

EXHIBITORS

PLEASE SIGN AND RETURN SIGNED CONTRACT ON NEXT PAGE ALONG WITH THIS FORM

We hereby apply for exhibit space for our use at the 2019 CASA Conference and Exhibits September 4-6, 2019. We understand this application becomes a contract when signed by us and accepted by CASA. All applications must be on this form. Space is limited to first paid, first served. **Signature and Fee are required to guarantee space.**

Cancellation: Cancellations by exhibitor prior to December 31, 2018 receive an 80% refund on booth and name badge reservations that are cancelled. Cancellations by exhibitor prior to May 31, 2019 receive a 50% refund. **Refunds are not available for cancellation after June 1, 2019.**

PAYMENT IS DUE 14 DAYS FROM SIGNING OF CONTRACT.

Signature: _____ **Date:** _____
Company Contact: _____ **Title:** _____
Company Name: _____
Company Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Office Phone: _____ **Cell:** _____
E-mail: _____ **Website:** _____

BOOTH SELECTION

Booth number preference order: #1 _____ #2 _____ #3 _____ Booth Price: _____
 Do not want vendor space near: _____

EXHIBITOR/OPERATIONS CONTACT (will not be published)

Exhibitor Contact: _____
Office Phone: _____ **Cell:** _____
E-mail: _____

<p>Exhibitor Total \$ _____</p>
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SPONSORSHIPS

Sponsoring Company Contact: _____
Company Name: _____
Company Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Phone: _____ **E-mail:** _____

Sponsorship Option: _____

Number of attendees included: _____ **Sponsorship Total \$** _____

TOTALS

Exhibitor Fee Total: \$ _____
 Add'l Badge Fee Total: \$ _____
 Sponsorship Total: \$ _____
 Advertising Total: \$ _____
GRAND TOTAL: \$ _____

PAYMENT INFO

- Visa Mastercard
- American Express
- Check Number: _____

Card # _____

Exp. date _____

Name on card _____

Print Name: _____

Signature _____

Please make checks payable to CASA and return with completed application to:
 CASA
 PO Box 292698
 Sacramento, CA 95829

Information available at CASA website:
www.casurgery.org
 Phone: 916.896.0696
 e-mail: registration@casurgery.org

CONTRACT FOR FLOOR SPACE

When received with your payment by the California Ambulatory Surgery Association your signed application for space constitutes a contract for the right to use the exhibit space.

BOOTH DESCRIPTION

All exhibit booth packages include the following: Pipe and Drape, one table, two chairs, and one identification sign. Our Trade Show Service Contractor will send you an Exhibitor Kit with shipping information. They will inform you of other trade show services, not included in the CASA booth package, available at additional fees. Please communicate your exhibitor needs and requirements to them directly.

Exhibitors will be listed on the CASA website, and in the conference syllabus.

Each exhibitor will be allowed to send two representatives to the Conference, unless otherwise stated in the sponsorship agreement. Any additional exhibitors must pay the \$200 additional person fee.

ASSIGNMENT OF SPACE

CASA reserves the right to make changes at any time in the location, size, display, limits, etc., of any exhibit if this is in the best interest of the exhibit program. Every effort will be made to accommodate your selections and will be made on a first-paid, first-served basis. A floor plan is available at www.casurgery.org.

EXHIBITOR CONDUCT

Any other exhibitor shall not infringe upon the rights and privileges of an exhibitor. CASA reserves the right to restrict exhibits that may be objectionable, or to order the removal of any portion of an exhibit, which in the judgement of CASA, is detrimental or detracts from the general order of the exhibits. This applies to persons, advertising, soliciting or anything of a similar nature.

EXHIBITOR BADGES

Exhibitor personnel must register and wear CASA identification badges while exhibiting or attending CASA events. Personnel must check in at CASA Registration prior to entering the exhibit hall. In August, a badge request form will be sent out so that exhibiting firms may provide the names of personnel attending. Please call April Ligtenberg, CASA Exhibitor Coordinator at 916-896-0696 or email at registration@casurgery.org.

CASA ATTENDEE LIST

At the conclusion of the conference, you will receive a completed attendee list via email when you complete your conference evaluation. April Ligtenberg, CASA Exhibitor Coordinator, must pre-approve all mailings to CASA membership. Email your draft to April at registration@casurgery.org.

EXHIBITOR RULES:

The booth rental is for display purposes. Any order-taking and selling of products is strictly prohibited.

The exhibitor agrees to comply with all applicable provisions of the ADA and the Portola Hotel & Spa at Monterey Bay.

The exhibitor shall secure any and all necessary licenses for (a) any performances, displays or other uses of copyrighted works or inventions; and (b) any use of a name, likeness, signature, voice impression or other intellectual property used directly or indirectly by the exhibitor.

