



52nd Annual Conference of

CALIFORNIA TRANSCRIBERS AND EDUCATORS FOR THE BLIND AND VISUALLY IMPAIRED

**APPLICATION & AGREEMENT
FOR EXHIBIT SPACE &
CONFERENCE PROGRAM
ADVERTISING**

DEADLINE February 25, 2011

**March 10-13, 2011
Marriott Oakland City Center
1001 Broadway
Oakland, CA 94607
510.451.4000**



California Transcribers & Educators
for the Blind & Visually Impaired

CTEBVI Exhibit Chair
Bonnie Grimm
17336 Owen Street
Fontana, CA 92335

Returning This Year:

- **No Membership Fee
or Conference Registration
required to exhibit**
- **Special Exhibits Only
Sessions**
- **Exhibitors Reception**



California Transcribers & Educators
For the Blind & Visually Impaired

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EXHIBITOR GUIDELINES

EXHIBIT POLICY: Any exhibitor planning to sell merchandise at the 52nd Annual Conference assumes full responsibility for obtaining any city and/or state permits. All merchandise for sale at the conference must be available for purchase/order by all conference attendees. CTEBVI reserves the right to refuse use of space to any exhibitor whose product or program, in the sole opinion of CTEBVI is not in keeping with the general character of the conference or aims of the California Transcribers and Educators for the Blind and Visually Impaired. CTEBVI reserves the right to require any exhibitor to remove any exhibit or any part thereof, which in the sole judgment of CTEBVI, is misleading, deceptive, in poor taste, or not in keeping with the general character of the conference. **CTEBVI EXHIBIT RIGHTS:** CTEBVI reserves the right to arrange and modify the floor plan or relocate space assignments for the betterment of the combined exhibitors and/or because of extenuating circumstances. **Please do not tape, staple, or tack anything to the walls of the exhibit hall.**

SETUP: The exhibit area shall be available for setting of displays on Thursday, March 10, 5pm-10pm and Friday, March 11, 7am-9am.

SCHEDULE OF EXHIBITS:

- Friday, March 11 from 9 am to 7 pm
- Saturday, March 12 from 9 am to 6 pm
- NO EXHIBITS SUNDAY

DISMANTLING OF EXHIBITS:

- Exhibits may be dismantled on Saturday, March 12 after 6 pm or Sunday, March 13 from 8 am-12 noon. **Failure to abide by this schedule will result in assessment of a \$100 fee.**
- All equipment, crates and other materials must be removed. Trash must be bagged and/or put into trash.
- **Exhibitors will be charged a cleaning service fee of \$25 for failure to clear and clean their respective exhibit space.** The exhibitors themselves may take charge of activities that do not require labor, such as handling, placing, setting out, and dismantling of exhibit merchandise.

EXHIBITOR STAFF: At least one attendant shall attend each exhibit space at all hours. For proper identification of exhibitor personnel, a badge will be issued for each representative listed on this application and agreement form (please see back page). CTEBVI reserves the right to limit the quantity of badges issued and to recall badges used by unauthorized persons.

CANCELLATION OF CONFERENCE: Should the scheduled opening of the CTEBVI Annual Conference be prevented or postponed by any such event or emergency as act of God, declaration of war by the President, destruction or damage of exhibit premises, strikes, public disturbance, or the like, the exhibitor expressly agrees that CTEBVI may retain as much of the monies paid for rental of exhibit space as may be necessary to cover expenses incurred up to the time of emergency or disruptive event.

SECURITY: CTEBVI will provide security personnel/services at the exhibit area before and after exhibit hours.

SHIPMENT COST: Handling fee of \$5 per packages and boxes. Pallets or oversized containers are \$65. An additional \$5/box fee for each time that it is moved within the Hotel and/or Convention Center. Please contact Bonnie Grimm at 559.731.0073 with any questions concerning shipments.

ADVANCE SHIPMENT OF EXHIBITS: Exhibitors may send limited advance materials to the conference site to arrive on or after Wednesday, March 9, 2011. Boxes or pallets received and delivered to a meeting room on the same day are charged a \$5 and up delivery fee per box. For shipments to be accepted, billing information must be on file prior to shipping. The address label for such advance shipment must include the following:

Oakland Marriott City Center
Attn: Melanie Walton, Convention Services Manager
1001 Broadway
Oakland, CA 94607
Phone: 510.466.6418
CTEBVI Conference
March 10-13, 2011
Exhibitor Name/Exhibitor Company
Number of boxes (# each box as "1 of 7," "2 of 7," etc.)

LIABILITY: Exhibitor agrees that neither he/she nor his/her employees shall deface, mar, or otherwise damage the exhibit premises. Nothing shall be pasted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or furniture. The exhibitor assumes entire liability and responsibility for losses, damages, and claims arising out of the exhibitor's and his/her employees/ representatives' actions on the hotel premises, and hereby agrees to protect, indemnify, defend, save, and hold harmless the CTEBVI and the Oakland Marriott City Center (hotel) and hold their employees, management company, owner(s), and respective agents harmless against all claims, losses, and damages to persons or property, governmental charges of fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof. This excludes any such liability caused by the sole negligence of the hotel or its employees and agents. Exhibitors must comply with all local fire and safety regulations and must exercise all care to avoid hazardous conditions of any kind in the display area.

INSURANCE: All exhibitors have the sole responsibility for providing their own insurance coverage at their own expense for any business loss/interruption, property loss and/or damage, and liability for personal injury. The exhibitor acknowledges that CTEBVI and the hotel do not maintain insurance coverage for exhibitor's property and/or personal injury.

