

## EXHIBITOR, SPONSOR, PARTNER, CAREER FAIR INSTRUCTIONS, RULES AND REGULATIONS - CABE 2019

This application for Exhibit space, the formal Notice of Space Assignment by CABE, these Rules & Regulations and the rules and regulations set forth in the Exhibitor's Manual constitute a contract for the right to exhibit at the CABE Conference. Exhibitors and Career Fair participants also agree to comply with the rules and regulations of the Long Beach Convention Center in which the conference is being held.

### 1. EXHIBIT TYPE\*

Non-Profit: If Non-Profit Organization, please submit a copy of your Tax-Exempt Letter. \*\*Small Business: Annual Revenue Less than \$1 Million, please submit financial statement.

### 2. SELLERS PERMIT

Your valid California Sellers Permit number will need to be provided. The link to register for a seller's permit is: <http://www.cdtfa.ca.gov/services/#Register-Renewals>. The link to verify a valid permit is: <https://services.cdtfa.ca.gov/boewebsservices/verification.jsp?=&SALES>. This information will be forwarded to the California State Board of Equalization. If you are not selling merchandise your Sellers Permit number is not needed.

\_\_\_ **Must Check box acknowledging Sellers Permit Instructions were read.**

### 3. EXHIBIT AREA AND HOURS

Exhibits and Career Fair will be located in the Exhibit Hall A at the Long Beach Convention Center.

#### Set up of Exhibit area:

Tuesday, March 19, 2019 (10:00 a.m. to 4:00 p.m.)

Wednesday, March 20, 2019 (7:30 a.m. to 11:00 a.m.)

#### Exhibit Hall open to the public:

Wednesday, March 20, 2019 (12:00 p.m. to 4:00 p.m.)

Wednesday, March 20, 2019 (6:00 p.m. to 7:30 p.m.)

Thursday, March 21, 2019 (9:00 a.m. to 5:30 p.m.)

Friday, March 22, 2019 (9:00 a.m. to 4:30 p.m.)

**(EXHIBIT HOURS MAY BE SUBJECT TO CHANGE).**

### 4. DISMANTLING OF EXHIBIT BOOTHS

**Dismantling of Exhibit booths is on Friday, March 22, 2019 after 4:30pm.**

Exhibitors electing to begin dismantling at 2:00 p.m. - will not incur the penalty fee of 25% contract value, if this option was selected at the time of registration. Exhibitors will refrain from packing or dismantling exhibit booth(s) before this time. Exhibitors acknowledge the following: A specific area will be assigned to exhibitors who select to dismantle at 2:00p.m. There is no discounted rate if this option is selected. CABE **will only** honor the 'Early Dismantlement starting at 2:00pm, Friday, March 22, 2019, if 30 or more booths are registered for this option. If **less** than 30 booths have been selected CABE will void the 'Early Dismantlement' time and all booth(s) will be required to be dismantled at 4:30pm. Exhibitors selecting the 2:00pm dismantling time will be notified by January 10, 2019, if the minimum of 30 booths has not been met to allow and arrange travel accordingly. Dismantling of Exhibit booths is on Friday, March 22, 2019 after **4:30 p.m.** Exhibitors are **NOT** to begin dismantling until the Exhibit Hall officially closes at 4:30 p.m. Exhibitors & Career Fair participants must refrain from packing or dismantling exhibits before the closing time. Please arrange your travel accordingly.

**Exhibitors & Career Fair participants agree that should CABE determine that any part of the exhibit was dismantled prior to the scheduled time of closing, the Exhibitor/Career Fair participant will pay 25% of the contract value for early dismantlement penalty fee.**

\_\_\_ **Must check box acknowledging Dismantling Instructions were read and understood and will be communicated to person representing your organization at the conference.**

### 5. FAILURE TO OCCUPY SPACE

Any space not occupied by the scheduled time **11:00 a.m. on March 20, 2019** will be forfeited by the Exhibit/Career Fair Participant. CABE reserves the right to **resell and/or reassign the exhibit space.** Any Exhibitor/Career Fair participant who fails to occupy the assigned exhibit space by the scheduled time specified agrees to reimburse CABE for any other losses arising from such failure to occupy. CABE will not be liable to the Exhibitor/Career Fair Participant for any incurred expense.

\_\_\_ **Must Check box acknowledging Failure to Occupy Space Instructions were read.**

### 6. SELECTION PROCESS

Although exhibitor space will be assigned based on date and payment received, consideration will be given for the level of sponsorship, number of booth(s), years of participation, and Exhibit Hall layout. CABE reserves the right to select, assign and re-arrange space which best meets the needs of the Conference attendees.

