

**Educational Conference**  
Monday, May 13, 2024 1:30 - 5:00 PM

**Hosted Happy Hour**  
Monday, May 13, 2024 5:00 - 6:00 PM

**Annual Meeting &  
Educational Conference**  
Tuesday, May 14, 2024 7:30 AM - 5:00 PM

**Magic Kingdom Ballroom & Foyer**

### Sponsor/Exhibitor Registration and Admission

Each exhibitor/sponsorship includes ONE badge per space. One additional badge may be purchased for \$150.00. Companies wishing to have more than two representatives in attendance must register additional attendees at the full conference rate. Badges must be worn at all times. Badge sharing among personnel is strictly prohibited.

### Exhibit Space Rental

Exhibit Spaces rent for \$1900.00 (CSIA Members in Good Standing receive a discount to \$1400). The Exhibit spaces will be highly visible along the perimeter of the Hotel Ballroom and Foyer. Each exhibit space includes a 6' X 30" draped table and two chairs and a 5" by 24" company name paper banner.

### Failure to Occupy Space

The exhibitor will forfeit any display area not set up by 1:00 PM on Monday May 13th and shall not be entitled to a refund. The space shall not be allocated to an exhibitor on the waiting list.

### Limitations

In the event the show sells out, a waiting list will be maintained and available spaces will be allocated on a first paid basis.

### Cancellations

In the event an exhibitor must cancel participation in the CSIA Trade Show, refunds will be made as follows: Cancellation on or before Monday April 29th; 50% refund. There will be no refunds for cancellations on or after Tuesday, May 7th. All cancellations must be in writing; postmarks and/or email receipt dates controlling.

### Opportunity Drawing

If Sponsor/Exhibitor offers a Prize for the Opportunity Drawing it is agreed the Prize will be drawn randomly from completed Attendee Opportunity Floor Plans at the end of the program at the direction of the table top trade show manager. No independent raffles are allowed. Each Sponsor/Exhibitor offering a prize will be able to give a brief description of their product/services, their prize, and present their prize to the recipient at the end of the educational program.

### Rights of Trade Show Management

Should any emergency arise, of any nature, previous to the opening, destruction or damage to the exhibit area by fire, wind, storm, strikes, acts of God, etc., or the declaration of any emergency by the government, it is expressly agreed that CSIA may retain as much of the payment for exhibits and sponsorships as is necessary to cover the expenses incurred by the Association up to the time of such emergency.

All points not covered by these rules are subject to the judgment of CSIA management.

### Reservations

Sponsorships and display table spaces will be assigned on a first-paid basis. Your reservation will be confirmed when the CSIA website sends your confirmation of full payment for your sponsorship/space. An email will be returned to your primary showcase contact noted on the on-line contract that is completed.

### Use of Display Space

Each Exhibit Space is large enough to contain one 6'x30" draped table and two chairs. Exhibits should be arranged so that exhibit staff will be within the assigned space. The TABLE TOP TRADE SHOW CAN ONLY ACCOMMODATE TABLE TOP DISPLAYS OR SIGNS TO THE SIDE OF THE CENTER EXHIBIT SPACES.

All material used for decoration (i.e., paper, cardboard, cloth, etc.) shall be of a flame retardant type. Safety and fire exits and equipment must be left accessible and in full view at all times. Display materials or equipment of significant size must be pre-approved in writing by CSIA Trade Show Management.

No Sponsor/Exhibitor shall assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment or materials from firms other than his or her own in the exhibit space without the written consent of the CSIA Trade Show Manager. Only one company shall be considered as the exhibitor and only one company name shall appear on signs and listings related to the show; any other company or entity in the exhibit space shall be considered a subsidiary or affiliate. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business.

### Exhibitor Move-In/Move-Out

The *Disneyland*® Hotel will be available for exhibitor set-up Monday, May 15, 2023 from 7:30 AM - 1:00 PM and not later than 7:30 AM on Tuesday May 16, 2023. Information regarding shipment of materials to and from the facility will be provided two weeks prior to the event. The Hotel facility must be vacated by 6:00 PM the final day of the program.

### Liability

The exhibitor assumes all responsibility for any and all loss, theft and/or damage to exhibitor's displays, equipment and other property while on *Disneyland*® Resort premises, and hereby waives any and all claims and/or demands it may have against the California Self-Insurers Association, Disney Destinations, LLC dba Disney Resort Destinations, its parent and/or any of its affiliate companies arising from such loss, theft and/or damage. In addition, the exhibitor agrees to defend (if requested by Disney with counsel satisfactory to Disney), indemnify and hold harmless Organization and their respective parent, subsidiary and other related and affiliated companies from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees, costs of court and costs of other professionals, arising directly or indirectly or in connection with the exhibitor's occupancy and/or use of the premises or any act, error, omission of the exhibitor, its employees, subcontractors and agents.

**\*\*\*PLEASE BE ADVISED THAT THE USE OF UNAUTHORIZED AND/OR UNLICENSED DISNEY ARTWORK IN YOUR DISPLAYS, INVITATIONS, EMAILS OR PUBLICATIONS IS STRICTLY PROHIBITED.**

**This is your contract. Your invoice and receipt will be sent following registration from the automated system. No additional receipts will be provided. Your registration attests to your agreement to abide by the rules and regulations of CSIA Table Top Trade Show.**