

Exhibit Space Application and Contract

California Association for Health, Physical Education, Recreation and Dance
February 23-26, 2012 ♦ Pasadena, CA

1. Company Information: *(The following information will appear in Conference Program Exhibitor's Listing)*

Company Name _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Website _____ Email _____
 Description of product(s) or service(s) – 25 words or less: _____

2. Contact Information: *(Please indicate who will be CAHPERD's contact regarding this application/contract.)*

Contact Name _____ Email _____ Phone _____

3. Booth Fees:

- | | | | |
|---|----------|----------------------------------|----------|
| <input type="checkbox"/> Commercial Exhibitor Booth (<i>Price per booth</i>) | \$700.00 | X _____
(# of booths desired) | \$ _____ |
| <input type="checkbox"/> Educational / Non-Profit Institutions Exhibitor Booth (<i>See limitations</i>) | \$500.00 | X _____
(# of booths desired) | \$ _____ |

Additional Fees:

- | | | |
|---|----------|----------|
| <input type="checkbox"/> One 1/2 Page, Full Color Advertisement in the Conference Program* | \$250.00 | \$ _____ |
| <input type="checkbox"/> One Full Page, Full Color Advertisement in the Conference Program* | \$350.00 | \$ _____ |

NOTE: In accordance with the Rules and Regulations on page 2 governing the 2012 Annual CAHPERD State Conference, the undersigned hereby makes application for exhibit space and agrees to abide by all accompanying exhibit terms, conditions, and general regulations accompanying this contract (see page 2 for details).

Signature _____ Date: _____

Acceptance: This application becomes a contract if accepted by CAHPERD. A confirmation notice will be returned to you with any additional instructions.

**Artwork must be submitted by January 12, 2012*

Total Due \$ _____

4. Names of up to 4 booth representatives per booth purchased:

Names as they are to appear on badges. Each booth is entitled to only 4 complimentary booth representatives, additional representative name(s) may be subject to pay conference registration fees.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

5. Booth Space

FINAL BOOTH ASSIGNMENT will be the sole responsibility of the CAHPERD Office Staff. You will be contacted by CAHPERD Staff closer to the conference date for your booth preference.

6. Due With Application: A booth will not be reserved or assigned until full payment is received.

Total Cost \$ _____

Federal and state agencies, schools, and universities may defer payment if a purchase order is submitted with this application. Full payment will still be due **January 12, 2012**. Checks should be made payable to CAHPERD.

Please check your payment type:

- Credit Card Check # _____ PO # _____

(Provide credit card information below - Visa/MC Only)

Credit Card # _____	Exp. Date _____
Name on Credit Card _____	
Auth Signature _____	

Please complete and mail a copy with payment to:

2012 CAHPERD Conference Exhibits
 1501 El Camino Avenue - Suite 3
 Sacramento, CA 95815-2748
 (916) 922-3596 Fax: (916) 922-0133

CAHPERD CONFERENCE RULES AND REGULATIONS

Use of Exhibit Booth Space:

1. All activity (including solicitations, displays, and demonstrations) must be confined to the limits of the exhibit space purchased and assigned. **At no time may demonstrations, exhibits, displays, etc. be conducted/placed in the aisles or walkways.** No exhibitor shall assign, sublet or share the whole or any part of the space allotted without the consent of CAHPERD management. Exhibitor **must** keep exhibit open **and staffed** at all times during show hours. Exhibitor expressly agrees to do all installation and dismantling of exhibits during designated hours only. **No exhibit shall be dismantled before the official closing time on Saturday.**
2. All exhibits must be displays, which fit in the space provided and cannot exceed the height of the 8' backdrop. Display units may not obstruct exhibit space to the right or left of the booth, as side rails are only 3' high. Corner exhibits cannot obstruct the aisles. If there are multiple parts to the display, these must not exceed the depth of the booth or project beyond the space allotted. No part of an exhibit and no signs should be taped, nailed, or otherwise affixed to walls, doors, etc., in a way that might cause defacement. Damage from failure to observe this notice is payable by the exhibitor.
3. Flammable fluids, substances or materials, the use of which is in violation of city, county, or state laws or regulations, may not be used in any booth.
4. Advertising, canvassing, solicitation of business, and conference programs in the interest of business, etc., are not permitted except by firms that have engaged space to exhibit and then only in the exhibit space assigned or within Exhibitor Showcase program presentations.
5. All exhibits must serve the interests of members of CAHPERD and shall be operated in a way that will not detract from other exhibits or the conference as a whole. CAHPERD also reserves the right to require the withdrawal of any exhibit, which exhibit management believes to be injurious to the purpose of the organization. The appropriateness of an exhibit includes persons, things, conduct, printed materials being distributed, or anything that the exhibit management deems to be objectionable to the exhibition or the profession of HPERD.
6. Exhibitor assumes full responsibility for complying with local city/state laws regarding sales tax & regulations regarding fire, safety, electrical wiring & health standards.
7. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of CAHPERD, conduct themselves unethically may be dismissed from the exhibit hall without refund or appeal for redress.
8. The use of booth space shall not interfere with other exhibitors. For example, music or other exhibit noise must be kept at a level that will not disturb other vendors or interfere with their opportunities to discuss their products and services with potential customers.
9. In case the premises of the conference site shall be destroyed or damaged, or if the CAHPERD Exhibitions fail to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency, or for any other reason this contract may be terminated by CAHPERD. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of CAHPERD shall be to return to each exhibitor his or her space fee payments.

