

# CAI - Channel Islands Chapter Community Faires (Mini-Expos)

March 29, 2012, 4:30 pm - 6:30 pm at The Embassy Suites, Oxnard, CA

October 30, 2012, 4:30 pm - 6:30 pm at The Westlake Village Inn, Westlake Village, CA

## Exhibitor / Sponsor Form & Agreement

**INSTRUCTIONS:** All Exhibitor / Sponsor applicants must complete this form. Please type or print all information legibly, Return completed form signed with payment to: CAI Channel Islands Chapter, P.O. Box 3575, Ventura, California 93006 OR FAX TO 805-658-1732.

COMPANY NAME: \_\_\_\_\_

Address w/ City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

COMPANY REPRESENTATIVES WHO WILL BE STAFFING YOUR EXHIBIT: (Limit 4)

\_\_\_\_\_  
\_\_\_\_\_

**EXHIBITOR / SPONSOR OPTIONS:** *(Surcharge for non-CAI members is an additional 50% of the cost of sponsorship or exhibit fee)*

OPTIONS	DATE	LOCATION	COST	Total \$
<b>EVENT SPONSOR</b>				
Includes company logo on event flyer & event invitation	March 29	Oxnard	\$600	_____
Company name on attendee event bags	Oct 30	Westlake Village	\$600	_____
Company name on website, in chapter magazine, on signage & mentions at Event				
Opportunity to place company literature in attendee bags				
Exclusive 'Tropical Beverage' Sponsor / beverage (drink ticket) given to each attendee				
<b>(2) company reps. to attend Community Faire and exclusive Manager &amp; Board Member Workshops with opportunity to greet guests with one minute intro on company. (only 'event sponsors' can attend the workshops with managers / board members.)</b>				

### GRAND PRIZE SPONSOR

Sponsor the Grand Prize Get-A-Way Package	March 29	Oxnard	\$500	_____
Company logo on event flyer & event invitation	Oct 30	Westlake Village	\$500	_____
Company name on attendee event bags				
Opportunity to place company literature in attendee bags				
Company name on website and in chapter magazine				
Company name on signage & mentions at event				

### EXHIBIT HALL SPONSOR

Opportunity to place company literature in attendee bags	March 29	Oxnard	\$300	_____
Company name on event flyer	Oct 30	Westlake Village	\$300	_____
Company name on website and in chapter magazine				
Company name on signage & mentions at event				

### EXHIBIT SPACE -

Includes a 6 ft. table in an 8 ft. space with electricity (if needed*)	March 29	Oxnard	\$450*	_____
Company Name on email blasts & chapter website event page	Oct 30	Westlake Village	\$450*	_____
Company Name on event thank you in Channels of Communication				

\*Electricity: \_\_\_\_\_ Yes \_\_\_\_\_ No

*EXHIBIT LOCATION will be assigned on a first come, first serve basis, keeping in mind competitors will not be placed next to each other.* **TOTAL: \$\_\_\_\_\_**

**PAYMENT OPTIONS:** I WOULD LIKE TO PAY WITH: \_\_\_\_\_ CHECK \_\_\_\_\_ VISA / MASTERCARD \_\_\_\_\_ DISCOVER \_\_\_\_\_ AMERICAN EXPRESS

Credit Card Number: \_\_\_\_\_ Exp. \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

We hereby apply for exhibit space(s) and/or sponsorship(s) at CAI-Channel Islands Chapter's Community Faires (mini-expos). We understand this application becomes a contract when the completed form is signed by us and accepted by the Committee. We agree to comply with the Official Regulations and Conditions of Contract as outlined, and with all conditions under which the exhibit facilities have been rented to CAI-Channel Islands Chapter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Official Regulations & Conditions of Contract

**CONTRACT FOR EXHIBIT SPACE:** By submitting an application for exhibit space(s), the applicant agrees to indemnify and hold CAI harmless by reason of any claim or liabilities imposed by law on account of property damage or bodily injuries, including death resulting there from, sustained or alleged to be sustained by any person or persons whether they be members of the public visiting the show, employees or staff of CAI or other exhibitors, occurring at or connected with the preparation or presentation resulting from any conduct, presentation, equipment, machinery or items displayed by exhibitor. Acceptance of an application does not imply endorsement by the Expo of the applicant's products or services, nor does rejection imply lack of merit. Exhibitor hereto warrants and represents that their labor used in erection of this exhibit shall not cause stoppage of the trade show or other injury of any kind. CAI reserves the right to make changes to booth assignments as they deem necessary.

