



Santa Clara 2009

California & Pacific Southwest Recreation & Park Training Conference

DISPLAY SPACE CONTRACT

California & Pacific Southwest Recreation & Park Training Conference & Exhibit Show
Santa Clara Convention Center, Santa Clara, California

Exhibit Show Dates: March 4-5, 2009

Conference Dates: March 3-6, 2009

Cosponsored by California Park & Recreation Society and National Recreation & Park Association

Phone: 916/665-2777 Fax: 916/665-9149

Firm Name _____ Contact _____

Address _____ City _____ State _____ Zip _____

Phone (_____) _____ Fax (_____) _____ E-mail _____

Authorized Signature _____ Date _____

Name and address of person responsible for exhibit setup and to whom all future instructions should be sent (if different than the above)

The following information will appear in Conference Exhibit Program and be used for booth signage. Companies who do not fill out the following section will NOT appear in the exhibit program - 15 word maximum description:
Company Name: _____ Website: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: (_____) _____
Description of Product or Service: _____

BOOTH Price & Selection:

Booth Size: 8' X 10' - Regular Booth Price \$1275. CPRS Sustaining Member Booth Price: \$995. If the sustaining member purchases five booths, a sixth booth is provided at no charge.

Referencing the enclosed Exhibit Hall Diagram, please list booth choice(s) by preference. Please Note: Preferences in display areas may not be available & show management may assign alternate areas:

- 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

List those companies you prefer not to be assigned next to at the exhibit show - show management will try to honor requests, however sometimes it may not be possible given booth space availability:

- 1. _____ 3. _____
2. _____ 4. _____

EXHIBITOR AGREES TO THE FOLLOWING PAYMENT TERMS AND CONDITIONS:

- 1. PAYMENT TERMS: Single booth exhibitors must submit full payment with this contract. Exhibitors purchasing multiple booths must enclose, at a minimum, a deposit of 50% with this contract and pay the balance no later than November 20, 2008. If Exhibitor fails to submit appropriate payment when due, CPRSPTC may cancel this contract. If this contract is submitted after November 20, 2008, full payment must be submitted. No space allocation will be made, nor will this contract be processed, without the proper payment. If the space assigned is not fully paid for by November 20, 2008 the CPRSPTC may, at its option, terminate and reassign the space to another exhibitor.
2. An Exhibit Hour Compliance Deposit of \$250 is required to be paid by all Exhibitors in addition to the booth price, to ensure compliance with the show exhibit hours (see reverse side for additional explanation).
3. The Rules and Regulations (reverse side) are hereby incorporated in, and made a part of this contract, and shall be binding on the parties hereto.
4. CPRSPTC will have the right to make all space assignments and reserves the right to shift space assignment after the contract has been signed if it is necessary.
5. CPRSPTC will have the right of interpretation and approval of all matters pertaining to the contract, rules and regulations.
6. No exhibitor shall reassign, sublet or share the whole or any part of the exhibit space allotted to the contracting firm without the express written consent of CPRSPTC.
7. Space will be considered cancelled by exhibitor upon the date that written notice of cancellation is received by CPRSPTC and refunds for cancelled space will be given as follows: a) If space is cancelled by November 3, 2008 the exhibitor will receive a full refund. b) If space is cancelled after November 3 and by November 20, 2008, a \$250 cancellation charge per booth will be levied. c) If space is cancelled after November 20, 2008 no refunds will be made.

COMPLETE AND MAIL PAYMENT WITH ORIGINAL CONTRACT

_____ Booth(s) X \$ _____ + \$250.00 Exhibit Hour Compliance Deposit = _____
Total Amount Due

() Visa () Mastercard () American Express - Card # _____ Exp. Date _____

Cardholder Name _____ Signature _____

() Check Enclosed - Make Check Payable to: Recreation & Park Training Conference

MAIL TO: CPRS/NRPA Conference Headquarters
7971 Freeport Blvd., Sacramento, CA 95832-9701

Rules & Regulations

Exhibit Show Compliance Deposit - Because in the past, some exhibitors have dismantled their booths early on the last show day, a \$250 deposit is now required in addition to the booth price, to ensure compliance with the exhibit show hours. While there can be extenuating circumstances, we feel it's not in the best interest of, or fairness to, those exhibitors who honor the show hours to allow early tear down. If special circumstances require early tear down, these must be explained to the exhibits manager and permission to act pursuant thereto must be granted by the exhibits manager prior to show date. This is a good faith deposit and will be refunded to those exhibitors remaining through 3:00 p.m. on Thursday, March 5, 2009.

