



**EXHIBITOR GUIDANCE**  
**Houston Safari Club Foundation**  
**2021 Worldwide Hunting Expo & Convention**  
**Updated: November 2020**

HSCF IS WORKING WITH OUR CONVENTION PARTNERS TO ENSURE A SAFE  
AND PRODUCTIVE CONVENTION EXPERIENCE FOR OUR ATTENDEES AND  
EXHIBITORS!

The Houston Safari Club Foundation (HSCF) Annual Hunting Expo & Convention is scheduled to take place at the George R Brown Convention Center (GRBCC) in Houston, Texas, February 26-28, 2021. HSCF has been working diligently with our convention center and host hotel partners to implement a plan to help ensure a safe and productive convention experience. In a year of unique circumstances, and in consideration of COVID-19 reopening plans, HSCF is required to enforce new protocols. These protocols are intended to allow participants to enjoy our annual convention and gather in a safe manner.

We continue to pay close attention to the guidance offered by local, state, and federal agencies and to news from the medical community, along with developments impacting the trade show, travel, and hospitality industries. As we learn more about developing conditions and recommendations, HSCF will provide updates.

**About COVID-19 & Prevention**

- COVID-19 is a virus that can cause a variety of symptoms that can range from mild (or no symptoms) to severe illness and death.
- Symptoms include fever, cough, difficulty breathing, loss of taste or smell and may appear between 2-14 days after exposure.
- COVID-19 is spread:
  - Mainly from person to person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Via respiratory droplets (e.g., coughs or sneezes) from an infected person, which can land in the mouths or noses of people nearby or possibly be inhaled.
  - By touching contaminated surfaces and then touching your face. By the failure to wear a mask covering the nose and mouth.

**GRBCC Health Guidelines**

The GRBCC requires the following health guidelines:

- Wear a mask that adequately covers the mouth and nose at all times.
- Wash hands often and for 20 seconds or use hand sanitizer with at least 60% alcohol.
- Cover coughs and sneezes with a tissue, then throw the tissue away, or with an elbow or shoulder if no tissue is available, followed by thorough hand washing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Maintain a distance of over six (6) feet between you and others not in your group.



### **Health and Safety Protocols**

- Anyone entering the GRBCC facility through public or service entrances will be required to complete both an online self-assessment, temperature check and a waiver before access will be granted. Waivers will be provided via electronic devices (phone or tablet). Attendees are encouraged to purchase Expo and banquet tickets in advance at which time waivers may be completed. Advanced purchase of tickets will help to reduce admission times for all events. Advanced ticket information may be found at <https://hscfdn.org/convention/attendees/>. Screening procedures may cause slight delays for visitors and event attendees.
- Face masks covering the nose and mouth must be worn by all attendees while on the show floor and in public areas contracted by HSCF.
- HSCF will provide hand sanitizer stations for our guests. Hand sanitizing stations will be clearly marked and located throughout the GRBCC.
- Onsite medical services will be present to ensure the safety of all guests.
- GRBCC has implemented the following measures:
  - Maintenance and cleaning staff are more frequently wiping down all commonly touched surfaces using EPA approved cleaning products and protocols effective against viruses, bacteria, and other airborne and blood borne pathogens.
  - Safe social distancing in all areas, including entries, public seating areas, concourses, offices, breakrooms, elevators and escalators, retail stores, concessions, and restaurants.
  - Wherever groups gather or queues are formed, signage, team member monitors and other measures will be taken to ensure safe social distancing.
  - Autograph signing will no longer be allowed at events where fans may be present.
  - Elevators and Escalators
    - Elevator usage will be restricted to no more than two people in the elevator at a time.
    - Elevator usage will prioritize ADA accessibility. All other facility guests, event attendees, staff, partners, service providers, and contractors will be asked to utilize the escalators.
  - Inflows to restrooms will be limited determined by size of the restroom and by event activity.
- For more information:
  - Texas state mask mandate (subject to change):  
<https://open.texas.gov/uploads/files/organization/opentexas/EO-GA-29-use-of-face-coverings-during-COVID-19-IMAGE-07-02-2020.pdf>
  - Harris County mask mandate (subject to change):  
<https://www.readyharris.org/county-orders>.

### **Social Distancing Guidelines**

- The current social distancing guidelines in Houston, Texas require that all persons maintain six feet between themselves and allow for 50% of the listed occupancy (5,000 persons in the case of the HSCF Expo hall).
- As the parameters for business conferences and trade shows are established, we will update this guidance.

