



**CALIFORNIA APPLICANTS' ATTORNEYS
ASSOCIATION**

**2019 WINTER CONVENTION
EXHIBITOR CONTRACT**

TERMS & CONDITIONS

Application to Exhibit; Acceptance by CAAA Required

This application, must be signed electronically and submitted to the California Applicants' Attorneys Association (CAAA) management for approval, which shall be in the sole discretion of CAAA management. If this application is approved by CAAA management, the terms and conditions contained herein shall become binding on the applicant/exhibitor and shall constitute a binding contract with CAAA.

Exhibit Dates & Hours

Thursday, January 24, 2019 from 11:00am - 7:30pm

Friday, January 25, 2019 from 8:00am - 5:00pm

Exhibitor Registration & Set Up Times

Wednesday, January 23, 2019 at 5:00pm - 8:00pm

Thursday, January 24, 2019 at 8:00am - 11:00am

No Set Up is allowed outside of the designated set up times.

Dismantling of Exhibit Booths

Friday, January 25, 2018 at 5:00pm

Booths cannot be removed before this time without prior approval.

Assignment of Space

The California Applicants' Attorneys Association (CAAA) will establish and maintain an Assignment Order Number (AON) list based on the application date and when payment is received by the CAAA state office. This application for exhibit space, when accepted by CAAA with notice of space assignment constitutes a contract for the right to use the exhibit area, which will be pre-assigned to you based upon receipt of this written application and payment in the CAAA State Office in Sacramento. No exhibitor will be allowed to set-up in any area not designated to that vendor nor can any exhibitor attempt to move, exchange or in any manner alter the master layout provided. Please advise your exhibit personnel (representatives) that they must comply with this requirement or be excluded from the exhibit area with no refund.

CAAA DOES NOT ALLOW ANY SOLICITING EXCEPT WITHIN THE ASSIGNED EXHIBIT SPACE.

Exhibit Package Includes

- An 8' high backdrop drapery & 3' high side drapes
- Three chairs per booth
- One 6' skirted table
- A 7"x 44" single line company id sign
- Up to 500 watts of power
- One wastebasket
- Aisle cleaning before each show opens and each evening & emptying the wastebasket
- One complimentary copy of convention syllabi (electronic version)
- Complimentary listing on convention badge inserts, if submitted before posted deadline
- Complimentary listing in the CAAA convention syllabi, if submitted before posted deadline
- Security at entrance and inside exhibit hall
- Two complimentary convention session program entrances per 8x8 booth
- Three complimentary convention session program entrances per 8x10 booth
- Four complimentary convention session program entrances per 8x16 booth
- Six complimentary convention session program entrances per 8x16 Premium booth

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Additional Booth Needs

Additional furniture, carpet, etc. may be ordered through STS Tradeshow Services exclusively at an additional fee.

STS will email an exhibition packet to all vendors once a completed contract and payment has been approved. The San Diego Hotel and Marina will handle any food, internet, electrical needs. This information will be included in the STS Exhibitor Kit.

Shipping & Storage

STS Tradeshow Services will handle your shipping needs. Each Exhibitor must make their own arrangements for any shipping and storage requirements associated with their exhibiting at the convention. Please see the exhibit packet for more shipping details and ordering additional supplies. Exhibit packets will be emailed out by STS to the email submitted on the exhibit application. **Do not ship directly to the convention host hotel, everything must be shipped through STS.**

Payment & Requirements

All Exhibit contracts require full payment at time of submission by CAAA to secure an exhibit space. Failure to comply may result in the loss of space. If you have selected a member price then current membership dues (2019) **must be paid** to qualify for member rates. For member pricing, the booth contract must be completed under the CAAA members name and company name. The company name will be printed on all convention exhibit promotional materials including representatives' badges and ID sign. No exceptions.

Cancellations

In the event of a cancellation by an Exhibitor, a \$100 handling fee (in addition to the non-refundable \$500 deposit) plus an assessment will be charged as follows:

- Prior to Nov. 2, 2018.....No Additional Charge
- Nov. 3, 2018 – Dec. 28, 2018.....50% Charge
- On or after Dec. 29, 2018.....100% of exhibit fee. No refund

All cancellations must be received in writing via email to rebecca@caaa.org.

In the event that the premises in which the CAAA Convention was to be conducted shall become, in the sole discretion of the California Applicants' Attorneys Association, unfit for occupancy, or has been substantially interfered with by reason of any cause or causes not reasonably within the control of CAAA, this agreement may be terminated by the California Applicants' Attorneys Association. For this purpose the term "cause or causes" shall include but not by way of any limitation, fire, flood, epidemic, earthquake, explosion or accident, blockage, embargo, inclement weather, government restraints, restraints or orders of civil defense or military authorities, riot or civil disturbance, strike, lockout boycott or other labor disturbance, or commandeering of necessary supplies or equipment by local, state, or federal law, ordinance, rule, order or decree or regulation, legislative, executive or judicial, and whether constitutional or an act of God.

Should CAAA terminate this agreement pursuant to the provisions of this paragraph, the Exhibitor waives any and all claims for damages and agrees that CAAA may, after computing the total amount refundable to all Exhibitors (the amount by which the total amount of fees paid by all Exhibitors exceeds the total amount of CAAA costs and expenses in connection with the preparation for conducting the show, including reasonable reserve for claims and other contingencies), refund to the Exhibitor, as and for complete settlement and discharge of all said Exhibitor's claims and demands.

