

2019 CAHU ANNUAL CONVENTION

CONTRACT FOR EXHIBIT SPACE

We, the undersigned, with the intent to be legally bound, hereby agree to rent exhibit space according to the official floorplan, to be used for display purposes at the California Association of Health Underwriters Annual Convention to be at the Hilton Orange County/Costa Mesa, 3050 Bristol St, Costa Mesa, CA 92626. Phone: 714-540-7000. All fees are non-refundable, in partial, or in full. **PAYMENT MUST ACCOMPANY CONTRACT IN ORDER TO SECURE SPACE. CREDIT CARDS WILL BE PROCESSED IMMEDIATELY.**

My Company is a CAHU Annual Partner. Our exhibit space is included with our sponsorship package.

TABLE TOP FEES (per table):

Received by August 31, 2019 \$1,000.00

Received after August 31, 2019 \$1,500.00

Due to space restrictions at the Hilton, it is not possible to store display materials and/or show materials for more than 3 days prior to the event. The Hilton Orange County Costa Mesa will accept your materials no more than 3 days prior to the event date. All materials that are shipped will be delivered by the hotel staff. Any assistance with materials brought to the Hilton Orange County Costa Mesa are to be handled by hotel staff. Each piece must be individually labeled with information below:

Hilton Orange County Costa Mesa

3050 Bristol St

Costa Mesa, CA 92626

Event: CAHU Annual Convention

Attention: (company representative)

Exhibit Dates: October 3 (set up), October 4 & 5 Exhibiting

Sponsor/Exhibitor must make arrangements to ship their materials out of the hotel. The vendor is responsible for sealing and labeling boxes, contacting the Shipping Company to make the shipping and billing arrangements.

Company Name _____

Authorized By _____ Title _____

Signature _____ Date _____

Phone _____ E-Mail _____

It is understood that space will be allocated by Exhibit Management according to the official floorplan and the date of receipt of this contract. Exhibit Management agrees to provide use of the space below designated in consideration of and for the purpose and time aforesaid, and reserves the right to relocate any Exhibitor's booth prior to the opening of the Expo when necessary in the judgement of Exhibit Management.

Exhibiting Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail _____ Web Site _____

Contact Name _____ Title _____

Exhibitor Rep Name _____ email _____

Exhibitor Rep Name _____ email _____

WE WISH TO BE NEXT TO: _____

WE WISH NOT TO BE NEXT TO: _____

TOTAL FEES ENCLOSED: _____ 1ST TABLE @\$ _____ \$ _____

_____ NUMBER OF ADDITIONAL TABLES @\$ _____ \$ _____

TOTAL: \$ _____ Enclosed

IF you wish to pay by credit card, please email this completed form to info@cahu.org requesting an online invoice.

Based on sponsor/exhibitor level vendors are entitled to free registrations to the Annual Convention. Any additional attendees are required to pay the applicable registration fee. To attend the Vanguard Event on August 8th, the \$25/per person registration fee is required. We do not provide attendee contact lists.

Return this contract with your credit card information or check payable to:

California Association of Health Underwriters

2520 Venture Oaks Way, Suite 150 • Sacramento, California 95833

800.322.5934 – phone • 916.924.7323 – fax

www.cahu.org • info@cahu.org

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TERMS AND CONDITIONS

1) TABLE RENTAL FEES: In consideration of the sum of \$ _ (refer to Fee Schedule) paid to, and upon acceptance of this application by CAHU, space rental shall be provided to the above referenced Sponsor/Exhibitor for the Annual Convention, scheduled to be held at the Hilton Orange County/Costa Mesa, 3050 Bristol St, Costa Mesa CA. All fees are non-refundable, in partial, or in full.

2) TABLE LOCATION: Vendor tables will be available for table top displays. CAHU reserves the right to automatically assign the table locations upon sponsor level and/or receipt of completed contract and payment. CAHU reserves the right to assign space as deemed appropriate. The rental of two tables side by side is not assured and may be refused by CAHU. Table assignment will be emailed to vendor contact listed on this form before the end of September, 2019. Exhibit hall floor plan is included with this document. CAHU will assign space.

3) YOUR OFFICIAL IDENTIFICATION: Sponsor/Exhibitor agrees to let the CAHU use the name of the Sponsor/Exhibitor in any advertising by CAHU.

4) TABLE FEATURES: It is understood that the Exhibit Fee for each approximate 8' table space includes:

- Summit registration for two company representatives.
- One six-foot draped table and two chairs
- A table identification sign.
- Draped back wall

5) AV – Can be ordered from venue. Upon receipt of payment, vendor contact will receive an order form.

6) INSTALLATION/BREAKDOWN: Sponsor/Exhibitor shall be responsible for delivery and removal of equipment and display material to and from the exhibit area. Shipping and storage of exhibit material of any type should be arranged directly with the hotel per the Package Handling Instructions. Information included in this document. Rate and Charges are the responsibility of the Sponsor/Exhibitor.

7) ACCEPTANCE OF EXHIBIT: CAHU reserves the right to reject any application for exhibit space. Sponsor/Exhibitor with display items that in the opinion of CAHU tradeshow managers interfere with the sight line of nearby Sponsor/Exhibitor may be modified by CAHU.

8) PLACE AND NATURE OF EXHIBIT: Display booths and other exhibits shall not be displayed in a way that interferes with other exhibits. No exhibits that violate any municipal or state laws, rules or regulations, including safety codes, will be allowed. The use of a heater or any heat-producing device as part of the exhibit is forbidden unless a special permit is first obtained from the local fire department and a copy of the permit is placed in the files of CAHU.

Approval must first be obtained from the local fire department for the use, operations or presence of electrical, mechanical, of chemical device, which in the opinion of the local fire department or the official exhibit contractor might be hazardous in a public place.

