

2018 Fall Educational Conference & Table Top Trade Show

Educational Conference
Friday, October 26, 2018
7:30 AM - 5:00 PM

The Marriott Hotel
2355 North Main Street
Walnut Creek, CA

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 \$900.00 (CSIA Members in Good Standing receive a discount to \$800). The Exhibit spaces will be highly visible along the perimeter and the food service area of the Hotel Ballroom and Foyer. Each exhibit space includes a 6' X 3' draped table, two chairs and a company name placard. There is no charge for electrical access, where available. **Exhibitor space rental and Sponsorships include all conference activities.**

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 5pm Monday October 15th - 50% refund. **There will be no refunds for cancellations on or after Monday October 15th, 2018.** 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 Table Top Trade Show management.

Reservations

Sponsorships and display table spaces will be assigned on a first-selected basis. If a desired space number is not available at the time of your registration, it has already been selected by another exhibitor. Your reservation will be confirmed via email directly from the CSIA registration portal. *This is your contract. Read it carefully. Your registration attests to your agreement to abide by the rules and regulations of CSIA Table Top Trade Show.*

Use of Display Space

Each Exhibit Space is large enough to contain one 6'x36" 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. YOU MAY NOT ENCROACH UPON ANOTHER TABLE TOP DISPLAY OR INGRESS/EGRESS WALKWAYS.**

All material used for decoration (i.e., paper, cardboard, cloth, etc.) shall be of a flameretardant 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 Marriott Hotel will be available for exhibitor set-up Thursday, October 25th from 5:30 PM to 7:30 PM. Participants will be informed via email on Wednesday, October 24th if set-up hours are altered. You may ship items to the hotel for delivery no more than three days prior to the event. Instructions regarding shipment of materials to and from the facility will be provided two weeks prior to the event. Tear down is at the conclusion of the program but the Hotel facility must be vacated no later than 6:00 PM the 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 Marriott Hotel premises, and hereby waives any and all claims and/or demands it may have against the California Self-Insurers Association, or Marriott Hotel Walnut Creek, 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 Marriott Hotels with counsel satisfactory to Marriott Hotels), 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 include a 40 word Product/Service Description for our Program Materials