



## Display Space Contract

SAFE Credit Union Convention Center  
Expo Show Dates: March 9-10, 2022  
Conference Dates: March 8-11, 2022

Sponsored by  
California Park & Recreation Society  
Phone: 916-665-2777, Fax: 916-665-9149

### Section 1 – Exhibitor Information

Information supplied below will be printed in the Convention & Show Directory. Company name will appear on booth ID sign as indicated below, unless otherwise instructed.

Exhibiting Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Online Registration

Online booth registration for this Expo is now available. You may log to <https://bit.ly/3i6yyiV> to purchase your booth space online. The new online process allows you to handle all tasks associated with this show. Any and all account changes, updates and additional paperwork need to be completed through the online site. If you do opt to use this paper contract, your account will be created online for you and you will be required to logon and complete any other paperwork associated with the show. Please give us a call if you have questions, 916-665-2777

### Section 2 – Exhibitor Contact Information

Show Contact Person (Service Kit, name badge registration form and show updates will be directed to this person). **Please include email address as we email links to the exhibit kit to stay as green as possible.**

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

### Section 3 – Booth Selection

Please list booth choice(s) and 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 near, CPRS will try to honor requests, however sometimes it may not be possible given booth space availability.

\_\_\_\_\_

### Section 4 – Booth Price & Selection

Please insert booth quantity you are purchasing and circle price per booth as it relates to your company.

#### EXHIBITOR AGREES TO THE FOLLOWING PAYMENT TERMS AND CONDITIONS

- Exhibitors must submit full payment with this contract.
- No space allocation will be made, nor will this contract be processed, without the proper payment.

### Section 5 – Payment Options

Number of booth(s) \_\_\_\_\_ X price per booth \$ \_\_\_\_\_ = (total amount due) \$ \_\_\_\_\_

Enclosed is a check for \$ \_\_\_\_\_ payable to CPRS Conference & Expo

Charge \$ \_\_\_\_\_ to credit card:  Visa  Mastercard  American Express

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card (please print) \_\_\_\_\_ Signature \_\_\_\_\_

### Section 6 – Cancellation Policy

Space will be considered cancelled by exhibitor upon the date that written notice of cancellation is received by CPRS and refunds for cancelled space will be given as follows:

Full refund if CPRS receives written notification on or before November 1, 2021, a \$250 administrative fee PER BOOTH if CPRS receives written notification by November 20, 2021; no refund if CPRS receives written notification after November 20, 2021.

### Section 7 – Authorization to Exhibit

I hereby certify that I have full authority to authorize our company's participation as an exhibitor in this show.

Authorized Person (PRINT) \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Date \_\_\_\_\_

BOOTH PRICES:	
Type of Booth	10 x 10
CPRS Company Member Price	\$1550
Non-Member Price	\$1995

Send completed contract  
with payment to:  
CPRS Conference & Expo  
7971 Freeport Blvd.  
Sacramento, CA 95832-9701  
or sign up online at: <https://bit.ly/3i6yyiV>

## Rules & Regulations

1. The rules and regulations in this contract are hereby incorporated into, and made a part of this contract and shall be binding on the parties hereto.

2. CPRS 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.

3. CPRS will have the right of interpretation and approval of all matters pertaining to the contract, rules and regulations.

4. 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 CPRS.

5. **2020 Show dates and hours:** Wed., Mar. 9, 2022 - 12:00 p.m.- 5:00 p.m.; Thurs. Mar. 10, 2022 - 9:00 a.m. - 3:00 p.m.

### 6. Exhibit Installation and Dismantling

#### Move-in Schedule:

Monday, March 7, 2022

- Exhibitors with space **greater than or equal to 400 square feet** (4 booths) may move in between 12:30 p.m. to 4:30 p.m.

Tuesday March 8, 2022

- All Exhibitors may move in between 8:00 a.m. to 4:30 p.m.

Wednesday March 9, 2022

- Exhibitors with table top displays or pop up booths or completing booth touch up may move in between 8:00 a.m. - 11:00 a.m. - no freight will be accepted on Mar 9.

**Dismantling** of exhibits may begin on Thursday, Mar. 10, 2022 - 3:00 p.m. to 9:00 p.m. and Friday, Mar. 11 - 8:00 a.m. to 12:00 noon. Drivers must be ordered by 10:00 a.m. All exhibits must be removed from the exhibit hall by 12:00 noon on Mar. 11, 2022.

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

### 8. 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.

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

### 10. 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 or 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.

### 11. Exhibit Design Regulations:

**A. All exhibits must conform to the International Association of Exhibitions & Events display guidelines unless otherwise authorized by show management. 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 materials. 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.

**12. 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.

**13. 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.

**14. Liability:** The exhibitor agrees to hold harmless and to make no claim against the California Park & Recreation Society Conference (CPRS), 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 CPRS, 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 CPRS and Show. The exhibitor further agrees to indemnify and hold harmless the CPRS from any liability resulting from the acts of omissions of the exhibitor, its agents, servants or employees. A certificate of Liability Insurance is required and an example can be found in your exhibit kit.

**15. Removal of Exhibits:** The CPRS 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.

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

A. That the CPRS 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.

**17. NEW! COVID-19 POLICY & LIABILITY WAIVER:** By attending the CPRS Conference & Expo you voluntarily assume all risks and accept sole responsibility for any injury related to exposure to COVID-19, and release CPRS from liability for any injury or harm that may result by attending the Event. CPRS' goal is to ensure a safe meeting environment. As such, you also agree to abide by any prevention or safety measures that CPRS, the SAFE Credit Union Convention Center, the Sacramento County health department, or the State of California may have in place during the Conference & Expo. You also agree not to attend the Event if you become ill, are aware that you've been directly exposed to the COVID-19 virus within two weeks prior to the Event, or exhibit any symptoms of the COVID-19 virus prior to or during the Event.

CPRS is excited to welcome you to our in-person event! With your well-being in mind, we are following all local, county and state requirements as outlined for our location. We invite you to take whatever personal precautions you feel necessary to feel safe during our event, including but not limited to wearing a face covering, even if not specifically required. Attendees will receive an update of the requirements in place as we get closer to the event.