



## CASQA 2024 Conference Exhibitor Guide and Contract for Space

Thank you for exhibiting at the CASQA 2024 Conference, **CASQA 2024: Inspiring Solutions Together**, to be held October 21-23, 2024. The conference offers three days of in-depth learning opportunities and discussions on a wide range of stormwater and water management topics, with a focus around the conference theme.

The CASQA conference provides exhibitors with a unique opportunity to highlight the types of goods and services sought by over 1100 stormwater professionals throughout California, who understand the critical issues and needs of stormwater programs, including local, state, and federal decision makers, stormwater program coordinators, contractors, consultants, engineers, lawyers, scientists, and planners. Their diverse set of needs includes consulting and professional services, public education and outreach, legal services, stormwater capture, and pollution prevention and treatment best management practices. In addition, networking opportunities are provided throughout the conference to further identify needs and explore innovative ideas, including the Exhibitor Reception on Tuesday evening.

### Contract for Exhibit Space

Acceptance of the terms of this contract is required at the time of purchase/registration of an Exhibit Space and to participate as an Exhibitor at the CASQA 2024 Conference.

This contract is a binding agreement between the California Stormwater Quality Association (CASQA) and the Exhibiting Organization (Exhibitor). Execution will be upon checking the required boxes on the online registration form at the time of the Exhibitor's online purchase/registration of an Exhibit Space:

- The undersigned, on behalf of the Applicant, its employees, agents, and contractors, agrees to comply with the Exhibit Rules, Policies, and Regulations as described in this Contract for Exhibit Space. We understand that all applications and registration form(s) become a part of this contract and are binding on both parties on the purchase/registration date of the Exhibit Space when accepted by CASQA. For in-person conferences, all exhibit spaces are assigned based on prioritization criteria for the previous years' exhibitors who expressed interest or on a first come, first served basis, and at CASQA's discretion for all other exhibitors. All correspondence from CASQA will be sent to the person listed as "Contact" at the time of purchase/registration unless otherwise notified by the Exhibitor. This document contains the entire agreement between the parties and supersedes any prior agreements. The terms of this document may not be changed except as agreed to in writing by both parties.
- The undersigned represents and warrants that they have authority to enter into this agreement on behalf of the organization represented and hereby agree to the terms and conditions set forth in this agreement.

## Conference and Exhibit Space Information

### General Conference Information

- Three-day conference: Monday - Wednesday, October 21-23, 2024
- Multi-track Technical Sessions with presentations, panels, and training workshops
- Poster Session
- Plenary Session including CASQA Award Announcements and Keynote Address
- Capstone Session with and invited panel of leaders
- Exhibit Hall including an exhibitor-sponsored prize drawing
- Networking Opportunities: Welcome Happy Hour (Sunday evening), Networking Event (Monday evening), Exhibitor Reception in the Exhibit Hall (Tuesday evening)

### Exhibit Hall Accessibility

CASQA strives to ensure that the conference provides the highest possible value to our exhibitors.

- The Exhibit Hall is located adjacent to the main conference area so that it is highly visible with easy access for conference attendees.
- To maximize time with conference attendees, the Exhibit Hall is open all three days of the conference.
- Break and Exhibitor Reception food and beverage areas are in key locations in the Exhibit Hall floor plan to distribute the traffic among all exhibit spaces.
- The Exhibitor Reception on Tuesday evening is always well attended as both Exhibitors and conference attendees enjoy a chance to interface in this cordial and relaxed environment (appetizers; cash bar).
- An Exhibitor-sponsored prize drawing will be held during the Wednesday morning break to highlight the sponsoring Exhibitors. This has been a big hit every year!

### Exhibit Space Purchase

All exhibit spaces are available on a first come, first served basis. Group CASQA members (not individual members) receive a discount on the space purchase. Combining multiple exhibit spaces is not allowed.

