



2019 CAADS Spring Conference & Membership Meeting

ADVANCING EXCELLENCE TOGETHER

EXHIBITOR CONTRACT

INFORMATION TO APPEAR IN PUBLISHED MATERIAL:

Company Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Tel: _____ E-mail: _____ Web: _____
 Product/Service Description (Limit of 35 words): _____

PERSON TO RECEIVE ALL FUTURE EXHIBIT CORRESPONDENCE:

Name: _____ Title: _____
 Address (if different than above): _____
 Tel: _____ E-mail: _____

PREFERRED TABLE-TOP LOCATION :

Table Selection (confirmed upon receipt of payment): 1st Choice _____ 2nd Choice _____ 3rd Choice _____ I have a **pop-up or banner** to be approved

ON-SITE EXHIBIT STAFF (NAME TO APPEAR ON BADGE):

1st Exhibitor Name (included in booth registration): _____ Title: _____
 *Additional Name (at additional fee of \$275): _____ Title: _____

**Each additional exhibit staff must register at \$275. (Includes Monday Lunch and Refreshment Breaks and Tuesday All Day including the Exhibit Reception. Non-Member exhibitors will not be able to attend the "Members Only" meeting Monday.)*

Reserve [____] 6' x 30" table(s) & 1 chair per registered staff: **NON-MEMBER RATE \$1025 each** (\$925 if signed contract and full payment received by March 7, 2019)
 CAADS MEMBER RATE \$675 each (\$575 if signed contract and full payment received by March 7, 2019)
 Register [____] additional exhibit staff \$275 each

TOTAL ENCLOSED: \$ _____. Full payment must accompany this contract. Space will not be held until payment is received. CONTRACT AND PAYMENT MUST REACH CAADS BY: March 7, 2019 FOR LISTING IN THE CONFERENCE MARKETING PIECE and/or by April 17, 2019 TO BE LISETED IN THE CONFERENCE PROGRAM distributed at the event. Internet, electrical supply, lighting, etc. are the exhibitor's financial responsibility. To make arrangements, contact Conference Services Manager Porsha Mason at Porsha.Mason@Hilton.com.

IT IS UNDERSTOOD THAT:

- ▶ **Table-top assignment** will be made on a first-paid basis. CAADS Management reserves the right to change space assignments as deemed in the best interest of the event.
- ▶ **Table-top show information*:** **Monday, April 29, 2019** | Display Move-in / Set-up: 8:00 AM | Start Time: 9:00 AM | End Time: 5:00 PM
Tuesday, April 30, 2019 | Start Time: 7:30 AM | Break-down / Move-out: 7:00 PM **Times are subject to change based on final conference agenda.*
- ▶ **Admittance to table-top exhibits** is limited to individuals/businesses who have contracted and paid for space (*includes one exhibit staff person*) and to CAADS Conference registrants.
- ▶ **Exhibit Reception** takes place among the exhibits to provide prime networking time.
- ▶ **No table-top exhibitor or sponsor will distribute materials**, organize hospitality suites, recruit, survey, or solicit members outside the table-top exhibit area unless expressly permitted by CAADS.
- ▶ **CAADS reserves the right to refuse rental** of table-top exhibit space to any individual/company displaying goods or services that are not, in CAADS' judgement, compatible with the general character, quality, or objectives of the 2019 CAADS Spring Conference.
- ▶ **Audio-Visual** devices are permitted only in those locations and at a decibel intensity that in the opinion of CAADS does not interfere with other exhibitors or CAADS meetings, and are the responsibility of the exhibitor.
- ▶ **Package handling and charges** are the responsibility of individual exhibitors to make all arrangements with courier services for pickup or deliveries sent to the hotel. At no time shall these expenses be incurred by the hotel or CAADS
- ▶ **All packages should be properly marked** to include "CAADS 2019 Spring Conference." Contact the hotel's Conference Service Manager Porsha Mason at Porsha.Mason@Hilton.com.
- ▶ **Liability and Security:** Exhibitor shall be responsible to pay for any damages to property owned by the Doubletree Berkeley Marina, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or 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 exhibit on premises, the Hotel or any part thereof. Exhibitor shall assume all responsibility for damage to the exhibit area by reason of their exhibit and shall indemnify and hold harmless CAADS for all liability ensuing from any cause arising out of the exhibitor's participation in the 2019 CAADS Spring Conference or exhibition activities. Security is not provided; Exhibitors must secure their own materials .
- ▶ **All matters and questions not covered** by these regulations are subject to the discretion of CAADS.

Cancellations must be in writing and received by 3/20/2019, for a 75% refund; by 4/10/2019, for a 50% refund; Cancellations after 4/10/2019, will NOT be refunded.

