

SPONSOR AND EXHIBITOR SPACE APPLICATION

HOW TO RESERVE YOUR SPACE All space reservations will be made on a first-come basis when paid in full. In the event of simultaneous receipt, the CHAPCA member will receive first option. Clearly print or type information completing all the sections application. Sign and return this original, fully executed application with credit card payment in full to CHAPCA Exhibit Management Support Team via fax at 703-837-1233. If paying by check, make payment out to CHAPCA and mail to 1731 King Street, Alexandria, VA 22314, Attention: Lorna Etienne/Teri Shaw. Reservations will be accepted as long as space remains available.

COMPANY INFORMATION (Please enter company name as you want it to appear in conference materials)

COMPANY NAME	PHONE	
PRIMECONTACT	POSITION / TITLE	
ADDRESS		
CITY	STATE	ZIP CODE
ORGANIZATION		
BOOTH REP 1	REP 1 TITLE	
REP 1 EMAIL	REP 1 CELL	
BOOTH REP 2	REP 2 TITLE	
REP 2 EMAIL	REP 2 CELL	

BOOTHSELECTION

Please list your top 3 booth choices

Booth Choice 1: _____

Booth Choice 2: _____

Booth Choice 3: _____





Locate our booth away from: _____

Locate our booth near: _____

Each exhibitor is eligible to receive one full conference registration for one booth rep at no charge if registered before September 1, 2019. Additional registration for the full conference is available at the current conference rate. Your exhibit booth comes with two name badges for the show. Additional name badges for the show are \$75each.

Brief Description (25 words or less) of your products or services for publications in the Conference Program:

CONFERENCE SUPPORTER LEVEL

-  Platinum - \$10,000 and above —  Gold - \$5,000 - \$9,999
—  Silver - \$2,000 – \$4,999 —  Bronze - \$850 - \$1,999

List the special event or conference feature your company would like to support at the level selected above:

EXHIBIT SPECIFICS

All booth spaces are 10x10 in size. Corner booths are available for an additional fee.

- CHAPCA Member - **\$1095**
CHAPCA Non-Member - **\$1,495**
Corner booth - **\$150 Member; \$200 Non-Member**

RECEPTION DRINK TOKENS

Attendees will not be given a ticket for drinks- they must visit an exhibitor for a drinktoken.

- 20 tokens for **\$140**
50 tokens for **\$350**
75 tokens for **\$525**
100 tokens for **\$700**

LIABILITY

Exhibitor shall be fully responsible to pay for any and all damages to property owned by CHAPCA, venue, its owners or managers which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, CHAPCA and venue, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitors liability shall include all losses, costs, damages or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees who arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof. I agree to the terms outlined above.




SIGNATURE

DATE

QUESTIONS?

Contact us at 703-837-3152 or chapcaexhibit@nhpco.org.

____ Check Enclosed (make payable to CHAPCA)

____ Please charge my:   

CREDIT CARD NUMBER

EXP DATE

Visa/MC Cvv Code
3-digits back right side.

AMEX Cvv Code
4-digits front right s

CARDHOLDER'S SIGNATURE

PRINT NAME

DATE

BILLING ADDRESS (IF DIFFERENT THAN ADDRESS ABOVE)

CITY

STATE

ZIP CODE

CONFERENCE RULES AND REGULATIONS

The following Rules and Regulations govern the exposition under the auspices of the California Hospice & Palliative Care Association (CHAPCA) and are incorporated into and made part of the contract for exhibit space. These Rules and Regulations have been formulated in the best interest of the Conference exhibits and exhibitors, and we respectfully request full cooperation in following these Rules and Regulations.

BOOTH EXHIBITS

Booth spaces are 10' x 10' booth rental includes a standard back wall drape 10' high and 3' high side rails, standard 7" x 44" booth sign showing firm name and booth number, draped 6' table and two chairs on a carpeted floor. Additional furniture may be rented from the General Contractor at additional charges.

