



CALIFORNIA SELF-INSURERS ASSOCIATION  
 2012 Annual Meeting & Table Top Trade Show  
 Tuesday, March 13, 2012 - 7:30 AM to 5:00 PM  
 The *Disneyland*® Hotel 1150 Magic Way, Anaheim, CA

For office use only  
 Space Assignment:

Please fax completed contract regardless of payment option. Send checks payable to CSIA at address below. Upon receipt of payment, a conformed contract will be sent via fax to contact recorded below.

Nona Grancell Phone: 310-858-7897  
 Director, CSIA Events Fax: 310-388-3151  
 P.O. Box 10636 Email: NGrancell@CASelf-Insurers.com  
 Beverly Hills, CA 90213

**EXHIBITOR/SPONSOR: Please complete the following information, which will appear in the Program Materials. Your company information will not be listed if up to date information is not provided.**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Website URL \_\_\_\_\_ Email \_\_\_\_\_  
 Space(s) requested:  
 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_  
 Please do not assign us near \_\_\_\_\_  
**Primary contact for the Showcase:**  
 Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Conference Attendees:  
 Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Table Space Rental - \$850 per display table top (\$765 CSIA Members In Good Standing).** Display space rental includes one 6'x30" draped display table top, one 5' x 12" company name paper banner, two chairs & full registration for **ONE** company representative. One additional company representative may register for **\$125**. Any additional representatives must register at full conference rate. There is a **\$125 electrical charge. Please fax completed contract to (310) 388-3151 - regardless of your payment option.**

Table/Sponsor Fee \$ \_\_\_\_\_ Additional Attendee \$ \_\_\_\_\_ Electrical \$ \_\_\_\_\_ Total Check \$ \_\_\_\_\_  
 Credit Card Fee \$20.00 Total Due \_\_\_\_\_ Credit Card (MC/Visa Only) # \_\_\_\_\_  
 Expiration \_\_\_\_\_ Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

This contract is submitted on \_\_\_\_\_, by the undersigned, an authorized agent of their organization.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Signature Print or Type Name and Title

The forgoing offer is accepted by Nona Grancell, Director, CSIA Events, on behalf of CSIA Table Top Trade Show on

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**SPONSORSHIP OPPORTUNITIES**

Our Company wants to SPONSOR the following event/item:

Please circle your Sponsorship selection.

**Sponsorships include exhibit space rental.**

**\$1650 Opportunities**

- Audiovisual (1 Sponsorship)
- Conference Program (1 Sponsorship)
- Lanyards (1 Sponsorship)
- Name Badges (1 Sponsorship)
- Notepads (1 Sponsorship)
- Pens (1 Sponsorship)
- Tote Bags (1 Sponsorship)

**\$1550 Opportunities**

- Continental Breakfast (2 Sponsorships)
- Luncheon (3 Sponsorships)

**\$1200 Opportunities**

- AM Refreshment Break (1 Sponsorship)
- PM Refreshment Break (1 Sponsorship)

In the event your desired Sponsorship(s) is taken, you will be provided the option of selecting an alternate item/event.

**SPONSORS: Artwork/Logo/Ad Copy must be received by Monday, February 6, 2012 for inclusion in program materials. Forward via email to NGrancell@CASelf-Insurers.com.**

Please complete contact information for person responsible for submission of Ad Copy/Logo/Artwork.

Contact \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Sponsors Please Complete Contract Section**

This is your contract. Read it carefully. Your signature attests to your agreement to abide by the rules and regulations of CSIA Table Top Trade Show.



## 2012 ANNUAL MEETING & EDUCATIONAL PROGRAM

Tuesday, March 13, 2012

### Table Top Trade Show Rules, Regulations and Information

**Sponsor/Exhibitor Registration and Admission** - Each exhibitor/ sponsorship includes **ONE badge per space. One additional badge may be purchased for \$125.00.** Companies wishing to have more than two representatives in attendance must register additional attendees at the full conference rate. Badges must be worn at all times. Badge sharing among personnel is strictly prohibited.