**EXHIBIT SPACE:** Exhibit space(s) will be assigned with priority given to earlier registrants.

**Electricity:** Electricity is available and must be reserved in advance. Exhibitors must supply their own extension cords and power strips.

**Display setup:** Exhibitors may set up their displays from *2:30 pm to 4:30 pm on the day of the expo(s)*. *The display must be ready for exhibit hall to open at 4:30 pm.* Exhibits may not protrude beyond the space allotted or interfere in any way with traffic to other exhibits.

**Booth breakdown:** *No breakdown is allowed prior to 6:30 pm*, the day of the Expo. All exhibits must be dismantled and booths cleared by 8 pm that same day. Exhibitors will be responsible for excess cleaning or damage repairs.

**CANCELLATION:** A 20% cancellation fee will be charged if cancellation is received in writing at the CAI office *at least three weeks prior to event date*. After this time, full exhibition fee will be forfeited. This contract is not valid unless signed by an authorized official of the participating exhibitor named in official Exhibitor Application Form and is subject to cancellation if for any reason the said application is not approved by CAI. In the event of dispute arising under this contract, the exhibitor shall be liable for reasonable costs and attorney fees incurred by the Expo in a reasonable attempt to negotiate, arbitrate or litigate the dispute. CAI reserves the right to reject any application and contract.

**CARE OF PREMISES:** No part of any exhibit, sign or other materials may be taped, pasted, nailed or otherwise affixed to walls, doors or other surfaces. Damage from failure to observe this cautionary notice is payable by the exhibitor.

**RESTRICTIONS:** The Expo reserves the right to restrict exhibits which, because of noise, method of operation or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. The Expo may stop installation, or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from a design description given advance approval, or from the descriptions given herein. In the event of such restriction or evictions, the Expo is not liable for any refund of rental or other expenses.

**SAMPLES, SOUVENIRS AND DRAWINGS:** Distribution of samples, souvenirs and prize opportunities are encouraged by exhibitors. Each exhibitor's prize will be distributed at the end of the Expo. Exhibitors other than community management company personnel are not to participate in the drawings.

**FIRE REGULATIONS:** Booth decorations and exhibit constructions must conform to the fire regulations of the exhibit area and venue.

**LIABILITY AND INSURANCE:** The Expo, its sponsors, co-sponsors and agents assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the exhibitor. If insurance is desired, it must be placed by the exhibitor. The exhibitor shall indemnify the Expo, its sponsors, co-sponsors and their agents against, and hold harmless from, any complaints, suits or liabilities resulting from negligence in connection with the exhibitor's space and participation in the exposition, including alleged negligence of CAI personnel and representatives.

**INTERPRETATION AND ENFORCEMENT:** These regulations become a part of the contract between the exhibitor and the Expo. All matters in question covered by these regulations are subject to the decision of the Expo and the Channel Islands Chapter of CAI and all decisions so made shall be binding on all parties affected by them as per the original regulations.

The Expo shall not be liable for failure to perform its obligations under this contract due to strikes, acts of God, or any cause beyond its control. CAI Channel Islands Chapter reserves the right to cancel the exhibition show upon reasonable notification to exhibitors and to potential attendees. In such event, CAI Channel Island Chapter Expo & Conference shall be liable to the exhibitors for an amount not exceeding the money collected from the exhibitors.

Exhibitors may not transfer or assign their booth to another company or entity or share a booth with a separate company or entity. Upon cancellation, CAI's Expo Committee will assign a booth to the next applicant on a waiting list.

CAI-Channel Islands Chapter reserves the right to verify all advertisement information submitted to the Chapter for publication, including, but not limited to, credentials/designations.

To guarantee placement in all Expo publications, exhibitor / sponsorship fees must be paid in full no later than two weeks prior to event date.

Promotional activities and client solicitation shall occur only at the exhibit tables.

Exhibitors and sponsors are not permitted to serve alcoholic beverages. This does not preclude offering unopened bottles of wine as prizes.

Company Name: \_\_\_\_\_ Authorized Representative Signature: \_\_\_\_\_