

59th Annual Conference of
CALIFORNIA TRANSCRIBERS AND EDUCATORS
FOR THE BLIND AND VISUALLY IMPAIRED

April 12 - 15, 2018
LAX Airport Marriott

EXHIBITOR GUIDELINES

**DEVELOPING
PROFESSIONALS
CTEBVI**

EXHIBIT POLICY: Any exhibitor planning to sell merchandise at the 59th Annual Conference assumes full responsibility for obtaining any city and/or state permits. All merchandise for sale at the conference must be available for purchase/order by all conference attendees. CTEBVI reserves the right to refuse use of space to any exhibitor whose product or program, in the sole opinion of CTEBVI is not in keeping with the general character of the conference or aims of the California Transcribers and Educators for the Blind and Visually Impaired. CTEBVI reserves the right to require any exhibitor to remove any exhibit or any part thereof, which in the sole judgment of CTEBVI, is misleading, deceptive, in poor taste, or not in keeping with the general character of the conference. **CTEBVI EXHIBIT RIGHTS:** CTEBVI reserves the right to arrange and modify the floor plan or relocate space assignments for the betterment of the combined exhibitors and/or because of extenuating circumstances. **Please do not tape, staple, or tack anything to the walls of the exhibit hall.**

SETUP: The exhibit area shall be available for setting of displays on Thurs, April 12th, 5 pm–10 pm & Fri, April 13th, 8:00 am -9:00 am.

SCHEDULE OF EXHIBITS:

- Friday, April 13th from 9am to 5 pm
- Saturday, April 14th from 9 am to 5 pm
- NO EXHIBITS SUNDAY April 15th

DISMANTLING OF EXHIBITS:

- Exhibits may be dismantled on Saturday, April 14th after 5 pm.
- Failure to abide by this schedule will result in assessment of a \$100 fee.
- All equipment, crates and other materials must be removed. Trash must be bagged and/or put into trash.
- Exhibitors will be charged a cleaning service fee of \$25 for failure to clear and clean their respective exhibit space. The exhibitors themselves are in charge of activities that require labor, such as handling, placing, setting out, and dismantling of exhibit merchandise.

EXHIBITOR STAFF: At least one attendant shall attend each exhibit space at all hours. For proper identification of exhibitor personnel, a badge will be issued for each representative listed on this application and agreement form (please see back page). CTEBVI reserves the right to limit the quantity of badges issued and to recall badges used by unauthorized persons.

CANCELLATION OF CONFERENCE: Should the scheduled opening of the CTEBVI Annual Conference be prevented or postponed by any such event or emergency as act of God, declaration of war by the President, destruction or damage of exhibit premises, strikes, public disturbance, or the like, the exhibitor expressly agrees that CTEBVI may retain as much of the monies paid for rental of exhibit space as may be necessary to cover expenses incurred up to the time of emergency or disruptive event.

SECURITY: CTEBVI will provide security personnel/services at the exhibit area before and after exhibit hours.

ADVANCE SHIPMENT OF EXHIBITS: Exhibitors may send limited advance materials to the conference site to arrive on or after Tuesday, April 10th, 2018. The address label for each shipment must include the following:

LAX Airport Marriott
5855 West Century Blvd.
Los Angeles, CA 90045
attn.: Karla Villegas/ *Put Your Name & Business Name Here*
HOLD FOR: CTEBVI April 12 - 15, 2018
1 of # (of boxes)

HOTEL INCOMING AND STORAGE FEES

	<u>Incoming</u>	<u>Storage Per Day</u>
Packages & Boxes	\$5.00 each.	\$10.00 each
Self-Contained		
Display Unit/Cases	\$25.00 each	\$25.00 each.
Pallets/oversized container	\$50.00 and up	\$50.00 and up

LIABILITY: Exhibitor agrees that neither he/she nor his/her employees shall deface, mar, or otherwise damage the exhibit premises. Nothing shall be pasted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or furniture. The exhibitor assumes entire liability and responsibility for losses, damages, and claims arising out of the exhibitor's and his/her employees/representatives' actions on the hotel premises, and hereby agrees to protect, indemnify, defend, save, and hold harmless the CTEBVI and the Marriott (hotel) and hold their employees, management company, owner(s), and respective agents harmless against all claims, losses, and damages to persons or property, governmental charges of fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof. This excludes any such liability caused by the sole negligence of the hotel or its employees and agents. Exhibitors must comply with all local fire and safety regulations and must exercise all care to avoid hazardous conditions of any kind in the display area.

INSURANCE: All exhibitors have the sole responsibility for providing their own insurance coverage at their own expense for any business loss/interruption, property loss and/or damage, and liability for personal injury. The exhibitor acknowledges that CTEBVI and the hotel do not maintain insurance coverage for exhibitor's property and/or personal injury.

REFUND AND CANCELLATION POLICY: Notice of cancellation must be postmarked in writing to CTEBVI Exhibits. CTEBVI will retain 50% of the cost of the booth rental. **Cancellation deadline is March. 22rd, 2018.** No refunds after cancellation date.