All exhibit materials must conform to the fire regulations and electrical codes of the Exhibit Hall and the Monterey County fire codes.

Nothing shall be posted on, tacked on, nailed to, screwed into or otherwise attached to columns, walls, floors or other parts of the building or furniture.

No gummed surface or pressure-sensitive labels, self-adhesive stickers/ labels or advertising stickers will be permitted.

All booth personnel will be required to wear the official conference badge issued at registration. Badges and registration materials will be distributed only to registered personnel.

Any oral or written communication indicating or suggesting that CASA endorses or approves of the exhibitor's products or services is prohibited and is grounds for closing of a booth with no refund of fees to the exhibitor.

The exhibitor agrees to treat all attendees with courtesy and not discriminate against any person for any reason.

LIABILITY AND INSURANCE

All property of the exhibitor is understood to remain under his custody and control in transit to and from all the confines of the hall, subject to the rules and regulations of CASA.

The individual exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify, and save CASA, the Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses, or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Portola Hotel & Spa at Monterey Bay, and its employees and agents. The individual exhibitor will obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than

\$1,000,000 Combined Single Limit for personal injury and property damage. The Group agrees to provide a Certificate of Insurance evidencing the coverage described above.

The exhibitor, on signing this, expressly releases CASA and the Portola Hotel & Spa at Monterey Bay and agrees to indemnify same against any and all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on the display, products, etc., will place it at their own expense. Should the premises in which the CASA meeting is to be held become, in the sole judgment of CASA, unfit for occupancy, or should the meeting be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by government agency or any other act beyond the control of CASA, the contract for exhibit space may be terminated.

CASA will not incur liability for damages sustained by exhibitors as a result of such termination. In the event of such termination, the exhibitors expressly waive such liability and release CASA of and from all claims for damages and agree that CASA shall have no obligation except to refund the exhibitor's pro-rata share of the aggregate amounts received by CASA as rental fees for booths after deducting all costs and expenses in connection with such exhibits, including reasonable reserves for claims, such deductions being hereby specifically agreed to by the exhibitor.

LABOR/INSTALLATION AND DISMANTLING

Installation and dismantling is the responsibility of the individual exhibitor.

FLOOR PLAN

CASA reserves the right to determine the final arrangement of exhibits to produce the most effective layout and to make changes to the exhibit hours as needed.

CANCELLATION

Cancellations by exhibitor prior to December 31, 2018 receive an 80% refund on booth and name badge reservations that are canceled. Cancellations by exhibitor prior to May 31, 2019 receive a 50% refund.

Refunds are not available for cancellation after June 1, 2019.

We have read the exhibitor rules and agree to follow these rules as stated. Payment is due 14 days from signing contract.

Exhibitor Company Name _____

Exhibitor Contact Name (Print) _____

Exhibitor Name (Sign) _____

Date _____

CASA ADVERTISING OPPORTUNITIES

Conference Syllabus Print Advertising

Full-Page Black & White Ad \$475
Half-Page Black & White Ad \$375
Quarter-Page Black & White Ad \$275
Add Full Color \$375 for any size ad

Pre-Conference Syllabus Print Advertising

Full-Page Black & White Ad \$175
Half-Page Black & White Ad \$135
Add Full Color \$175 for any size ad

Conference Tote Stuffers

(Limit 3)..... \$1,500
Your company is allowed to add one promotional item into the conference tote. \$1500 per item.

Conference Tote Flyer/Brochure

(Limit 5)..... \$1,000
Your company is allowed to add one promotional flyer or brochure into the conference tote. \$1000 per item.

CASA PRINT ADVERTISING

Syllabus Advertising Order Details

Please check your advertising choice below:

Full-Page Black & White Ad \$475
 Half-Page Black & White Ad \$375
 Quarter-Page Black & White Ad \$275
 Add Full Color \$375 for any size ad

Pre-Conference Syllabus Advertising Order Details

Please check your advertising choice below:

Full-Page Black & White Ad \$175
 Half-Page Black & White Ad \$135
 Add Full Color \$175 for any size ad

ADV. TOTALS

CONFERENCE SYLLABUS ADVERTISING

Conf. Syllabus Ad \$ _____

Add Full Color: \$ _____

TOTAL: \$ _____

Please add this total to next page

PRE-CONFERENCE SYLLABUS ADVERTISING

Conf. Syllabus Ad \$ _____

Add Full Color: \$ _____

TOTAL: \$ _____

Please add this total to next page

TOTE STUFFERS

of items \$ _____

TOTAL: \$ _____

Please add this total to next page

TOTE FLYER/BROCHURE

of items \$ _____

TOTAL: \$ _____

Please add this total to next page