ITEMS OF INTEREST FOR ORIENTATION

SUNDAY, SEPTEMBER 4, 2022

1. **Audio Equipment**: Playing of any type of audio equipment is prohibited.

2. **Food**: Cooking, or selling of food is prohibited.

3. **Refunds and Returns**: A posted sign is required stating your policy of non-returnable products.

4. **Taxes**: Exhibitors may be required by the State of Texas to pay a State-Sales Tax of **$08.25** of all sales receipts.

5. **Logos and Trade Marks**: You are prohibited from using or selling items which bear the name, logo, or mark of “NMBCA ANNUAL SESSION” OR ANY VARIATION; ”

6. **Cancellation policies**: All pre-registered Exhibitors who desire to cancel must send a notice in writing prior to August 12, 2022. A service fee of $ 50.00 (fifty dollars) will be retained.

7. **No refunds will be issued.**

8. **Special discounts**: Special discount available to Exhibitors for: Hotel, parking, and multiple booths.

**Violation of these rules will result in the forfeit of fees, and exhibitor will be asked to immediately vacate the premises by authorize personnel.**

**CLOSING AND OPENING OF EXHIBIT AREA**

1. Set-up time will begin immediately after orientation which begins at 5pm on Sunday, September 4, 2022. We would like you to be set up by 8pm.

2. Each day opening will begin no earlier than 8:00 a.m. Closing time for this day will be at 5:00pm.

3. Closing Time on Tuesday, September 6, 2022 will be at 9:00 p.m. [because of the musical]

4. On Wednesday booth will open at 8:00 a.m. and closed at 8:00 p.m.

5. Closing on Thursday the 8th, the last day of exhibits will be at 3:00 p.m. All merchandise, must be out of exhibit hall by 5:00 p.m.

**NOTE: IF YOU NEED ASSISTANCE, PLEASE CONTACT REVEREND MCKINLEY JACKSON OF THE HOST COMMITTEE**