9) USE OF EXHIBIT SPACE: All demonstrations, interviews, or other activities must be contained within the limits of your exhibit booth. No Sponsor/Exhibitor shall sign, sublet, or apportion the whole or any part of the space allotted to him without the knowledge and consent of CAHU. Aisles must be kept clear.

10) NOISY OR OBNOXIOUS EQUIPMENT: If the operation of any equipment or apparatus produces noise of sufficient volume or odors found to be annoying to neighboring Sponsor/Exhibitor or guests, it will be necessary to discontinue such operation.

11) RESTRICTION AND LOCATION OF EXHIBITS: CAHU reserves the right to require any Sponsor/Exhibitor to remove any part thereof, which in the sole judgment of CAHU is not in keeping with the general character of the exhibition or is not in the best interest of the conference, and to remove or relocate any table as be needed for the good of the conference and it's exhibits. The restriction includes any persons, things, conduct, printed material or anything of character, which may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, CAHU is not liable for any refunds or rentals or other Exhibition expenses. Booth set up is available from 12 PM to 5 PM on October 3.

12) BOOTH PAYMENT AND CANCELLATION: It is hereby agreed to that an exhibit space may be reserved by Sponsor/Exhibitor. Payment in full must be submitted in order to reserve exhibit space. It is further agreed that in the event Sponsor/Exhibitor fails to perform in accordance with the terms and conditions set forth in the contract and within the Rules and Regulations of Exhibit, CAHU, as its election, may cancel the contract and retain the full contract fee.

13) SHOW CANCELLATION: Should any situation beyond the control of CAHU prevent the opening of the exhibit show, CAHU shall not be held liable for any expenses incurred by the Sponsor/Exhibitor except the rental cost of the booth space.

14) EXHIBIT PERSONNEL: Each Sponsor/Exhibitor is limited to two (2) persons working at one table. All exhibit personnel must be the employees

of the Sponsor/Exhibitors.

15) FAILURE TO OCCUPY SPACE: Any space which is not occupied by the exhibiting company October 4th at 8:00AM will be forfeited by the Sponsor/Exhibitor and the space may be resold or used by CAHU without refund, unless previous arrangements for delayed occupancy have been made in writing by CAHU and the participating exhibiting company.

16) SPONSOR/EXHIBITOR ACTIVITIES: Hospitality Suites and/or entertainment activities are not permitted to operate during the hours of the Exhibit Hall. Arrangements for any Sponsor/Exhibitor-sponsored activities and hospitality suites must be made with CAHU at least 30 days prior to opening event.

17) LIABILITY AND INSURANCE: CAHU, the facility (hotel, conference center, etc.), employees and or representatives thereof, and other organizations and persons connected with this conference shall not be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to Sponsor/Exhibitor or their employees for any cause whatsoever, prior to, during or subsequent to the period covered by the Sponsor/Exhibitor contract. Sponsor/Exhibitor should place their own insurance to cover all contingencies. The Sponsor/Exhibitor agrees to indemnify those listed above against any claims for such losses, damage or injury upon signing the contract. The Sponsor/Exhibitor expressly releases the foregoing institutions, individuals and committees for any and all claims of loss, damage or injury. This also includes the period of storage prior to and following the Conference. Small or casually portable articles of value should be properly secured or removed for safekeeping during the hours the exhibits are closed. Sponsor/Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend the losses and damages to persons or property. Governmental charges or fines, and attorney's fees arising out of or caused by Sponsor/Exhibitor installation, removal or maintenance occupancy, or use of the exhibition premises or a part thereof. In addition, the Sponsor/Exhibitor's property and that it is the sole responsibility of the Sponsor/Exhibitor to obtain business interruption and property damage insurance covering such losses by Sponsor/Exhibitor.

18) PROTECTION OF EXHIBIT FACILITY PROPERTY: Sponsor/Exhibitor will be held responsible for any damage done to the building by them or their employees. No nails, tacks, or screws shall be driven into the woodwork or floor of the building. No gasoline, kerosene, acetylene candles, or other flammable or explosive substance will be permitted in the building.

19) SALES: Any Sponsor/Exhibitor that wishes to sell or take orders on the premises of the show for exhibited products or services must first notify in writing the conference coordinator of all items, products or services for approval. The Sponsor/Exhibitor further agree that CAHU shall be the sole judge of what constitutes sale order taking activities and may order the Sponsor/Exhibitor to cease such activity on the premises of the show on penalty of expulsion from the show.

20) LITERATURE AND DISTRIBUTION: Printed information may be distributed by Sponsor/Exhibitor representatives from the exhibit space only.

21) SPONSOR/EXHIBITOR REGISTRATION: All Sponsor/Exhibitor representatives must register for the show. Upon receipt of payment for space, vendor contact noted in this agreement will be emailed a promo code to pre-register, online their FREE representatives, along with instructions on how to pay for additional attendees and/or changes to their attendee list. Event name tags MUST be worn by all company representatives during the event. (Representatives cannot enter Exhibit and Meeting spaces without Event name tags; No exception.)

22) VIOLATIONS: It is expected that Sponsor/Exhibitor who violate these regulations will respond to CAHU's requests for correction. Eviction from the Conference exhibit may result from violations of these rules and regulations as determined solely by CAHU. In the event of such eviction, CAHU is not liable for any refunds of rentals or other exhibition expenses.

23) HOTEL ROOM RESERVATIONS: Are the responsibility of the vendor. Hotel Room Reservations are handled separately through Hilton San Diego Bayfront. Please visit the EVENTS page at www.cahu.org for instructions and deadlines regarding securing hotel rooms.

California Association of Health Underwriters, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833 • 800.322.5934 –phone • 916.924.7323– fax • www.cahu.org • questions - info@cahu.org