VIOLATIONS/INFRACTIONS OF THE RULES AND REGULATIONS: Any exhibitor's or his/her employees/agents' violation or infraction of any of the rules and regulations as stipulated in this agreement shall annul the exhibitor's right to occupy exhibit space, and such exhibitor will forfeit the monies that have been paid to use such space.

ADVERTISEMENT OPTIONS/EXHIBIT SPACE

We welcome and encourage advertisements for our 2018 conference program placed by our exhibitors. Advertisers must supply high-resolution (300dpi) PDF artwork. Submission deadline is Friday, March 2, 2018. Please indicate choices below:

AD SPACE

Ad Page size (W x H)	Price US\$ Conference Program	#	Ad Pages Total Cost
(B&W) Business card (2 x 3.5)	\$125.00		
(B&W) Quarter page (5.5 x 4.25) Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>	\$200.00		
(B&W) Half page (8.5 x 5.5) Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>	\$300.00		
(B&W) Full Page (8.5 x 11)	\$500.00		
(Color) Inside Front <input type="checkbox"/> or Back <input type="checkbox"/> Cover Half page (8.5 x 5.5)	\$600.00		
(Color) Inside Front <input type="checkbox"/> or Back <input type="checkbox"/> Cover Full page (8.5 x 11)	\$1,000.00		
(Color) Outside Back Cover Full page (8.5 x 11)	\$1,100.00		
ADVERTISEMENT SUBTOTAL			

EXHIBIT SPACE

	For-Profit	For-Profit	Non-Profit
Standard Space Registration includes the following: <ul style="list-style-type: none"> Use of draped tables and two chairs FREE link on CTEBVI web site FREE listing in CTEBVI conference program: deadline 03/02/18 Vendor Hospitality Room Friday and Saturday Membership or conference fee waived for exhibiting ONLY Sponsor opportunities 	\$650.00	\$400.00	\$250.00
Draped Tables with chairs provided	2 tables	1 table	1 table
Extra Table(s)	\$200 ea.	N/A	\$200 ea.
Onsite Wireless Network <i>per day, per line</i> (price includes tax)	\$47.50 x days	\$47.50 x days	\$47.50 x days
Exhibit Space Subtotal			
Advertisement Subtotal			
Ad, Exhibit Space and Wireless (US\$ only) GRAND TOTAL			

The following information will appear in the conference program and online at www.ctebvi.org. Please print clearly.

COMPANY NAME _____

DEPT _____ DIV _____

STREET _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ FAX (____) _____ WEBSITE _____

E-MAIL _____ MOBILE _____

CTEBVI REPRESENTATIVE _____

PROMOTIONAL OPPORTUNITIES

We are interested in donating to the silent auction and would like to donate the following: _____

SPONSORSHIP OPPORTUNITIES

I am interested in sponsorship opportunities. Yes No

Gain even more exposure with special mention in the conference program and a booth at the entrance to an event.

Please contact us at our website for more information.

- Badge Sponsor \$800
- Friday Banquet \$1200
- Sunday Brunch \$1000

EXHIBITOR'S INFORMATION AND PREFERENCES

Spaces are assigned on a first come first serve basis. Please indicate your choices so we may take your preferences into consideration while preparing the exhibit hall layout. Our aim will be to accommodate as many preferences as possible. Thank you.

Principal products displayed: _____

1. Our display is a tabletop display. Yes No
2. Our display is (height) _____ (width) _____
3. Our display uses a large screen, backdrop or other frame that may block the view of adjacent CTEBVI participants. Yes No
4. Please place us against a wall. Yes No
5. Number of electrical outlets required _____
6. We prefer not to be adjacent to the following exhibitor(s) — please be specific: _____

CTEBVI is committed to the promotion and profitability of our exhibit partners. To that end, we invite you to share with us any ideas or suggestions of how we can enhance this conference for everyone: _____

NAMES OF EXHIBIT REPRESENTATIVES

Please print all names of representatives who wish to have CTEBVI exhibit badges and conference programs. The conference program is available in print and braille, upon request. Please indicate your desire to have hotel orientation (HTO) and/or map in braille and/or Guide dog relief site orientation (GDO)

1. _____ Print Braille HTO GDO
2. _____ Print Braille HTO GDO
3. _____ Print Braille HTO GDO

AGREEMENT

The undersigned representative agrees the above organization will abide by all rules, requirements, restrictions, and regulations as set forth in this agreement. Failure to do so will result in forfeiture of all monies paid to CTEBVI under terms of this agreement. CTEBVI is hereby authorized to reserve exhibit space for (your organization name): _____ at the 59th Annual CTEBVI Conference.

SIGNATURE: _____

TITLE: _____ DATE: _____

Please make check payable to: CTEBVI and mail with this application to:
CTEBVI Exhibit Chair, Bonnie Grimm, 17336 Owen Street, Fontana, CA 92335 or e-mail bonniegrimm7@yahoo.com

Submitting this completed application and agreement constitutes a promise to pay. In the absence of accompanying payment, the exhibitor agrees to **pay the total exhibit fee no later than March 23rd, 2018.**

CTEBVI USE ONLY

Received: _____ Payment Received: _____