What are Suitcasing and Outboarding?

- "Suitcasing" and "Outboarding" are unethical practices in which companies or individuals conduct, transact, or promote business at the conference without being an exhibitor or sponsor.
- "Suitcasing" refers to non-exhibiting/non-sponsoring companies or individuals who go to conferences to solicit business in the tradeshow aisles, session rooms, or hotel lobbies and common areas.
- "Outboarding" refers to non-exhibiting/non-sponsoring companies or individuals that host meetings, events, demos, etc., outside of the exhibit hall, such as in hospitality suites, restaurants, or public places in close proximity to the conference, and encourage conference participants to leave the conference to attend their events.

Consequences of Suitcasing or Outboarding

Any individual or company observed suitcasing or outboarding will be given a warning and asked to stop their activity. Companies/individuals who do not comply will be asked to leave the Institute and Expo immediately and may be banned from attending future TRAPS meetings, conferences, and events.

Additional Rules

In addition, Session Speakers must adhere to the following rules:

- Presentations should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. TRAPS reserves the right to ban sources of those solicitations.
- Any direct selling of products/services offered by speakers, industry partners, or consultants in any TRAPS-sponsored spaces is prohibited without prior written approval from TRAPS.

Host Facility Rules and Regulations

Under the registration terms, participants agree to abide by and follow all rules, regulations, policies, and procedures, as well as direction and guidance given by officials of the Institute host facility.

Media Release: Photography/Videography

Registration and attendance at, or participation in, TRAPS meetings, Expo, and other activities constitutes an agreement by the registrant to the use and distribution of the registrant or participants' image or voice in recordings (both live and on-demand), photographs, videotapes, electronic reproductions and audiotapes of such events and activities by TRAPS and other third parties, including but not limited to the vendors, the host city, and the host CVB. Your registration may include technology that monitors your activities throughout the meeting, such as session attendance and exhibit booths visited.

Official Housing Block

Hotel contracts are negotiated for the benefit of housing TRAPS Institute participants and their guests/spouse, exhibitors, sponsors, speakers, and volunteers. These contracted rooms are placed in an Official Housing Block and sold ONLY through TRAPS official Housing link. **TRAPS reserves the right to remove anyone who has not registered for the Institute and Expo from the Official Institute Housing Block.**

Payment Methods

TRAPS accepts Checks, VISA, MasterCard, Discover, and American Express as valid forms of payment. No Purchase Orders will be accepted. **Booth spaces will not be assigned to an exhibitor unless TRAPS receives full payment and signed paperwork.**

Refund, Cancellation, and Substitution Policy

Exhibitor refund and cancellation requests must be made in writing via email to awilson@traps.org on or before December 2, 2024. A \$250 administrative fee per booth will be added if TRAPS receives written notification between January 3 and February 5, 2025. **No refunds will be obtained if TRAPS receives notice on or after February 6, 2025.** Refunds will not be given for no-shows.

Statement of Liability

TRAPS and sponsors of the 2025 Annual Institute and Expo claim no liability for the acts of any exhibitors at or for this meeting or for the safety of any participant while in transit to or from this event. TRAPS and sponsors of this function shall not be liable for any delays or failure in performance or interruptions of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the organization, including but not limited to Acts of God, acts of public enemy, war, accidents, fires, electrical, mechanical or structural failures or breakdowns, strikes, labor disputes, postal delays, explosions, governmental order or regulations, curtailment of airline services, and public health epidemics.

TRAPS reserves the right to cancel this function without penalty. Participants who purchase non-refundable airline tickets do so at their own risk. Any liability to TRAPS will be limited to a refund of the exhibitor fee.

TRAPS cannot be held liable for COVID-19 cases arising due to event attendance. TRAPS expects all Institute participants to take responsibility for following guidance from the Centers for Disease Control (CDC) on measures to reduce infection from COVID-19 or other communicable diseases. TRAPS urges all Institute participants to follow the CDC's recommendations. For more information, please review the guidelines at: www.cdc.gov (<http://www.cdc.gov/>)

All TRAPS-sponsored events will offer non-alcoholic drinks. **No alcohol will be served to anyone under the age of 21.** Institute participants are responsible for their own well-being, and neither TRAPS nor sponsors will be held accountable for any events or occurrences resulting from excessive drinking, recklessness, or negligence on the part of any Institute participant.

Neither TRAPS, Inc., the Marriott Hotel & Convention Center, nor the City of Allen will be responsible for personal injury to an exhibitor or exhibitor's agent or for financial loss due to robbery, fire, accident, or other causes. Exhibitors agree to save, keep, and hold harmless TRAPS, Inc. and its official agents and employees for all damages to property; death or injury of persons received or suffered, or which may be occasioned by a negligent act or omission to act, which may amount to negligence on the part of the exhibitor, or defective condition of property, or the maintenance of a defective or dangerous condition of property.

Exhibitor agrees to name the Texas Recreation and Park Society as additional insured in the amounts of \$1 million for each occurrence, \$1 million for personal injury and, \$2 million general aggregate. A Certificate of Insurance bearing this information must be submitted on or before February 3, 2025, and remain in force through the 2025 TRAPS Institute & Expo.



**2025 Institute and Expo
Policies & Terms of Sponsors and Exhibitors
Allen, Texas**

This agreement is made and entered into by and between the Texas Recreation and Park Society, Inc., a Texas nonprofit corporation, and _____ (Company or Organization Name).

Before the event, all employees must read and agree to the policy's terms and conditions. By signing this agreement, you agree to distribute the content to all Company employees attending the 2025 Institute and Expo as attendees, sponsors, speakers, and/or exhibitors.

Company Representative Signature: _____

Date: _____

Texas Recreation and Park Society (TRAPS)
PO Box 5188
Jonestown, TX 78645
PH: 512.267.5550
www.TRAPS.org
Email: traps@traps.org

TRAPS Policies and Terms are adopted and prepared in the best interest of Institute attendees, sponsors, exhibitors, TRAPS, and the Institute host facilities.