



## EXHIBITOR CONDITIONS AND AGREEMENT

**1. REGISTRATION AND ELIGIBILITY** This registration form and agreement, executed by an individual who has authority to act for the registrant (Exhibitor) shall constitute a valid and binding contract. The California Coalition on Workers' Compensation (CCWC), a California nonprofit, serves as Exhibit Management. CCWC reserves the absolute right to reject any registration.

**2. NON-ENDORSEMENT** The Exhibitor agrees and understands that by approving its application, CCWC does not in any way endorse or signal its approval of the Exhibitor's product or service. Accordingly, the Exhibitor agrees that it shall not, in any manner, in its advertising, promotional or similar materials or undertakings, state, suggest, or imply such CCWC approval or endorsement. Further, the Exhibitor agrees not to use CCWC's name, logo or make any reference to CCWC in any other undertakings (e.g. survey, questionnaire, letter of introduction) without the written permission of CCWC.

**3. AGREEMENT TO CONDITIONS** The Exhibitor, for itself and its employees and agents, agrees to abide by the conditions stated herein, it being understood and agreed that the sole control of the exhibit hall rests with CCWC.

**4. QUIET HOURS** CCWC's main exhibit hall and all general sessions occupy the same open air meeting space. **CCWC REQUIRES ALL EXHIBITORS TO COMPLY WITH QUIET HOURS AND NOT SPEAK OR NETWORK INSIDE THE ROOM DURING ANY AND ALL PRESENTATIONS IN THAT SPACE. NONCOMPLIANCE WILL RESULT IN THE EXHIBITOR NOT BEING ALLOWED TO EXHIBIT AT FUTURE EVENTS IN THE FOLLOWING YEAR.**

**5. ASSIGNMENT OF SPACE** Registrations received with appropriate payment will choose their exhibit space on a first-come first-served basis. CCWC reserves the right to move exhibit space at any time prior to show start date. CCWC reserves the right to reassign or to otherwise use space not occupied or set up by the published exhibit opening time and date. Exhibitors shall not be entitled to a refund in the event of such reassignment or other use.

**6. SUBLEASING SPACE** Unless approved in advance and in writing by CCWC, Exhibitor shall not assign or sublet this contract, in whole or in part, nor exhibit any products or services other than those manufactured or handled in Exhibitor's normal course of business, nor permit any third party to solicit business in Exhibitor's space. Exhibit Guide listings are limited to one entry per contracted exhibiting company. Organizations cannot share booth space.

**7. PAYMENT** Payment for booth space must be indicated with this signed agreement and solidifies your event participation. Payment must be received at time of registration and at least 30 days prior to move-in for all exhibitors. CCWC reserves the right to accept or reject an exhibitor registration at its sole discretion. CCWC further reserves the right to cancel any agreement for exhibit space at any time and for any reason, provided that it gives notice of such cancellations at least ten (10) days prior to the official opening date of the event. In the event that CCWC declines to accept a registration or CCWC cancels a registration as set forth above, CCWC will return the exhibiting fee.

**8. TABLE TOP EXHIBITS** Exhibitor acknowledges that the CCWC Annual Conference Legislative & Educational Forum is a table top exhibit and includes a six-foot draped table, two chairs, one wastebasket, company ID sign, two (2) exhibitor full conference registrations, and an electronic pre-show attendee list with names, titles, email, and mailing addresses. Foyer exhibits are limited and are 8'x10' in size with the same inclusions as the table top exhibits.

Each table top exhibit must fit within the confines of the six-foot table. Each Exhibitor will have one foot clearance to separate them from the neighboring exhibit. Any tabletop exhibit that encroaches upon a neighboring exhibit or does not adhere to these guidelines will be asked by CCWC staff to be downsized.

Electrical services must be obtained in advance through the CCWC designated general service contractor and is the responsibility of the Exhibitor. If an exhibitor plans to install a completely constructed display of such character that the Exhibitor will not require or desire the use of standard booth equipment, no part thereof will project as to obstruct the view of adjacent tabletops.

**9. CARE OF EXHIBIT SPACE** Exhibitor must, at its expense, maintain and keep in good order its exhibit and the space that it is assigned.