1. 2009 Show dates and hours: Wed., Mar. 4, 2009 - 12:00 p.m. - 5:30 p.m.; Thurs. Mar. 5, 2009 - 9:00 a.m. - 3:00 p.m.

2. Exhibit Installation and Dismantling

Move-in Schedule:

Monday, Mar. 2, 2009 1:00 p.m. - 4:30 p.m. (multiple booth exhibitors only)

Tuesday, Mar. 3, 2009 8:00 a.m. - 4:30 p.m.

Wednesday, Mar. 4, 8:00 a.m. - 10:00 a.m. - Table top or pop up booths only

Dismantling of exhibits may begin on Thursday, Mar. 5, 2009 - 3:15 p.m. to 9:00 p.m. and Friday, Mar. 6 - 8 a.m. to 12 noon. Drivers must be ordered by 10:00 a.m. All exhibits must be removed from the exhibit hall by 12 noon on Mar. 6, 2009.

3. Standard Booth Equipment: Each booth includes: 8' high flameproof backdrop drapes, 3' high side divider drapes, 1 identification sign.

4. Union Rules and Regulations:

A. In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the various services required for material handling within the show. The placing or setting up of merchandise or products to be displayed does not require union labor and may be done by the exhibitor. In addition, any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than thirty minutes (including crating and uncrating) to install, or exceeds ten feet in any direction, shall require the use of union labor. Products which cannot be hand carried by the exhibitor into the exhibit hall in one trip will require the use of labor for move-in. All labor requirements can be taken care of through the designated general service contractor.

B. The use of specialized equipment (forklifts and cranes), required in connection with installing or assembling, is charged in addition to the CWT receiving rate. Forklift services will be available for booth work, spotting and/or rigging at hourly rates at the expense of the exhibitor.

5. Exhibit Service Center: An Exhibitors' Service Center will be maintained during setup, move-in, exhibit hours and during dismantling to handle exhibitor service requests.

6. Space Regulations:

A. All demonstrations, advertising and promotional activities of an exhibitor must be confined to the limits of the assigned exhibit space.

B. Annoyance: Exhibitors will take every reasonable precaution to minimize the noise of operating exhibits. Noise levels objectionable to other exhibitors will not be allowed.

C. Floor Safety: Show management reserves the right to stop any activity on the show floor which is determined to be a safety hazard.

D. Product Discounts: Exhibitors may advertise product discounts on future delivery orders in the exhibit hall.

E. The use of any balloons in exhibit design or promotional activities is strictly prohibited.

F. Violations of any of the above mentioned rules may result in the cancellation of the exhibitor contract and removal of the exhibit from the show without refund or liability to the Conference sponsors as stated in paragraphs 10 and 11.

G. Serving of alcohol in exhibitors booths is strictly prohibited. Any other food and beverage service in exhibitors booths is strictly prohibited unless authorized through show management and the convention center food and beverage contractor 90 days prior to show.

H. Visitors to the booth must be contained within the perimeters of same. No overflow into the aisles will be permitted as fire regulations indicate all aisles must be free for access in the event of an emergency.

7. Exhibit Design Regulations:

A. All exhibits must conform to the International Association of Exhibitions & Events display guidelines unless otherwise authorized by show management. A copy of the guidelines is attached. Please call Susan Wipf at (916) 665-2777 if you have questions or need assistance in this area.