Cancellation Policy:

In order to process a refund, CAHPERD must receive written notice of cancellation from the exhibitor. If notice is given prior to January 12, 2012, CAHPERD will refund the booth fees less a 25% processing fee. Refunds will not be made for cancellations after January 12, 2012 nor to no-shows who fail to provide cancellation notice to CAHPERD.

California Sales Tax Information:

In the event that an exhibitor engages in sales transactions at the conference, that exhibitor will be responsible for complying with all federal, state, and local laws that may pertain to such sales. Specifically, each exhibitor selling items at the conference must have a California Sales Permit. These permits are provided at no charge (free) by calling the Board of Equalization in Sacramento at: (800) 400-7115.

Liability:

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the local hotels or conference center, its owners or managers which results from any act or omission of the Exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless the California Association for Health, Physical Education, Recreation & Dance, TriCord Tradeshow Services, the Pasadena Convention Center, and all owners, managers, officers or directors, agents, employees, subsidiaries, guests and affiliates of those named entities, from any damages or charges resulting from Exhibitor's use of the property or participation in the exhibition. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident of bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Pasadena Convention Center or any part thereof.

Booth Service Requirements:

TriCord Tradeshow Services has been contracted as the decorator for our 2012 Pasadena Conference. Upon acceptance of your contract and receipt of your payment, CAHPERD will advise TriCord of your booth assignment(s). A service kit will be forwarded to you electronically (usually 45 – 60 days prior to the show). This service kit will outline all additional furnishings, carpeting, freight/shipping/storage instructions, and other services that are available, as well as the rates and forms for securing them. Each exhibitor is responsible to TriCord for all charges incurred through the ordering of additional furnishings. Local union rules and regulations will apply for any and all labor and freight handling applications. TriCord will provide complete drayage/material handling services and local warehousing. They will be responsible for the moving of all materials in and out of the exhibit hall. **Cartload service will be offered to exhibitors (please review service kit from TriCord for prices).** Exhibitors will only be allowed to hand carry items from their privately owned vehicles that do not require a dolly or cart. Questions: Call Larry Bell at (831) 883-8600. *Exhibit management reserves the right to make any changes deemed necessary for the efficient functioning of the exhibit hall and convenience of the conference attendees.*

Payment:

All applications must be accompanied by full payment of booth fee(s) in order to reserve exhibit space. Federal and state agencies, schools, and universities may defer payment if a purchase order is submitted with the application. However, full payment is due no later than January 12, 2012. Applications and payment received after January 12 cannot be guaranteed an exhibit space or that their company/business name will be included in our printed conference program. Checks should be made payable to the California Association for Health, Physical Education, Recreation & Dance (CAHPERD). Exhibitors will be provided with an exhibitor packet at registration/set-up. This packet shall include up to four (4) name badges per exhibiting company. If you require additional staffing, please contact the state office.

For CAHPERD Staff Use Only:		
Date Received:	_____	
<u># of Booths</u>	<u>Booth/Pkg. Type</u>	<u>Booth Assignment(s)</u>
_____	_____	_____
Total Booth/Package Cost	\$	_____
Total Amount Rec'd	\$	_____
Balance Due	\$	_____
Date Received Confirmation Sent:	_____	
Date Booth Confirmation Sent:	_____	

I have read and agree to abide CAHPERD Conference Rules and Regulations. Initial Here _____