**10. PROTECTION OF THE EXHIBIT FACILITY** Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the exhibit area without CCWC's permission and the permission of the proper building authority. Packing, unpacking and assembly of exhibits will be done only in designated areas and in conformity with CCWC's designated general service contractor, the hotel, or the convention hall manager, as applicable. Exhibitor shall be solely responsible for any and all damage to the Facility caused by the Exhibitor, its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors.

**11. INSTALLATION AND DISMANTLING** CCWC will supply the specific requirements as to the time for installing and dismantling exhibits prior to the event. Such requirements shall be binding upon the Exhibitor as though fully set forth herein. All displays must be in place and set up by the official opening of the show. Exhibits and personnel are to remain on the floor until the end of the show. Any exceptions will need the approval of Exhibit Management. **NONCOMPLIANCE OR TEARING DOWN DURING GENERAL SESSIONS OR EXHIBITING HOURS WILL RESULT IN THE EXHIBITOR NOT BEING ALLOWED TO EXHIBIT THE FOLLOWING YEAR.**

**12. USE OF SPACE** Exhibits may be displayed only in the official exhibit area as established by CCWC. No one, including Exhibitors, will be permitted to display articles, equipment or information concerning services, or display movies or films of such articles, equipment or services in private suites or rooms during the conference, in accordance with prior agreements between CCWC and the meeting property. Exhibit Management reserves the right to prohibit distribution of souvenirs, advertising matter, or any other materials. Distribution from anywhere other than within Exhibitor's booth is forbidden.

**13. CONFLICTING MEETING & SOCIAL EVENTS** Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of CCWC members or exhibitors from the conference or exhibit hall during the official hours of the conference, exposition, Members Only Reception, or any other CCWC Annual Conference event. The Exhibitor must notify the CCWC Events & Education Director in writing regarding plans, prior to the event announcement or marketing. Other organizations may not brand the event as a partnership, collaboration, or element of the CCWC conference. **NONCOMPLIANCE WILL RESULT IN THE EXHIBITOR NOT BEING ALLOWED TO EXHIBIT AT FUTURE EVENTS IN THE FOLLOWING YEAR.**

**14. CANCELLATION BY EXHIBITOR OR RELOCATION OF CONFERENCE** In the event of cancellation or relocation of an event due to circumstances within CCWC's direct control, CCWC is limited to refund payment received for exhibit space. In the event CCWC has no control over the cancellation or relocation of an event, CCWC will have no liability of any kind to the Exhibitor but will refund any fees paid to CCWC by the Exhibitor less any and all expenses incurred by CCWC for advertising, administration, or similar and related costs.

- Cancellation requests received at least six weeks prior to the first day of the conference will receive a full refund.
- Cancellation requests received less than six weeks prior to the start of the first day of the conference will not be subject to a refund.

#### **15. LIABILITY**

- CCWC does not assume any responsibility, for the protection and safety of the Exhibitor, its officials, agents or employees, or for the protection of the property of the Exhibitor or its representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the Exhibitor. Any protection for such items provided by CCWC shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience suffered by the Exhibitor.
- The Exhibitor agrees to indemnify and hold CCWC, and its agents, officials, directors, and employees, harmless from all claims, losses, or liability of any nature whatsoever arising from the activities of the Exhibitor or any of its representatives, including display or use of the Exhibitor's property, whether or not such activities are authorized by Exhibitor.

**16. SERVICES** CCWC Exhibitor Kit/Service Manuals are emailed directly from TriCord, tradeshow management and general service contractor. They will be sent prior to the show to confirmed exhibitors only. Exhibitors can take advantage of discount pricing provided by TriCord and obtain information on show services, labor rates, and drayage/freight handling process. Booth materials and displays are not to be sent to the CCWC office. Any handling fees incurred by shipping to the venue are the responsibility of the exhibitor.

If you have questions regarding these policies, please contact Janneh R. Johnson, Events & Education Director at 916.441.4111 x2 or [janneh@ccwcworkcomp.org](mailto:janneh@ccwcworkcomp.org).