B. It is the exhibitor's responsibility to ensure proper exhibit booth construction. Drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo plastic cloth shall be flame retardant or fabricated of inherently fireproof mate-

rials. Note: a flame test may be performed when deemed appropriate by the Fire Marshal. All packing materials such as excelsior, cardboard cartons, etc. must be removed from the booth prior to the opening of the show. No materials may be stored in the area behind the booth.

C. Operation of gasoline-powered vehicles will be permitted during move-in or move-out periods. However, all fueling of vehicles must be accomplished outside exhibit hall. If the conference site city has a contrary fire code or the convention dictates otherwise, the exhibitor agrees to comply with those regulations regarding gasoline-operated vehicles/equipment. Gasoline-operated vehicles/equipment on display must have one gallon or less fuel in tanks. Fuel tank caps must be locked or taped and battery cables must be disconnected or taped. Fuel is to be dispensed or removed with approved safety equipment. No gasoline or other type of fuel-operated motor may be demonstrated inside the exhibit hall during the show.

D. Hazardous chemicals and materials, including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammables, poisons and toxins are prohibited inside the building.

E. Conference Management will have sole control over all admissions of persons.

F. Conference management reserves the right to reject or prohibit any exhibit, or part thereof, including without limitation, any person, article, conduct, printed matter, catalogue, or souvenir, that in its opinion, is not suitable to and in keeping with the character of the exhibition.

8. Care of Buildings and Equipment: Exhibitors are cautioned that they are directly responsible for any damage to the Convention Center. Nothing may be affixed to any wall, ceiling or floor without express written permission from the Convention Center.

9. Security Service: The Conference will provide security during published setup and dismantling hours, show hours and all hours that the show is closed during the show days. However, each exhibitor will be responsible for their exhibit at all times. The conference, the Convention Center and the official general service contractor shall not be liable for any loss, damage or displacement of any exhibitor's property due to any cause. Exhibitors are cautioned that small portable articles of value should be properly secured or removed for safekeeping after exhibit hours or whenever the booth is unattended.

10. Liability: The exhibitor agrees to hold harmless and to make no claim against the California & Pacific Southwest Recreation and Park Training Conference (CPSRPTC), its members, employees or agents or show committee, or against the City, Community Center Authority, convention center nor their agents or employees for any injury to any exhibitor, their employees, agents or property or for any loss by fire, theft, damage, delay, mechanical failure, labor trouble or any cause whatsoever while exhibitors and merchandise are in transit, within the exhibit hall, nor for any damage to their business, for failure to provide space in the exhibit, nor for any action of the CPSRPTC, its members, agents, or the Conference Committee for failure to hold the Show as scheduled. Conference management reserves the right to restrict, close and remove exhibits which, because of noise, method of operation, uncooperative personnel, discord in advertising, or for any other reason becomes objectionable to the overall conduct, success and high standards established by the CPSRPTC and Show. The exhibitor further agrees to indemnify and hold harmless the CPSRPTC from any liability resulting from the acts of omissions of the exhibitor, its agents, servants or employees.

11. Removal of Exhibits: The CPSRPTC also reserves the right, without notice and with no liability whatsoever, for damage or loss, for inconvenience, or business interference, to close down, dismantle, dispose of, store or clear away from the premises, or to order such work to be done at the expense of the exhibitor, any exhibit display material, goods, property or merchandise or any exhibitor who fails to comply with any of the official rules and regulations of the show as set forth herein.

12. Special Regulations: It is imperative that each exhibitor understands and agrees to the following:

A. That the CPSRPTC Show is not a sales facility for individual exhibitors.

B. That the purpose of the Show is the promotion and stimulation of interest in, and demand for, the industry's products and services in general, and is conducted in a manner reasonably calculated to achieve that purpose.

C. That the Show is presented as a service to the industry and for the information and education of members and visitors through contact with exhibit personnel and products. Your cooperation in this matter is solicited.

D. The exposition is limited to those persons, firms, and corporations which have contracted and paid for exhibit space in exposition facility. No other persons, firms, or corporations will be permitted to demonstrate products, solicit orders, or distribute advertising matter on the floor of the convention or in the exposition facility. Any person violating this rule will be promptly ejected from the convention hall.