REFUND AND CANCELLATION POLICY: Notice of cancellation must be postmarked in writing to CTEBVI Exhibits. CTEBVI will retain 50% of the cost of the booth rental. **Cancellation deadline is March 1, 2011.** No refunds after cancellation date.

VIOLATIONS/INFRACTIONS OF THE RULES AND REGULATIONS:

Any exhibitor's or his/her employees/ agents' violation or infraction of any of the rules and regulations as stipulated in this agreement shall annul the exhibitor's right to occupy exhibit space, and such exhibitor will forfeit the monies that have been paid to use such space.

ADVERTISEMENT OPTIONS/ EXHIBIT SPACE

We welcome and encourage advertisements for our 2011 conference program placed by our exhibitors. Advertisers must supply high-resolution (300dpi) PDF artwork. **Submission deadline is 1/31/2011.** Please visit www.ctebvi.org/exhibitors.htm. Please indicate choices below:

AD SPACE

Ad Page size (WxH)	Price US\$ Conference Program	#	Ad Pages Total Cost
Full page 8.5 x 11	\$250		
Half page 8.5 x 5.5 <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$150		
Quarter page 5.5 x 4.25 <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$100		
Inside front cover 8.5 x 11	\$400		
Inside back cover 8.5 x 11	\$400		
ADVERTISEMENT SUBTOTAL			

EXHIBIT SPACE

	For-Profit	For-Profit	Non-Profit
Standard Space Registration includes the following: <ul style="list-style-type: none"> • Use of draped tables and two chairs • FREE link on CTEBVI web site • Free listing in CTEBVI conference program • Group room rate at Oakland Marriott City Center (Use group code ctectea) • Sponsor of exhibitor reception for attendees • Invitation to President's Reception • Membership or conference fee waived for exhibitors only • Sponsor opportunities 	\$650	\$400	\$250
Draped Tables with chairs provided	2 tables	1 table	1 table
Extra table(s)	\$200 ea	N/A	\$200 ea
Exhibit Space Subtotal			
Advertisement Subtotal			
Ad and Exhibit space (US\$ only) GRAND TOTAL			

The following information will appear in the conference program and online at www.ctebvi.org. Please print clearly.

COMPANY NAME _____

DEPT _____ DIV _____

STREET _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____ FAX (____) _____ WEBSITE _____

E-MAIL _____ MOBILE _____

CTEBVI REPRESENTATIVE _____

CTEBVI USE ONLY

Received: _____ Payment Received: _____

Tear Here and Return

PROMOTIONAL OPPORTUNITIES

Door-prize drawings bring conference participants to the exhibit hall. Prizes will be announced when claimed. Thank you for your participation in this event.

- We would like to participate in giving door prize(s) to conference participants at the exhibit hall. (Prize donations may be equipment, software, or any other item) and would like to donate the following: _____

- We are interested in donating to the silent auction and would like to donate the following: _____

SPONSORSHIP OPPORTUNITIES

I am interested in sponsorship opportunities. Yes No

In order for you to gain even more attention at the event, we offer the following sponsorship opportunities. These opportunities can be purchased solely or shared with another exhibitor. Please contact us at our website, to obtain these great opportunities.

- Keynote luncheon \$800
- Sunday breakfast \$1000
- Badge Sponsor \$800
- President's reception \$1000

EXHIBITOR'S INFORMATION AND PREFERENCES

Spaces are assigned on a first come first serve basis. Please indicate your choices so we may take your preferences into consideration while preparing the exhibit hall layout. Our aim will be to accommodate as many preferences as possible. Thank you.

Principal products displayed: _____

1. Our display is a tabletop display. Yes No

2. Our display is (height) _____ (width) _____

3. Our display uses a large screen, backdrop or other frame that may block the view of adjacent CTEBVI participants. Yes No

4. Please place us against a wall. Yes No

5. Number of electrical outlets required _____

6. We prefer not to be adjacent to the following exhibitor(s) – please be specific: _____

CTEBVI is committed to the promotion and profitability of our exhibit partners. To that end, we invite you to share with us any ideas or suggestions of how we can enhance this conference for everyone: _____

NAMES OF EXHIBIT REPRESENTATIVES

Please print all names of representatives who wish to have CTEBVI badges and conference programs. Badges will be required to enter the exhibit hall during off hours. The conference program is available in print, braille and on disk, upon request. Please indicate your desire to have hotel orientation and/or map in braille (HTO) and/or Guide dog relief site orientation (GDO)

1. _____ Print Braille Disk HTO GDO

2. _____ Print Braille Disk HTO GDO

3. _____ Print Braille Disk HTO GDO

AGREEMENT

The undersigned representative agrees the above organization will abide by all rules, requirements, restrictions, and regulations as set forth in this agreement. Failure to do so will result in forfeiture of all monies paid to CTEBVI under terms of this agreement. CTEBVI is hereby authorized to reserve exhibit space for (your organization name): _____

_____ at the 52nd Annual CTEBVI Conference.

SIGNATURE: _____

TITLE: _____ DATE: _____

Please make check payable to: CTEBVI and mail with this application to:

CTEBVI Exhibit Chair, Bonnie Grimm, 17336 Owen St., Fontana, CA 92335 or e-mail bgrimm@brailleinstitute.org

Submitting this completed application and agreement constitutes a promise to pay. In the absence of accompanying payment, the exhibitor agrees to **pay the total exhibit fee no later than March 1, 2011.**