#### All Spaces Include:

- (1) Full Conference Pass including sessions, lunches, and Networking Event on Monday evening
- Electricity (110v) - Note: Extra power strips or extension cords are the responsibility of the exhibitor
- A listing in the CASQA Conference Program, CASQA website, and CASQA mobile app until the close of the conference
- Lead generation onsite in the conference mobile app via the attendee's QR code in their app listing
- Emailed copy of the attendee registration list within four to six weeks after the conference

#### Super Premium Exhibit Space

Also includes:

- Premium location
- Space is 20'w x 10'd, with 20' background drape and 3' side drapes with a 7" x 44" Exhibitor ID sign
- (2) 6' draped tables, (4) chairs, wastebasket
- Quarter (1/4) page ad in the CASQA conference program:
  - Ad Submittal Deadline: Friday, August 30, 2024 (email to [April Krieg](#))
  - Dimensions: 3.45" wide x 4.9" high
  - Color Format: CMYK (not RGB)
  - Quality: Must be 300+ dpi quality at final print size
  - File Type: PDF format (preferred) - JPEG or TIF formats are acceptable
- Advance copy of the conference attendee registration list (provided 1-2 weeks before the conference)
- Organization logo displayed during the Exhibitor Reception
- (5) drink coupons for the Exhibitor Reception
- CASQA Members Only receive (2) Additional Exhibitor Passes
  - Includes exhibit hall admission and lunch

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- Does not include the Networking Event on Monday evening (can be purchased separately)
- Does not include admission to Technical Program Sessions

### **Premium Exhibit Space**

Also includes:

- Premium location
- Space is 10'w x 10'd, with 10' background drape and 3' side drapes with a 7" x 44" Exhibitor ID sign
- (1) 6' draped table, (2) chairs, wastebasket
- (2) drink coupons for the Exhibitor Reception
- CASQA Members Only receive (1) Additional Exhibitor Pass:
  - Includes exhibit hall admission and lunch
  - Does not include the Networking Event on Monday evening (can be purchased separately)
  - Does not include admission to Technical Program Sessions

### **Regular Exhibit Space**

Also includes:

- Space is 10'w x 10'd, with 10' background drape and 3' side drapes with a 7" x 44" Exhibitor ID sign
- (1) 6' draped table, (2) chairs, wastebasket
- (2) drink coupons for the Exhibitor Reception
- CASQA Members Only receive (1) Additional Exhibitor Pass:
  - Includes exhibit hall admission and lunch
  - Does not include the Networking Event on Monday evening (can be purchased separately online)
  - Does not include admission to Technical Program Sessions

## **Exhibitor Kit and Internet Service Order**

### **Exhibitor Kit**

The [Exhibitor Kit](#) is provided by Western Event Services (WES), the official drayage contractor for the CASQA Conference. If you have any questions regarding your order from WES, please contact them directly at (510) 430-0510.

The Exhibitor Kit includes information for ordering:

- Advance freight shipping and services
- Booth furnishings and carpet
- Booth cleaning and display labor
- Audio visual equipment
- Lighting services and additional electrical needs

### **Exhibitor Internet Service Order**

CASQA does not provide internet service for exhibitors in the exhibit hall. Smart City Networks is the exclusive provider for internet at the SAFE Credit Union Convention Center in Sacramento. To place an order for internet needs in the exhibit hall exhibitors must use the Smart City Networks [Internet Service Ordering form](#).

## **Hotel and Travel Information**

For information about the conference location and area activities, hotel rates and reservations in the CASQA room block, as well as nearby airport and transportation options go to the Annual Conference section of the CASQA website <https://www.casqa.org/events/annual-conference>, then to the Hotel & Travel page.

## Move-In/Tear-Down and Exhibit Hall Hours

### Exhibitor Check-In and Packet

There is no need to check in at the CASQA registration desk. The Exhibitor packet, including all badges and drink tickets, will be placed in the exhibit space for move-in and set-up beginning at 8:00 am on Monday.