USE OF SPACE/DISPLAY HEIGHTS

Exhibitors must arrange their exhibits so they do not obstruct other exhibits. Aisles must be clear and exhibits arranged so attendants are inside of the space assigned. Exhibit height or signs may not exceed 10' without permission of the CHAPCA Exhibit Management. No space subletting is allowed. All materials used for decoration such as paper, cardboard, cloth, etc. must be nonflammable or treated for fire prevention by an approved method. Under no circumstances will hand drawn signs, posters, etc., be allowed. Repair of any damages in connection with improper posting or use of improper materials will be at the expense of the exhibitor.

SPACE ASSIGNMENT

All applications for space are subject to approval by CHAPCA. Assignment of booth location will be at the discretion of the CHAPCA Exhibit Management, however, Show Management will consider the exhibitor's request on this application, along with date received, CHAPCA Associate membership and seniority. While all products and services are welcome, an effort will be made to showcase a variety of available resources. With this policy in mind, CHAPCA reserves the right to limit the number of similar-type services being displayed. Show Management reserves the right to change location assignments at any time, as it may deem necessary.

INSTALLATION AND DISMANTLING

All property is to be shipped to the General Contractor for delivery to the exhibition hall. Any space not claimed or occupied one hour before official opening may be reassigned without refund of rental paid. No exhibits will be dismantled and no packing permitted prior to the official closing time.

- z In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the installation and dismantling of exhibits and for material handling within the show. The handling, placement or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor.
- z The installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative.

- z The General Contractor Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. All exhibitors should clear all movements of exhibitor materials through this department. Union jurisdiction allows hand carried items only and will not permit exhibitors' use of dollies, hand trucks or pushcarts. Electrical installation must conform to Union rules and regulations and to all national state and local codes.

CANCELLATIONS

Written requests for cancellations must be received 90 days before move-in, will be honored with a refund, less a \$150 handling charge. No refunds will be issued after this date. **ONLY WRITTEN REQUESTS FOR REFUND WILL BE CONSIDERED.**

CHAPCA CONFERENCE REGISTRATION AND BADGES

A conference registration brochure will be sent to you as soon as it is available. One conference registration is included. Two exhibit hall badges are included with each booth rental. Exhibit hall badges do not allow access to workshop sessions. There is a \$75 fee for additional exhibit hall badges. Additional conference registrations for educational programs and meal function tickets may be purchased at regular conference rates.

SECURITY

Show Management does not provide special security to the exhibition area during the closed hours. However, the exhibit hall will be locked during non-open hours. Show Management will not be liable for damage or loss to exhibitor's properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise.

SALES AND ADVERTISING RESTRICTIONS

Exhibitors will conduct their business activities in an exemplary professional manner and shall be solely responsible for possession of a valid State Seller's Permit if taxable sales will occur. Exhibitor shall collect and remit any sales or other taxes imposed on them by virtue of their use of the space hereunder. No printed materials are to be posted outside the exhibitor's assigned space.

SOLICITATION OF BUSINESS

Distribution of materials from booth to booth or in the aisles is forbidden and exhibitors must confine their activities within the spaces for which they have contracted. All such materials must be related strictly to the products and/or services on display or directly available from the exhibitor.

LIABILITY

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises, and shall indemnify and hold harmless the California Hospice and Palliative Care Association, Venue, Show Management and General Contractor.

USE AND CHARACTER OF EXHIBITS

Each exhibitor shall display or exhibit only articles of merchandise of said exhibitor's own manufacture or for which said exhibitor is the representing agent. CHAPCA reserves the right to judge the appropriateness of any exhibit and to decline to permit an exhibitor to conduct or maintain an exhibit if proposed exhibit shall in any respect be deemed unsuitable. This reservation relates to persons, conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any and all other things, without limitation, that may affect the character of the exposition.



SEND COMPLETED FORM WITH PAYMENT TO:

California Hospice and Palliative Care Association
CHAPCA, c/o NHPCO

1731 King Street, Alexandria, VA 22314

703-837-3152 | calhospice.org