



California Hospice And Palliative Care Association

2012 EXHIBIT INFORMATION

October 4–5, 2012

Santa Clara Hyatt & Convention Center • Santa Clara, CA

EXHIBIT SPACE RESERVATION FORM

How to Reserve Your Space: All space reservations will be made on a first-come basis when paid in full. Send or FAX the exhibit contract and payment in full. Reservations will be accepted as long as space remains available.

COMPANY INFORMATION *(Please write company name as you want it to appear in print.)*

Company Name _____ Phone _____

Contact _____ Position/Title _____

Address _____ City/State/Zip _____

e-Mail _____ WWW _____

Name of Booth Rep _____ Position/Title _____

e-Mail of Booth Rep _____ Cell of Booth Rep _____

Locate our exhibit away from: _____ Near: _____

BRIEF DESCRIPTION (25 words or less) of your products or services for publication in the Conference Program:

LIABILITY: Exhibitor shall be fully responsible to pay for any and all damages to property owned by CHAPCA, venue, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, CHAPCA and venue, 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 charges resulting from Exhibitor's use of the property. Exhibitors 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 who arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof. I agree to the terms outlined above.

Signature of Applicant: _____ Date: _____

PAYMENT INFORMATION		AMOUNT ENCLOSED: _____	
<input type="checkbox"/> Check	<input type="checkbox"/> AMEX	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
Card # _____	Exp.: _____	ID#: _____	
Mailing Address where credit card bill is received: _____			
Name on Card: _____			
Signature: _____		Date: _____	

EXHIBIT SPECIFICS:

Please reserve

_____ exhibit space(s) @ \$750 per space
CHAPCA* member rate

_____ exhibit space(s) @ \$850 per space
Non-CHAPCA* member rate _____

_____ corner space @ \$50

**Call 916-925-3770 for California Hospice & Palliative Care Association (CHAPCA) membership information.*

Mail or Fax form and booth deposit to:

CHAPCA Exhibit Management
Hall-Erickson, Inc.
98 East Chicago Ave.
Westmont, IL 60559
Phone: 877-490-2472
Fax: 630-434-1216
calhospice@heexpo.com
www.calhospice.org

CALIFORNIA HOSPICE AND PALLIATIVE CARE ASSOCIATION

CONFERENCE RULES AND REGULATIONS:

The following Rules and Regulations govern the exposition under the auspices of the California Hospice & Palliative Care Association (CHAPCA) and are incorporated into and made part of the contract for exhibit space. These Rules and Regulations have been formulated in the best interest of the Conference exhibits and exhibitors, and we respectfully request full cooperation in following these Rules and Regulations.

BOOTH EXHIBITS: Booth spaces are 8' by 10'. Booth rental includes a standard back wall drape 8' high and 3' high side rails, standard 7" x 44" booth sign showing firm name and booth number, draped 6' table and two chairs on a carpeted floor. Additional furniture may be rented from the General Contractor at additional charges.

USE OF SPACE/DISPLAY HEIGHTS: Exhibitors must arrange their exhibits so they do not obstruct other exhibits. Aisles must be clear and exhibits arranged so attendants are inside of the space assigned. Exhibit height or signs may not exceed 8' without permission of the CHAPCA Exhibit Management. No space subletting is allowed. All materials used for decoration such as paper, cardboard, cloth, etc. must be nonflammable or treated for fire prevention by an approved method. Under no circumstances will hand drawn signs, posters, etc., be allowed. Repair of any damages in connection with improper posting or use of improper materials will be at the expense of the exhibitor.

SPACE ASSIGNMENT: All applications for space are subject to approval by CHAPCA. Assignment of booth location will be at the discretion of the CHAPCA Exhibit Management, however, Show Management will consider the exhibitor's request on this application, along with date received, CHAPCA Associate membership and seniority. While all products and services are welcome; an effort will be made to showcase a variety of available resources. With this policy in mind, CHAPCA reserves the right to limit the number of similar-type services being displayed. Show Management reserves the right to change location assignments at any time, as it may deem necessary.

INSTALLATION AND DISMANTLING: All property is to be shipped to the General Contractor for delivery to the exhibition hall. Any space not claimed or occupied one hour before official opening may be reassigned without refund of rental paid. No exhibits will be dismantled and no packing permitted prior to the official closing time.

In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the installation and dismantling of exhibits and for material handling within the show. The handling, placement or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor.

The installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative.

The General Contractor Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. All exhibitors should clear all movements of exhibitor materials through this department. Union jurisdiction al-

lows hand carried items only and will not permit exhibitors' use of dollies, hand trucks or pushcarts. Electrical installation must conform to Union rules and regulations and to all national state and local codes.

CANCELLATIONS: Written requests for cancellations must be received 60 days before move-in, will be honored with a refund, less a \$75 handling charge. No refunds will be issued after this date. ONLY WRITTEN REQUESTS FOR REFUND WILL BE CONSIDERED.

CHAPCA CONFERENCE REGISTRATION AND BADGES: A conference registration brochure will be sent to you as soon as they are available. Two exhibit hall badges and two tickets for the networking reception in the exhibit hall are included with each booth rental. Exhibit hall badges do not allow access to workshop sessions. Additional conference registrations for educational programs and meal function tickets may be purchased at regular conference rates.

SECURITY: Show Management does not provide special security to the exhibition area during the closed hours. However, the exhibit hall will be locked during non-open hours. Show Management will not be liable for damage or loss to exhibitor's properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise.

SALES AND ADVERTISING RESTRICTIONS: Exhibitors will conduct their business activities in an exemplary professional manner and shall be solely responsible for possession of a valid State Seller's Permit if taxable sales will occur. Exhibitor shall collect and remit any sales or other taxes imposed on them by virtue of their use of the space hereunder. No printed materials are to be posted outside the exhibitor's assigned space.

SOLICITATION OF BUSINESS: Distribution of materials from booth to booth or in the aisles is forbidden and exhibitors must confine their activities within the spaces for which they have contracted. All such materials must be related strictly to the products and/or services on display or directly available from the exhibitor.

LIABILITY: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises, and shall indemnify and hold harmless the California Hospice and Palliative Care Association, Venue, Show Management and General Contractor.

USE AND CHARACTER OF EXHIBITS: Each exhibitor shall display or exhibit only articles of merchandise of said exhibitor's own manufacture or for which said exhibitor is the representing agent. CHAPCA reserves the right to judge the appropriateness of any exhibit and to decline to permit an exhibitor to conduct or maintain an exhibit if proposed exhibit shall in any respect be deemed unsuitable? This reservation relates to persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any and all other things, without limitation, that may affect the character of the exposition.