### 7. BOOTH SPECIFICATIONS AND DRAYAGE SERVICES

For each booth purchased, you will receive a 10' x 10' space including pipe and drape in conference colors, one 6' foot table, two chairs, a waste basket and a standard ID sign with your company name. (Please note: **End caps will be given half of the standard back drape.**) A service and information kit will be sent via email or U.S. Mail to each exhibitor by our official decorator for CABE 2019. The convention services will furnish all forms necessary to order additional accessories, equipment, or services. Electricity and all other exhibitor equipment and services must be ordered directly from convention services.

### 8. CONFERENCE REGISTRATION

Two "Exhibit Hall Passes" per booth purchased will be provided to exhibitors. Companies/School Districts with additional representatives must purchase additional "Exhibit Hall Passes" at \$50.00 each. Please note that all "Exhibit Hall Passes" will allow entrance to and from the exhibit hall and will restrict the entrance to the conference, and other conference related events. Badges will be available the first day of the conference at the Exhibitor Booth. "Exhibit Hall Passes" entitle the participant to receive all conference related materials, including the Conference Program and Conference Tote bag.

### 9. LIABILITY AND HOLD HARMLESS

Exhibitor agrees that exhibitors, its officers, employees, agents, and representatives shall be responsible for any loss, damage or injury of whatever nature arising out of, or relating to, this agreement, and that exhibitor shall indemnify and hold harmless CABE, its employees, agents and representatives, and the Long Beach Convention Center for any loss, damage or injury of whatever nature arising out of, or relating to, this agreement.

### 10. LIABILITY INSURANCE

Exhibitors are required to carry liability insurance which covers the exhibitors, its officers, employees, agents and representatives during this event.

### 11. INDEPENDENT CONTRACTORS

Exhibitors, its officers, employees, agents and representatives are independent contractors. This agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the parties.

### 12. NON-RESPONSIBILITY

In the event the conference is canceled or deferred on account of strikes, fires, casualties, acts of God, terrorism or any other cause beyond the control of CABE, CABE shall not be responsible for any financial responsibility or other obligation of Exhibitor arising out of this agreement.

### 13. FIRE PRECAUTIONS

The exhibitor agrees to accept full responsibility for compliance with the city regulations under the Fire Code of the city in which the conference is located.

### 14. UNION LABOR

If required by local ordinances, Exhibitor must comply with all union regulations applicable to installation, dismantling, and display of the exhibits. If you have specific questions relating to Union Labor please contact our convention services.

### 15. GENERAL INFORMATION

The Chief Executive Officer and the Director of Programs & Events reserve the right to:

- eject or restrict any exhibit which in their judgment is objectionable.
- relocate booths, if necessary.
- cancel a contract of an exhibitor in the event of violation of these specific instructions, rules and regulations.
- control the aisles of the exhibit area so that exhibitors are not using them as part of their booth(s).
- limit heights and placement of signs and logos.
- limit the blockage of line-of sight from one booth to the next.
- add other rules and regulations that may become necessary. (Exhibitors will be notified).

### 16. SALES POLICY (Purpose of Exhibits)

The purpose of the exhibits is to educate the attendees of the conference. However, the Long Beach Convention Center will permit organizations/businesses, with the appropriate business licenses to sell books or materials on its premises. **All exhibitors who will be selling merchandise must provide the applicable valid seller's permit number in the space provided in this application.**

### 17. DECORATION RESTRICTIONS

Prior written approval is required from the Long Beach Convention Center before placing decorations on ceiling, walls or painted surfaces. All materials must be flame-retardant in accordance with the City Fire Codes. Booths must be decorated in such a way as not to break the line of-sight of the neighboring booth by more than three feet from the back wall towards the front of the booth. Helium gas filled balloons are not allowed in the exhibit hall.

### 18. CANCELLATION POLICY

Requests for refunds due to cancellation made prior to January 31, 2019 will be assessed 20% of contract value. There will be no refunds for cancellation made after that date. All cancellations must be in writing.

\_\_\_ **Must Check box acknowledging Cancellation Policy Instructions were read.**

### 19. DEFINITIONS

Unless otherwise stated, "exhibitor" or "exhibitors" means all sponsor(s), partner(s), exhibitor(s) and/or career fair organization(s). When the term exhibits or booth(s) is used, it applies to exhibit(s) or booth(s) of exhibitor(s), partner(s) sponsor(s) and/or career fair organization(s).

### 20. GENERAL SECURITY

General security will be provided by CABE from move in through move-out. CABE will take reasonable precautions to protect exhibitor property, but CABE does not guarantee the safety of property. Exhibitors must take precautionary measures of their own, such as removing personal property after exhibit hours. **A person must be present in booth during all exhibit hall hours.** Exhibitor must obtain insurance to cover any losses. The exhibitor understands that neither CABE nor the Long Beach Convention Center maintain insurance covering the exhibitor, its property, or its agents, and it is the sole responsibility of the exhibitor to obtain liability, business interruption, property damage, and other insurance covering such losses or liability by the exhibitor.