

For office use only  
 Space Assignment:

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**Please fax or email 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 or email to your administrative contact.**

Jill Dulich  
 Conference Coordinator  
 P.O. Box 25601  
 Santa Ana, CA 92799

Phone: 714.679.7707  
 Fax: 714.242.1303  
 Email: jill\_dulich@CASelf-Insurers.com

**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

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**Administrative contact for the Showcase:**

ADDRESS

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NAME

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PHONE

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CITY, STATE, ZIP

---

EMAIL

---

FAX

---

PHONE

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FAX

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**Conference Attendees:**

WEBSITE URL

---

NAME

---

PHONE

---

EMAIL

---

EMAIL

---

FAX

---

**Space(s) requested:**

NAME

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PHONE

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1ST CHOICE

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2ND CHOICE

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3RD CHOICE

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EMAIL

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PHONE

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Table Space Rental - **\$900** per display table top (**\$800** CSIA Members In Good Standing). Display space rental includes one 6'x36" 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 **\$150**. Any additional representatives must register at full conference rate. There is a **\$20** credit card fee. **Please fax or email completed contract - regardless of your payment option.**

TABLE/SPONSOR FEE \$

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ADDITIONAL ATTENDEE \$

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ELECTRICAL - NO CHARGE  
 WHERE AVAILABLE

TOTAL CHECK \$

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CREDIT CARD FEE \$

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TOTAL DUE \$

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CREDIT CARD (MC/VISA ONLY) #

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EXPIRATION

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CARDHOLDER NAME

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SIGNATURE

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This contract is submitted on \_\_\_\_\_, by the undersigned, an authorized agent of their organization.  
 DATE

SIGNATURE

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PRINT OR TYPE NAME AND TITLE

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The forgoing offer is accepted by Jill Dulich, Conference Coordinator, on behalf of CSIA Table Top Trade Show on:

DATE

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SIGNATURE

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**SPONSORSHIP OPPORTUNITIES**

Our Company wants to SPONSOR the following event/item:

**Please check box for your selection.**

Sponsorships include exhibit space rental.

**\$1850 Opportunities**

- Program Drive (1 Sponsorship)
- Audiovisual (1 Sponsorship)
- Lanyards (1 Sponsorship)
- Name Badges (1 Sponsorship)
- Notepads (1 Sponsorship)
- Pens (1 Sponsorship)
- Lunch Bags (1 Sponsorship)
- WIFI (1 Sponsorship)

**\$1750 Opportunities**

- Luncheon (2 Sponsorships)

**\$1650 Opportunities**

- Continental Breakfast (2 Sponsorships)

**\$1400 Opportunities**

- AM Refreshment Break (2 Sponsorships)
- PM Refreshment Break (2 Sponsorships)

**In the event your desired Sponsorship(s) is taken, you may select an alternate item/event.**

SPONSORS: Artwork/Logo/Ad Copy must be received via email by **Friday, September 22 2017** for inclusion in program materials.

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

CONTACT

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PHONE

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EMAIL ADDRESS

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**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.**

## 2017 Fall Educational Conference & Table Top Trade Show

Educational Conference  
Thursday, October 19, 2017  
7:30 AM - 5:00 PM

The Marriott Hotel  
2355 North Main Street  
Walnut Creek, CA

### Sponsor/Exhibitor Registration and Admission

Each exhibitor/sponsorship includes ONE badge per space. One additional badge may be purchased for \$150.00. 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 \$900.00 (CSIA Members in Good Standing receive a discount to \$800). 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 3' draped table, two chairs and a company name placard. There is no charge for electrical access, where available. **Exhibitor space rental and Sponsorships include all conference activities.**

### 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 Friday September 29th - 50% refund. **There will be no refunds for cancellations on or after Friday September 29th.** All cancellations must be in writing; postmarks and/or email receipt dates controlling.

### Opportunity Drawing

If Sponsor/Exhibitor offers a Prize for the Opportunity Drawing it is agreed the Prize will be drawn randomly from completed Attendee Opportunity Floor Plans 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 prize will be able to give a brief description of their product/services, their prize, and present their prize to the recipient at the end of the educational 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 your administrative contact noted on this contract **via fax or email.**

### Use of Display Space

Each Exhibit Space is large enough to contain one 6'x36" 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. YOU MAY NOT ENCROACH UPON ANOTHER TABLE TOP DISPLAY OR INGRESS/EGRESS WALKWAYS.**

All material used for decoration (i.e., paper, cardboard, cloth, etc.) shall be of a flameretardant 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 Marriott Hotel will be available for exhibitor set-up Thursday, October 19<sup>th</sup> from 6:30 AM to 7:30 AM. Participants will be informed via email if set-up hours are available Wednesday, October 18, 2017. You may ship items to the hotel for delivery no more than three days prior to the event. Instructions regarding shipment of materials to and from the facility will be provided two weeks prior to the event. Tear down is at the conclusion of the program but the Hotel facility must be vacated no later than 6:00 PM the day of the program.

### Liability

The exhibitor assumes all responsibility for any and all loss, theft and/or damage to exhibitor's displays, equipment and other property while on Marriott Hotel premises, and hereby waives any and all claims and/or demands it may have against the California Self-Insurers Association, or Marriott Hotel Walnut Creek, its parent and/or any of its affiliate companies arising from such loss, theft and/or damage. In addition, the exhibitor agrees to defend (if requested by Marriott Hotels with counsel satisfactory to Marriott Hotels), indemnify and hold harmless Organization and their respective parent, subsidiary and other related and affiliated companies from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees, costs of court and costs of other professionals, arising directly or indirectly or in connection with the exhibitor's occupancy and/or use of the premises or any act, error, omission of the exhibitor, its employees, subcontractors and agents.

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