### Exhibit Space Move-In and Set-Up

Monday, October 21, 2024

- 8:00 am - 11:30 am
- All exhibit spaces must be ready by 11:30 am for the show opening at ~ 12:00 pm

### Exhibit Space Tear-Down (early tear-down of exhibit spaces is not allowed)

Wednesday, October 23, 2024

- Dismantling of the exhibit space may begin after the end of the Wednesday morning break (see conference agenda to be posted on the CASQA website)
- Dismantling must be completed by the close of the conference (see conference agenda to be posted on the CASQA website)

### Exhibit Hall Hours

Exhibit Hall hours for Monday – Wednesday, October 21-23, 2024, are consistent with the conference agenda to be posted on the CASQA website.

## Exhibiting Rules, Policies, and Regulations

Responsibility for the tradeshow, its Rules and Regulations and enforcement thereof shall rest with the Conference Subcommittee, which is established by CASQA.

**NOTE: For returning Exhibitors a point system is used to prioritize exhibit space selections. Three (3) points will be deducted for an Exhibitor's breach of CASQA contract provisions, which will be applied to exhibit space selections for the next CASQA conference.**

1. **AGREEMENT:** By signing the Contract for Space, the Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto and the decisions of CASQA. The term "exhibit hall" shall mean the hotel facility, or any other exhibit hall designated by CASQA in the future. The term "Exhibitor" shall mean any company, firm or person who has applied for or been allocated space in the Exhibit Hall.
2. **UNDESIRABLE ACTIVITIES:** The Exhibitor agrees that his/her exhibit shall be admitted into the show and shall remain from day to day solely on strict compliance with all the rules herein described. CASQA reserves the right to reject, eject, or prohibit any exhibit components in whole or in part, or any Exhibitor with or without giving cause. If an exhibit or Exhibitor is ejected for violation of these rules or for any other stated reason (with cause), no return of rental shall be made.
3. **POLICY STATEMENT**
  - a. Conference Subcommittee: Responsibility for the Conference, its Policy, and enforcement of the Policy shall rest with the CASQA Conference Subcommittee, which is established by CASQA.
  - b. Exhibitors:
    - i. Organizations wishing to exhibit may purchase an exhibit space if space is available.
    - ii. Exhibitor agrees to exhibit for the hours specified and abide by the conditions established by CASQA and the venue for the exhibits.
    - iii. Exhibitor assumes responsibility and agrees to indemnify and defend CASQA and its agents against any claims or expenses arising out of its use of the exhibition premises.