### **Show Floor Navigation**

Attendees may move freely about the hall while observing social distancing in accordance with the guidelines in effect at the time. Entry and exit flow for the Expo Hall will be designated.



### **Expo Hall Food Service: Restaurants in the GRBCC**

- Restaurants may operate for dine-in service up to 75% of the total listed occupancy of the restaurant.
- For updates and information on occupancy maximums: [https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas Checklist Restaurants.pdf](https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas%20Checklist%20Restaurants.pdf).
- Restaurants may continue to provide to go or delivery services.
- The following are the minimum recommended health protocols for all restaurants operating in Texas:
  - Maintain at least a 6-foot distance apart between parties, including while waiting to be seated in the restaurant.
  - Parties of no more than six (6) people will be seated at a table.
  - Contactless payment is encouraged. Where not available, contact should be minimized.
- Other Food and Beverage Requirements
- Points of sale will be adjusted to allow for social distancing.
- Plastic shields will be installed at each point of sale.

### **GRBCC Event Attendees Presenting Symptoms of COVID 19**

Should any symptoms of COVID 19 be present in an individual, or if they have recently had known contact with someone who has been lab confirmed to have COVID 19, measures will be taken to reduce exposure to others and the following steps will be taken:

- If symptoms of COVID 19 are identified in a guest who is not attending an event in the facility, or the guest has not yet purchased admission tickets for the event, the guest will not be permitted entrance to event or public spaces. If the guest would like to purchase event admissions tickets on site, their symptoms will need to be reviewed by the event's management team on a case by case basis. All decisions regarding entrance to an event space will be determined by the event's management team or representative.
- If symptoms of COVID 19 are identified in an event attendee who has already registered or purchased admissions tickets for the event, the attendee will not be allowed access to event or public spaces until their symptoms can be reviewed by the event's management team or designee on a case by case basis. All decisions regarding entrance to an event space will be determined by the event's management team or representative.
- If symptoms of COVID 19 are identified in a member of the event's staff, the staff member will be required to provide medical clearance to work before access is granted to the facility. Should that not be obtained, the individual will be required to quarantine on site with limited access to the public or public spaces.

### **Registration: HSCF Expo & Banquets**

Attendees are highly encouraged to purchase advanced Expo and Banquet tickets online. For more information: <https://hscfdn.org/convention/attendees/>.

### **HSCF Fundraising Banquets At Hilton Americas-Houston**

- Banquet table seating capacity is based on current venue restrictions of six (6) people per table with the exception of seating as it applies to members of the same household.
- As conditions change, the venue may allow for more individuals to be seated at the same table.



### **Cancellation & Refund Policy: Expo & Banquets**

If any event is cancelled, beyond the control of HSCF, refunds will be provided upon request or may be designated as contributions to HSCF. If a refund is required, requests must be made via email to [nancy@wehuntwegive.org](mailto:nancy@wehuntwegive.org). For more information, please contact Nancy Oka CMP, CPCE, Director of Events & Membership, Houston Safari Club Foundation; 713.623.8844 (O); 832.804.8959 (D); [nancy@wehuntwegive.org](mailto:nancy@wehuntwegive.org)

### **Accommodation Protocols: Hilton Americas-Houston & Embassy Suites by Hilton Houston Downtown**

- Reservation Policy: Hilton-Americas Houston Hilton Americas-Houston & Embassy Suites by Hilton Houston Downtown will collect the first night's deposit (room & tax) upon reservation confirmation. This deposit is refundable up to seventy-two (72) hours prior to arrival if a cancellation is required. In the event of an event cancellation, or if an attendee is prohibited from travel, refunds will be provided to guests. If an attendee is prohibited from traveling, documentation of such will be required. Checks and major credit cards are acceptable to establish prepayment. All credit cards used to prepay will be charged immediately. The Hotel will deduct any collected nonrefundable prepayment fees from the amount you may owe as performance or cancellation damages.
- COVID Requirements: Hilton Americas-Houston & Embassy Suites by Hilton Houston Downtown asks that all guests follow the Texas state mask mandate in public spaces. At the request of most guests, servicing of guest rooms is performed every three (3) days. Hilton Americas-Houston & Embassy Suites by Hilton Houston Downtown asks guests to opt in for daily housekeeping services, if so desired. Hilton Americas-Houston & Embassy Suites by Hilton Houston Downtown will continue to perform optimally in meeting all necessary guest requirements. For details on the Hilton CleanStay program, visit <https://bit.ly/2Gz2W5H>.

