

2012 CALIFORNIA KINDERGARTEN CONFERENCE

EXHIBIT RULES AND REGULATIONS

Liability: The California Kindergarten Association (CKA), 2012 California Kindergarten Conference (CKC), and its cosponsors shall have no liability whatsoever to any exhibitor for any personal injuries, whether suffered by an exhibitor, their employees or invited business associates; nor any liability for loss or damage resulting from any cause to the property of the exhibition, exhibitor employees or business associates.

Each exhibitor, in making application for table space, agrees to defend, indemnify, and hold harmless CKA, CKC and its cosponsors from any and all claims, liability, damage, or expenses asserted against them or incurred by or injury to persons resulting from, arising out of, or in any way connected to the negligence or wrongful acts of the exhibitor, their agents or employees for any injury to persons or damage to property. The exhibitor will pay attorney's fees and costs required in a defense.

The exhibitor shall care for and keep in good order all space occupied by his/her organization, including the emptying of table trash daily. The exhibitor will be held responsible for all damage done to the building or table space and equipment by them, their employees or agents. No nails, tacks or screws shall be driven into the walls, woodwork or floor of the building. Approved tape will be permitted.

CKA, CKC and its cosponsors shall in no event be liable to any exhibitor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of CKA/CKC to the exhibitor for any breach of contract shall be for the refund of amounts (as specified on page two of this brochure) paid by the exhibitor.

The California Kindergarten Association, 2012 California Kindergarten Conference and its cosponsors, by entering into this contract, do not in any way imply endorsement of any product or service of any exhibitor. Each exhibitor shall defend, indemnify and hold harmless CKA, CKC and its cosponsors against any claim arising out of the display of a product or service under this agreement.

Insurance and Security: It shall be the responsibility of each exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement. Each exhibitor must carry insurance with limits of \$1,000,000 combined single limits of \$1,000,000/\$2,000,000 naming California Kindergarten Association as additional insured. Insurance protection will not be afforded by either CKA, CKC, or its cosponsors.

Transportation of Materials: Exhibitors are responsible for transporting their materials to the conference. Maximum of 3 days prior to show date (1/10/12) materials can be advanced shipped to the hotel. Any materials being sent to the hotel must be marked as follows:

1. Hold for arrival – ATTN: California Kindergarten Conference
Exhibitor's Name/Booth #
2. Complete Return Address
3. Hyatt Manager's Name (Jennifer Skeber)
4. Number of Boxes (Example: Box 1 of 2 and Box 2 of 2)
5. Address Package to Hotel as follows: **Hyatt Regency Santa Clara**
5101 Great America Parkway
Santa Clara, CA 95054

Packages received will be charged as follows:

Under 5 pounds	\$5.00 per box
5 – 45 pounds	\$20.00 per box
46-99 pounds	\$40.00 per box
100 pounds or more	Negotiable

Parking: There are 2000 on site parking spaces shared with the Hyatt Regency Hotel and Techmart, including 1500 in a three level garage centered behind the three buildings in the complex.

Exhibit Hours: Exhibits must remain open and staffed at all times during the official Exhibition Hours. Exhibitors must remain the full time on Sunday and check out with the California Kindergarten Conference Exhibit Chair after 1:30 p.m.

Facilities and Display Information: Each exhibitor has a 10' x 8' area which includes an 8' table and 2 chairs. The exhibitor should not use any other area than the space assigned. Exhibitors may only exhibit their own products and services as described in the Exhibit Reservation Form. The exhibitor shall not violate others' space by displays that emit excessive noise, heat, light or pollution. Large displays must be against the back of the exhibit space.

Sales and Order Taking: Exhibitors sell their materials from within their space only. No wandering around to sell goods or entice buyers. Customers must receive a written receipt in order to remove any product or materials from the exhibition floor. Promotional material, including printed matter and visuals, must be presented in a professional manner. Distribution of samples and other items and the use of promotional activities, such as drawings, are permitted. No advertising information may be distributed outside of the exhibit hall without the permission of CKA.

Cancellation Policy: A cancellation fee will be charged for all cancelled booths. Your registration fee will be returned minus 15% of that fee. All cancellations must be made in writing and be postmarked no later than December 16, 2011. After the deadline date no refunds will be granted.

I agree to abide by the following rules during the 2012 California Kindergarten Conference.

Signature: _____ Date: _____

Company Name: _____

2012 California Kindergarten Conference EXHIBITOR RESERVATION FORM

Please copy **BOTH SIDES** of this form and mail the original along with payment to:
CKA, 1014 Chippendale Way, Roseville, CA 95661
OR
Fax to (916)780-5330.

For assistance, call (916)780-5331 or e-mail cka@ckanet.org

NOTE: Exhibit space reservations will be taken on a first come, first serve basis, however educational materials will be given preference. **No exceptions will be made.**
Exhibiting at the California Kindergarten Conference does not entitle the exhibitor to attend sessions.
Your product or service should reflect developmentally appropriate practices.

A. COMPANY INFORMATION (print or type clearly)

Name of Company: _____
Authorized Agent's Name: _____ Signature: _____
Mailing Address/City/State/Zip: _____
Phone #: _____ Fax: _____
E-Mail Address: _____

B. PROGRAM INFORMATION (print or type clearly)

For the conference program, DESCRIBE IN 25 WORDS OR LESS materials you will feature at your booth:

C. EXHIBIT SPACE INFORMATION

Number of tables requested: _____
Name of person responsible for exhibit: _____
Names of other persons who will represent the company at the exhibit: _____

Please note table numbers: (See floor plan.)

1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____

Note any special location or setup requirements: _____

Short exhibit description: _____

D. PAYMENT INFORMATION

Number of Tables Reserved: _____ X \$ 375 = \$ _____

Total amount due: \$ _____

Check# _____ enclosed. Make payable to **CKA**.

Charge my American Express/Mastercard/VISA (circle one).

Credit Card # _____ Expiration Date _____

Name of Card Holder _____ Signature _____