MAKE CHECK PAYABLE TO CAADS, OR COMPLETE THE CREDIT CARD INFORMATION BELOW:

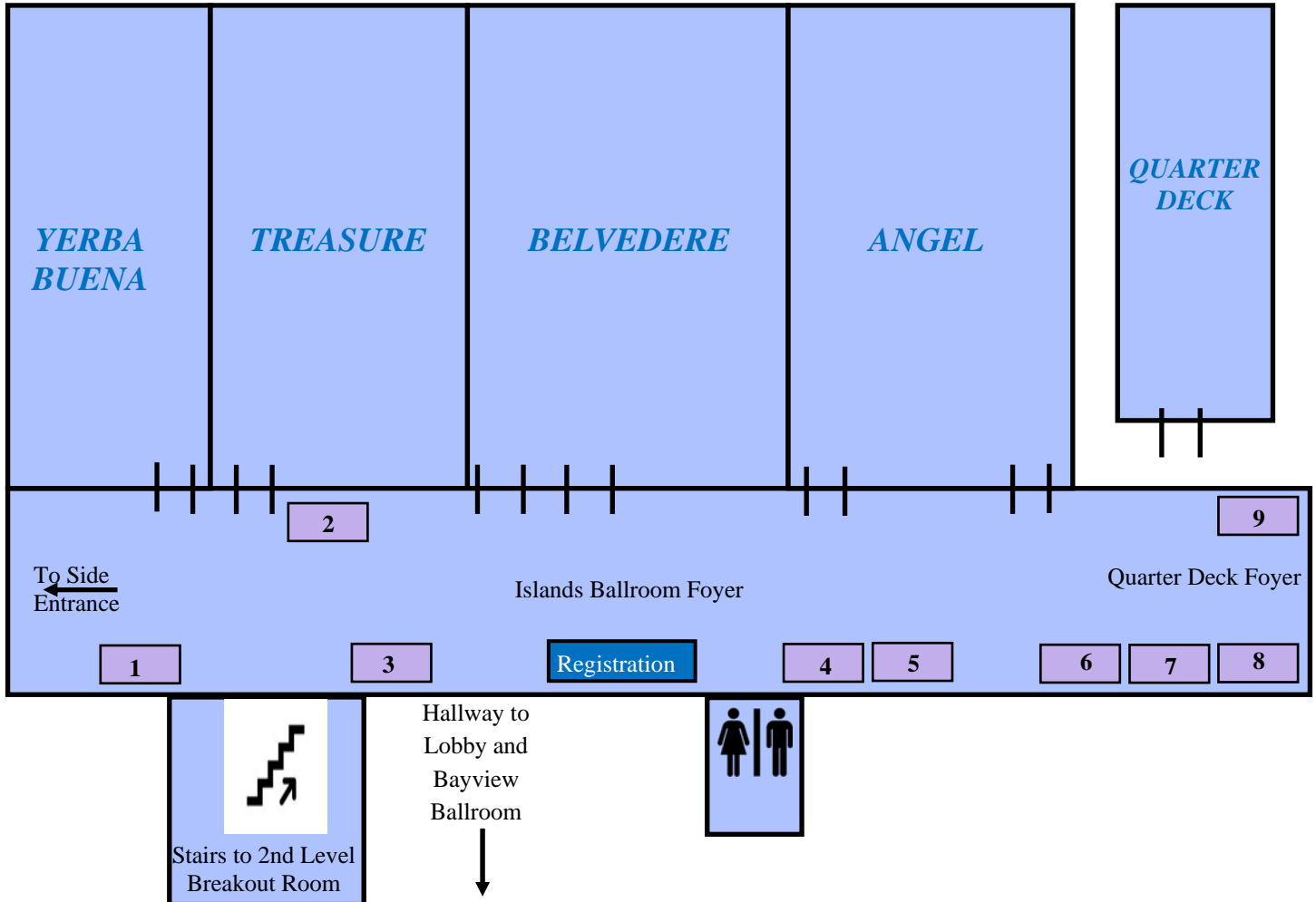
Enclosed is a check Visa MasterCard American Express Discover Total Amount Enclosed: \$ _____

Credit Card Number	Expiration Date	C V V Code
Name as it appears on the card		
Cardholder's Billing Address	Zip Code	
Authorized by (Print Name)	Signature	Date

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EXHIBITOR FLOOR PLAN



ISLANDS/QUARTER DECK BALLROOMS FOYER*

- CAADS Registration
- Exhibits, Reception and Raffles
- Continental Breakfasts/Refreshment Breaks

BELVEDERE; ANGEL; QUARTER DECK*

- Tuesday Sessions
- Wednesday Sessions
- Thursday Sessions
- Breakout Courses

**Locations subject to change without notice*

Complete the exhibitor contract and send it with payment by check or credit card to:

California Association for Adult Day Services (CAADS)

1107 9th Street, Suite 701 | Sacramento, CA 95814 | FAX to (866) 725-3123

Questions/Assistance: Please call **Pam Amundsen** at CAADS at **(916) 552-7400** or send an email to **pam@caads.org**

Exhibit Dates: Monday & Tuesday, April 29 & 30, 2019

DOUBLETREE BERKELEY MARINA | 200 MARINA BOULEVARD | BERKELEY, CA 94710