

TRANSFORMING THE CONTINUUM OF CARE

2017 CAADS FALL CONFERENCE & ANNUAL MEMBERSHIP MEETING

CONTRACT TO EXHIBIT



INFORMATION TO APPEAR IN PUBLISHED MATERIAL:

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

PERSON TO RECEIVE ALL FUTURE EXHIBIT CORRESPONDENCE:

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

I have a **pop-up or banner** to be approved

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

1st Exhibitor Name: _____ Title: _____
*Additional Name: _____ Title: _____

*Each additional exhibit staff must register at \$275. (Includes Monday Lunch and Refreshment Breaks and Tuesday Continental Breakfast, Lunch, Refreshment Breaks and Reception among the Exhibits. Non-member Exhibitors may not attend "Members Only" meeting Monday.)

Reserve [] 6' x 30" table(s) & 2 chairs at:

- NON-MEMBER RATE** \$1025 each (\$925 if signed contract and full payment received by 5 PM August 7, 2017)
 CAADS MEMBER RATE \$675 each (\$575 if signed contract and full payment received by 5 PM August 7, 2017)
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: **AUGUST 7, 2017 FOR LISTING IN CONFERENCE MARKETING PIECES** and/or by **OCTOBER 16, 2017 to be listed in Conference Program distributed at event.** Internet, electrical supply, lighting, etc. are the exhibitor's financial responsibility. To make arrangements, contact Event Service Manager **Janice Bernard** at janice.bernard@hilton.com.

IT IS UNDERSTOOD THAT:

- ▶ **Table-top assignment** will be made on a first-paid contract basis. CAADS Management reserves the right to change space assignments as deemed in the best interest of the event
- ▶ **Table-Top Show Information:** **Monday, November 6, 2017** | Display Move-in / Set-up: 8:00 AM | Start Time: 9:00 AM | End Time: 5:00 PM
Tuesday, November 7, 2017 | Start Time: 7:30 AM | Break-down / Move-out: 7:00 PM
- ▶ **Admittance to table-top exhibits** is limited to individuals/businesses who have contracted and paid for space and to CAADS Conference registrants.
- ▶ **Tuesday 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 2017 CAADS Spring Conference & Membership Meeting.
- ▶ **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 not levied by Doubletree Anaheim - Orange County. It is 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 2017 Fall Conference." Contact the hotel's Event Service Manager **Janice Bernard** at janice.bernard@hilton.com.
- ▶ **Liability and Security:** Exhibitor shall be responsible to pay for any damages to property owned by the Doubletree Anaheim - Orange County, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Doubletree Anaheim - Orange County, 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 2017 CAADS Fall Conference & Annual Membership Meeting 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.

Cancelled must be in writing and received by 9/1/2017 for a 75% refund; by 10/2/2017 for a 50% refund; Cancellations after 10/2/2017, will NOT be refunded.

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

Visa MasterCard Discover (We do **not** accept American Express) **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 _____
Submit Completed Form and payment to CAADS by Mail, Email or Fax: 1107 9th Street Suite 701, Sacramento, CA 95814 | caads@caads.org | 866-725-3123