- iv. No exhibits or information tables will be allowed without approval by the Conference Subcommittee.
      - v. There will be no dismantling of exhibit spaces prior to the published tear-down time.
    - c. Policy Enforcement: It is understood that exhibiting organizations will comply with the exhibit rules, policies, and regulations. Should an organization not comply, the Conference Subcommittee has the right to refuse the organization's application to exhibit at any future CASQA Conferences.
  4. EXHIBIT SPACE ASSIGNMENTS: CASQA's assignment of exhibit spaces is final and shall constitute an acceptance of the Exhibitor's offer to occupy space. Exhibit space will be secured only after the required acceptance of the Exhibitor Contract for Space at the time of purchase/registration of an Exhibit Space and the appropriate exhibit space fees have been paid. After assignment, space location may not be changed, transferred, or canceled except upon written request and with the subsequent written approval of CASQA. Notwithstanding the above, CASQA reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.
  5. INSTALLATION AND REMOVAL: See additional details above under 'Exhibitor Kit, Lodging, Move-In/Tear-Down, Exhibit Hall Hours'.
    - a. CASQA reserves the right to fix the time for the installation and removal of exhibits.
    - b. **Early Removal of Exhibits is Not Allowed:** No Exhibitor shall begin packing, removing, or dismantling early without written permission from CASQA. If the Exhibitor acts in breach of this provision CASQA may require payment, as compensation for the distraction to the Exhibition's appearance, an amount equal to one-third of the total space charge for the Exhibitor's allocated area, in addition to all sums otherwise due under this agreement. In addition, CASQA will deduct three (3) points, which will be applied to exhibit space selections for the next conference. Breach of this provision could result in the loss of the Exhibitor's right to exhibit in future shows produced by CASQA. For security reasons, any equipment removed from the exhibit facility prior to the official closing of the show shall require a special pass issued by CASQA.
  6. EXHIBITOR APPOINTED CONTRACTORS (EAC): Any Exhibitor using an EAC agrees to notify CASQA of such appointment and agrees to indemnify and hold harmless CASQA, the exhibit facilities, and their respective officers, directors, staffs, employees and agents and all official contractors from any and all liability or losses for any act, complaint, damage, or loss to any other Exhibitor, the exhibit hall, the property of any contractor and any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the hall until the final move-out is complete. The Exhibitor further agrees that CASQA may prohibit the EAC from working in the hall if they do not fully comply with all rules and regulations set forth for them at this event. Any Exhibitor using an EAC agrees to advise its EAC of all rules and regulations.
  7. PROHIBITED ACTIVITIES
    - a. All individuals in the Exhibit Hall, including exhibit spaces, must be paid conference participants, either with an Attendee Conference Pass or an Additional Exhibitor Pass, and must have their badge for entry. CASQA does not allow unpaid visitors in the Exhibit Hall.
    - b. All demonstrations, sales activities, and distribution of circulars and promotional material must be confined to the limits of the exhibit space. All equipment for display or demonstration must be placed within the assigned exhibit space to attract observers into the exhibit space.
    - c. Exchange of money or consummating the sale of goods or services on the exhibit floor is prohibited. Orders may be taken for future only.
    - d. Exhibitor agrees that noise levels within the Exhibit Hall will be required to be reduced when the conference sessions are in progress. Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noise-making machines must be operated so that the resulting noise will not annoy or disturb adjacent Exhibitors or their patrons.

- e. Exhibitors are prohibited from displaying any devices or objects in the exhibit space that exceed the inside dimensions of the space which are 8' x 10' with 8' high back walls and 3' high side dividers without prior written approval from CASQA.
  - f. Electrical equipment that is not UL approved may not be used in the Exhibit Hall. No wiring or other electrical work shall be done except by the electrical contractor authorized by CASQA or the hotel. Each exhibit space will be provided with one 110v electrical outlet.
  - g. No cooking may take place in exhibit spaces and no food and/or beverage products may be distributed by Exhibitor. No beer, wine, or intoxicating liquor may be distributed by any Exhibitor.
    - i. Exception: Candy or small snack items are allowed but are required to be in sealed packaging and must be approved in advance by the CASQA Exhibitor Coordinator.
  - h. Animals and pets are not permitted in the facility except in conjunction with an approved exhibit, display, or performance legitimately requiring use of animals. Seeing eye dogs are permitted.
  - i. Exhibitors are not allowed to conduct any activities that could be considered an illegal lottery under the State laws where the event is to be held.
  - j. Exhibitors must not hold their own prize drawings so as not to compete with the CASQA exhibitor-sponsored prize drawing.
8. **POLICY AND PROCEDURES FOR ADVERTISING AND SPONSORSHIP:** It is prohibited for the advertiser/sponsor/exhibitor to state or infer, including by the use of CASQA's name, logos, or otherwise, any endorsement by CASQA of their product or service through CASQA or any other form of advertising. This policy shall not preclude CASQA Members from including factual statements, such as "Member of the California Stormwater Quality Association" or "CASQA 2024 Conference".
9. **RIGHT OF ENTRY AND INSPECTION:** CASQA, in its absolute discretion, shall have the right at any time to enter the leased area occupied by Exhibitor or otherwise inspect the Exhibitor's material.
10. **EXHIBIT SPACE MAINTENANCE:** Exhibitor is required to maintain the daily cleanliness of the exhibit space. Cleaning shall take place at times other than show hours. CASQA will be responsible only for the cleaning of aisle space and public areas.
11. **STORAGE:** All supplies, handouts, literature, and samples must be confined to the exhibit space. Packing crates and/or large boxes are not permitted in exhibit spaces during exhibit period.
12. **CARE OF BUILDING AND EQUIPMENT:** Exhibitors or their agents shall not injure or deface any part of the exhibit building, the exhibit space or its contents or show equipment and décor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.
13. **CANCELLATION BY EXHIBITOR:** The Exhibitor specifically recognizes and acknowledges that CASQA will sustain certain losses if the Exhibitor cancels its exhibit space after it has been purchased. Due to the difficulty, if not impossibility, of determining and proving said losses, the Exhibitor agrees to the following cancellation policy: \*Cancellations of an exhibit space will be converted to a sponsorship of CASQA's choice at the CASQA Annual Conference. Due to planning and printing deadlines, exhibitors converted to sponsors may receive limited recognition, however efforts will be made to accommodate any changes.
14. **CANCELLATION OR POSTPONEMENT OF SHOW:** In the event that any unforeseen occurrence shall render the fulfillment of this agreement impossible by CASQA, the parties shall mutually amend or terminate the agreement at CASQA's option. The Exhibitor hereby waives any claim against CASQA for damages or compensation. CASQA may return a portion of the amount paid for space after deduction of any amounts necessary to cover expenses incurred in connection with the show. Such expenses shall include, but not be limited to all expenses incurred by CASQA as a result of contracts with third parties for services or products incidental to the show including out of pocket expenses incidental to the show, and all overhead expenses attributable to the production of the show. No monies will be returned should the dates or location of the show be changed by CASQA, but Exhibitor will be assigned space which the

