



EXHIBIT PRICING AND DEADLINES: Table fees will need to accompany the Exhibitor Reservation Form. Your fee reserves your exhibit space which includes a 6' x 30" draped table (8' x 30" available upon request), two chairs and wireless internet access. Company name and description are listed in our conference program, which is distributed to all conference participants. Additional tables available upon request by January 4th. Additional tables requested after that date will be charged a fee. Lunch is available to purchase.

Booth Pricing

10' x 10' in-line booth: \$425 (early bird rate until 11/1) and \$450 (regular rate after 11/1)
10' x 10' corner booth: \$450 (early bird rate until 11/1) and \$475 (regular rate after 11/1)

MATERIAL HANDLING: There is no cart service. Everyone will be responsible to bring in their own materials. All delivery vehicles must observe the Hyatt Regency Santa Clara parking and fire regulations. Vehicles will be ticketed and towed if left unattended.

ASSIGNMENT OF SPACE: Tables are assigned on a first come, first serve basis according to the date of receipt of your signed application. After exhibition spaces are selected a confirmation of your table will be sent to you. CKA/CKC reserves the right to reassign tables, if necessary, for the best interest of the conference.

CANCELLATION POLICY: A cancellation fee will be charged for all cancelled tables. Your table registration fee will be returned minus 15% of that fee. All cancellations must be made in writing and be postmarked no later than December 11, 2018. **After the deadline date no refunds will be granted.**

EXHIBIT DATES AND HOURS:

Friday, January 11, 2019

2:00 – 6:00 p.m. Exhibitors Set Up

Sunday, January 13, 2019

8:00 a.m. – 1:30 p.m. Exhibits Open

1:30 p.m. – 2:30 p.m. Check Out

Saturday, January 12, 2019

8:00 a.m. – 5:30 p.m. Exhibits Open

EXHIBITOR INSURANCE: All exhibitors must maintain insurance coverage against injury to persons or damage to or loss of property 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, its cosponsors or Hyatt Regency Santa Clara.

CONFERENCE MANAGEMENT: All inquiries regarding the conference program, registration, and exhibition should be addressed to:

California Kindergarten Association
1014 Chippendale Way, Roseville, CA 95661
(916)780-5331 e-mail: cka@ckanet.org