

For CSIA office use only
Space Assignment:

Please fax or email completed contract regardless of payment option.
Send checks payable to CSIA at the address below. Payments made to the California Self-Insurers Association are not tax deductible.
Upon receipt of payment, exhibit space assignment/sponsorship will be confirmed and confirmation will be sent by fax/email to showcase contact.

Jill Dulich Phone: 714.679.7707
Coordinator, CSIA Events Fax: 714.242.1303
P.O. Box 25601 Email: jill_dulich@CASelf-Insurers.com
Santa Ana, CA 92799

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 _____

Primary contact for the Tradeshow:

ADDRESS _____

NAME _____

PHONE _____

CITY, STATE, ZIP _____

EMAIL _____

FAX _____

PHONE _____ FAX _____

Conference Attendees:

WEBSITE URL _____

NAME _____

PHONE _____

EMAIL _____

EMAIL _____

FAX _____

Exhibit Space(s) location requested:

NAME _____

PHONE _____

1ST CHOICE 2ND CHOICE 3RD CHOICE _____

EMAIL _____

FAX _____

Table Space Rental - \$1400 per display table top (\$1200 CSIA Members in Good Standing). Display space rental includes one 6'x30" draped display table top, one 5" x 24" 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 \$125 electrical charge. There is a \$20 credit card fee. **Please fax or email completed contract - regardless of your payment option.**

TABLE/SPONSOR FEE \$ _____ ADDITIONAL ATTENDEE \$ _____ ELECTRICAL \$ _____ TOTAL CHECK \$ _____

CREDIT CARD FEE \$ _____ 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.
DATE

SIGNATURE _____ PRINT OR TYPE NAME AND TITLE _____

The forgoing offer is accepted by Jill Dulich, Coordinator, 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 check the box for your selection.

Sponsorships include exhibit space rental.

\$2100 Opportunities

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

\$2000 Opportunities

- Luncheon (3 Sponsorships)
- Networking Reception March 19th (3 Sponsorships)

\$1900 Opportunities

- Continental Breakfast (3 Sponsorships)

\$1700 Opportunities

- AM Refreshment Break March 20th (2 Sponsorships)
- PM Refreshment Break March 19th (2 Sponsorships)
- PM Refreshment Break March 20th (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 **Monday, March 5, 2018** for inclusion in program materials.

Exhibitor space rental and Sponsorships include all conference activities.

Please be advised that the use of unauthorized and/or unlicensed Disney artwork in your displays, invitations, emails or publications is strictly prohibited.

This is your contract and your receipt. No additional receipts will be provided. Your signature attests to your agreement to abide by the rules and regulations of CSIA Table Top Trade Show.

For CSIA office use only:
K returned: _____

Employer Seminar
Monday, March 19, 2018 1:30 - 5:00 PM

Networking Reception
Monday, March 19, 2018 5:00 - 6:00 PM

Annual Meeting &
Educational Conference
Tuesday, March 20, 2018 7:30 AM - 5:00 PM

Magic Kingdom Ballroom & Foyer

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 \$1400.00 (CSIA Members in Good Standing receive a discount to \$1200). The Exhibit spaces will be highly visible along the perimeter of the Hotel Ballroom and Foyer. Each exhibit space includes a 6' X 30" draped table and two chairs and a 5" by 24" company name paper banner.

Failure to Occupy Space

The exhibitor will forfeit any display area not set up by 1:00 PM on Monday March 19th 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 26th: 50% refund. There will be no refunds for cancellations on or after Tuesday, March 6th. 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 CSIA management

Reservations

Sponsorships and display table spaces will be assigned on a first-paid basis. Your reservation will be confirmed when the CSIA Conference Coordinator receives your signed contract and full payment for your sponsorship/space. A conformed copy of the contract will be returned to your primary showcase contact noted on this contract **via fax or email**.

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 Monday, March 19, 2018 from 10:00 AM - 1:00 PM. 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 final 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 *Disneyland*® Resort premises, and hereby waives any and all claims and/or demands it may have against the California Self-Insurers Association, Disney Destinations, LLC dba Disney Resort Destinations, 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 Disney with counsel satisfactory to Disney), 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