Liability

The Exhibitor indemnifies and agrees to hold harmless the California Applicants' Attorneys Association, the convention hotel and their officers, directors, employees and agents, from and against any actions, losses, costs, damages, claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitors, his agents, representatives, or employees by reason of the Exhibitor's occupancy or use of the exhibition facilities.

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Name Badge Policy

Name badges must be worn and visible at all times inside the Exhibit Hall. All vendors should have no more than the maximum number of representatives in their booth at any given time. The representatives that are listed on the contract should be the only representatives that wear/carry name badges. All badges are the property of the California Applicants' Attorneys Association. Badge swapping or badge sharing is strictly prohibited and strictly enforced through removal of the individuals involved. Violations of this policy will result in cancellation of their registration without refund. Please be sure to secure your badge in a safe place throughout the conference. There will be a cost for a replacement name badge of \$175 per badge.

Below are the maximum number of representatives that are allowed in a booth at any given time. You may purchase additional badges, but representatives must rotate or purchase a larger booth in advance.

- Booth Size 8x8 3 Representatives
- Booth Size 8x10 3 Representatives
- Booth Size 8x16 8 Representatives

Below are the maximum number badges for purchase per booth. After purchasing the maximum number of badges, you will need to purchase a convention registration pass.

- Booth Size 8x8 and 8x10 8 badges
- Booth Size 8x16 12 badges
- Booth Size 8x16 Premium 16 badges

All names must be submitted by the deadline date (December 17, 2018). Any name changes after this date will be charged at the rate of \$175. Please note that if securing a hotel room, only final names submitted can have rooms under such names.

Dress Code & Show Policies

Dress for exhibit hall is professional/casual business attire. Attendees should avoid wearing any clothing that may be interpreted as promiscuous, provocative or overly suggestive. Convention management reserves the right to deem any attire inappropriate and therefore not allow admission to any events affiliated with the convention. The Exhibitor may be asked to leave the exhibit hall and change clothing. This will be handled on a case by case basis. If any representative refuses to comply with the dress code, the company may NOT be allowed to exhibit at further CAAA events, and will be removed from the convention space without refund.

Alcoholic Beverages

No alcoholic beverages are to be served in the Exhibit Area by vendors.

Exhibit Give-Aways Not Permitted

- Coffee Cups (cups designed to hold hot liquids)
- Mugs
- Coffee Containers
- Prescription Sample Drugs of any sort

If exhibitor brings them, they will be fined \$1,000 and the exhibitor will be instructed to remove said containers or items. If exhibitor does not remove said containers/items or restocks, Exhibitor will be removed from convention space without refund, and may NOT be allowed to exhibit at further CAAA conventions. If you have any questions regarding giveaways at your booth please call for clarification or approval.

Exhibitor Receptions & Extra Product Demonstrations

CAAA State Office must approve all receptions and demonstrations. Please contact the CAAA State Office for more information, (916) 444-5155. We will try to accommodate as many exhibitors as possible. Only exhibitors can host receptions/demonstrations and these events CANNOT be held during CAAA convention events.

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Demonstrations or Solicitations

No demonstrations or solicitations shall be permitted outside the Exhibitor's assigned space and no signs or placards may be displayed on persons or otherwise outside the assigned exhibit space.

Compliance

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations, and codes of duly authorized local, State, and Federal governing bodies concerning fire safety and health, together with the rules and regulations of the management of the convention hotel.

Unions

It is further agreed that the Exhibitor will abide by, and comply with, rules and regulations concerning local unions having agreements with the show facility and/or authorized contractors employed by the California Applicants' Attorneys Association.

Resort Room Accommodations

Due to the large convention attendance, the California Applicants' Attorneys Association limits all exhibitors to their following allotted amount of rooms at the host hotel according to booth size.

- Three guest rooms per 8x8 or 8x10 booth
- Six guest rooms per 8x16 booth

ROOMS ARE NOT HELD OR GUARANTEED NOR ARE ROOMS INCLUDED WITH THE BOOTH PACKAGE.

Please submit room requests as soon as possible to secure this space. Rooms are secured on a first come, first serve basis.

Hotel Reservation Request forms will not be processed without an approved and paid exhibit contract. Hotel Forms must have the same name as one of the booth representatives listed on the contract. Any name changes will need to be reflected on name badges as well. Please provide one form per individual. See hotel reservation form for additional guest room details.

Hotel check-in 4 PM and check-out Noon.

To qualify for the discounted room rate the designated host hotel will only accept room reservations that are processed through the CAAA State Office. All reservations require a completed hotel reservation form and credit card payment and cardholder signature. Email address **MUST** be included to ensure confirmation. Please be sure to verify check-in and check-out dates on form. Send all forms to our secure fax line 916-444-7971. Please note that the host hotel does not accept checks for reservations.

Additional Hotel Questions? Contact Erin Ravenscraft at the CAAA State Office 916.444.5155 or erin@caaa.org.

By signing below and submitting this application, the undersigned Exhibitor agrees to abide by the terms and conditions above and understands that there is no binding contract until CAAA management notifies Exhibitor that this application has been approved. Once approved, Exhibitor is bound by the electronic signature on this application to all the terms and conditions above. This agreement constitutes the entire and complete understanding and agreement between the parties, and upon approval and signature by CAAA supersedes any and all other prior written and/or oral agreements and any other written or oral statement, representations, understandings or agreements relating to this agreement or the subject matter hereof.