### **Parking Garages: Avenida, Theater District, and Toyota Center**

- The only payment option will be with payment by credit card at entry device or
  - at "pay on foot" stations nearby and throughout the garages.
- Touchless pre-payment options are available:
  - Online with Park Whiz: <https://www.parkwhiz.com/>
  - Via the Park Mobile App
- Parking Ambassadors will provide much needed individual assistance and service to all customers during high traffic times in the garages.
- Valet parking will not be offered until further notice.

### **State & Local Government Information Resources**

- City of Houston: <https://houstonemergency.org/COVID19>
- Harris County: <https://publichealth.harriscountytexas.gov/Resources/2019-Novel-Coronavirus>
- State of Texas: <https://gov.texas.gov/coronavirus>
- State of Texas Open Safe: <https://open.texas.gov/>



## HSCF EXHIBITORS SHOULD BECOME FAMILIAR WITH THE FOLLOWING EXPO POLICIES & PROTOCOLS

### Exhibitor Booth Staffing & Design

- Exhibitor staffing will be limited to two (2) staff members, per 10x10 booth space, at the same time.
- All booths will be separated by 8-foot pipe and drape dividers, as required by the venue.

### Exhibitor Badge Allotment

- Exhibitors will be provided two (2) exhibitor badges per 10x10 booth space.
- Exhibitors will be permitted to buy additional badges.
- To purchase additional badges: [https://hscfdn.org/wp-content/uploads/2020/09/Badge-Request\\_fill-1.pdf](https://hscfdn.org/wp-content/uploads/2020/09/Badge-Request_fill-1.pdf)

### Exhibitor Best Practices

- Require attendees to wear a mask at all times. Gently and politely remind attendees to do so. Alert HSCF officials if an attendee refuses to do so.
- Disinfect products and displays on a frequent basis. Either your staff members may perform this action, or you may hire service providers that may be contracted specifically for this service based on your booth location. These services may be available via the Convention Center. Information will be provided in the Exhibitor Packets at check in.
- Designate and control entrance and exit points into your booth.
- Implement signage to gently remind attendees of physical distancing throughout your booth.
- Designate area(s) required for social distancing with markers around product or demos.
- Place seating (if required) at a safe distance.
- Consider touchless lead retrieval to eliminate handling business cards.
- Consider eliminating booth giveaways.
- Consider having sanitizer stations within your booth.
- Consider less furnishings and structures to allow for more space inside the booth, to assist with social distancing.

### Cancellation & Refund Policy: Exhibitors

Cancellations: For booths cancelled after October 1, 2020 up to January 1, 2021, a cancellation fee of 50% of the entire booth fee will be applied. No refunds will be given for booths cancelled after January 1, 2021. Cancellations will be reviewed on a case by case basis. If a refund is required, requests must be made via email to [nancy@wehuntwegive.org](mailto:nancy@wehuntwegive.org). In the event an exhibitor is unable to travel to the U.S. because of the pandemic travel restrictions, any booth fees collected will be applied to the 2022 HSCF Hunting Expo & Convention. For more information, please contact Nancy Oka CMP, CPCE, Director of Events & Membership, Houston Safari Club Foundation; 713.623.8844 (O); 832.804.8959 (D); [nancy@wehuntwegive.org](mailto:nancy@wehuntwegive.org).

### Shepard Exposition Services, Inc. Protocols

Please click here for information about the Shepard Exposition Services, Inc. protocols: [https://hscfdn.org/wp-content/uploads/2020/10/covid\\_response\\_guide\\_shepard-1.pdf](https://hscfdn.org/wp-content/uploads/2020/10/covid_response_guide_shepard-1.pdf)



**State & Local Government Information Resources**

- City of Houston: <https://houstonemergency.org/COVID19>
- Harris County: <https://publichealth.harriscountytexas.gov/Resources/2019-Novel-Coronavirus>
- State of Texas: <https://gov.texas.gov/coronavirus>
- State of Texas Open Safe: <https://open.texas.gov/>

**For any questions, please contact the Houston Safari Club Foundation office at  
713.623.8844.**