**Exhibit Space Rental** - Exhibit Spaces rent for \$850.00 (CSIA Members in Good Standing receive a 10% discount to \$765). The Exhibit spaces will be highly visible along the perimeter and the food service area of the Hotel Ballroom and Foyer. Each exhibit space includes a 6' X 30" draped table and two chairs and a 5' X 12" company name paper banner. There is a \$125 charge for electrical access. **Exhibitor space rental and Sponsorships include all conference activities.**

**Failure to Occupy Space** - The exhibitor will forfeit any display area not set up by 7:30 AM on the day of the Trade Show and shall not be entitled to a refund. The space shall not be allocated to an exhibitor on the waiting list.

**Limitations** - In the event the show sells out, a waiting list will be maintained and available spaces will be allocated on a first paid basis.

**Cancellations** - In the event an exhibitor must cancel participation in the CSIA Trade Show, refunds will be made as follows: Cancellation on or before Monday, February 13, 2012 50% refund. Cancellation on or after Tuesday, February 14, 2012 no refund. **All cancellations must be in writing;** postmarks and/or email receipt dates controlling.

If Sponsor/Exhibitor offers a **Raffle Prize** it is agreed the **Raffle Prize will be drawn randomly from completed Attendee Raffle Card Floorplans at the end of the program at the direction of the table top trade show manager.** No independent raffles are allowed. Each Sponsor/Exhibitor offering a raffle prize will be able to give a brief description of their product/services, their raffle prize, and present their prize to the recipient at the end of the program.

**Rights of Trade Show Management** - Should any emergency arise, of any nature, previous to the opening, destruction or damage to the exhibit area by fire, wind, storm, strikes, acts of God, etc., or the declaration of any emergency by the government, it is expressly agreed that CSIA may retain as much of the payment for exhibits and sponsorships as is necessary to cover the expenses incurred by the Association up to the time of such emergency. All points not covered by these rules are subject to the judgment of Table Top Trade Show management.

**Reservations** - Sponsorships and display table spaces will be assigned on a first-paid basis. Your reservation will be confirmed when the CSIA Events Director receives your signed contract and full payment for your sponsorship/space. A conformed copy of the contract will be returned to the contact on record **via fax.**

**Use of Display Space** - Each Exhibit Space is large enough to contain one 6'x30" draped table and two chairs. Exhibits should be arranged so that exhibit staff will be within the assigned space. **THE TABLE TOP TRADE SHOW CAN ONLY ACCOMMODATE TABLE TOP DISPLAYS OR SIGNS TO THE SIDE OF THE CENTER EXHIBIT SPACES.**

All material used for decoration (i.e., paper, cardboard, cloth, etc.) shall be of a flame-retardant type. Safety and fire exits and equipment must be left accessible and in full view at all times. Display materials or equipment of significant size must be **pre-approved in writing** by CSIA Trade Show Management.

No Sponsor/Exhibitor shall assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment or materials from firms other than his or her own in the exhibit space without the written consent of the CSIA Trade Show Manager. Only one company shall be considered as the exhibitor and only one company name shall appear on signs and listings related to the show; any other company or entity in the exhibit space shall be considered a subsidiary or affiliate. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business.

**Exhibitor Move-In/Move-Out** - The *Disneyland*® Hotel will be available for exhibitor set-up Tuesday March 13, 2012 from 6:30 AM to 7:30 AM. Exhibitors will be advised near the event date whether set-up is available the evening before the event. Information regarding shipment of materials to and from the facility will be provided two weeks prior to the event. The Hotel facility must be vacated by 6:00 PM the day of the program.

**Liability** - It is mutually agreed that the Sponsor/Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of their activities at the conference on the *Disneyland*® Hotel premises and will indemnify, defend, and hold harmless the California Self-Insurers Association, Disney International, its parent and/or any of its affiliate companies and their respective agents, servants, and employees, and all other contracted service organizations responsible for show set up and dismantle from any such losses, damages, and claims.

**Please include a 40 word Product/Service Description for our Program Materials**

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