15. Exhibitor agrees to use under these same rules and regulations. CASQA shall not be financially liable in the event the show is interrupted, canceled, moved, or dates changed except as provided herein
16. EXHIBITS AND PUBLIC POLICY
  - a. Exhibitor is charged with knowledge of all Federal, State and local laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this show. Compliance with such laws is mandatory for all Exhibitors, and the sole responsibility is that of the Exhibitor.
  - b. CASQA and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual Exhibitor's space, materials and operation is concerned. Exhibitors with questions regarding such laws, ordinances, and regulations should contact the appropriate agency or government authority.
  - c. All exhibit space decorations must be flame- proofed. Electrical wiring must conform with National Electric Code Safety Rules and the electrical code in the city where the show is held.
  - d. If inspection indicates any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to remove all or such part of his exhibit as may be in violation, at Exhibitor's expense.
  - e. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the Exhibitor should contact the CASQA Events Manager for information concerning facilities or regulations. City and State fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be approved by the local Bureau of Fire Prevention.
17. ERRORS AND OMISSIONS: CASQA assumes no responsibility or liability for any of the services performed or materials delivered by official show contractors or other suppliers to the show, their personnel, or their agents. Any controversies which may arise between Exhibitors and official contractors or union representatives, or personnel of either, on the show premises shall be referred to CASQA for resolution, and CASQA's decision shall be final and binding.
18. SECURITY: Limited security will be provided during the Conference. This security is to help prevent unauthorized entry into the show areas, however, does not guarantee the safety of items left in the exhibit hall. Please take precautions to secure valuable items.
19. LIABILITY AND INSURANCE
  - a. All property of the Exhibitor remains under its custody and control in transit to and from exhibit facility, during installation and removal, and while it is within the confines of the exhibit facility. Neither CASQA or the service contractors, the management of the exhibit facility nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of the persons or entities mentioned above, their agents or employees, arising out of CASQA's responsibilities under the agreement. The Exhibitor expressly releases CASQA, the service contractor and the Exhibit Facility, their directors, officers, agents, and employees from any such loss, damage or injury.
  - b. Exhibitor understands that CASQA does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. The Exhibitor agrees to obtain adequate insurance during the dates of the trade show, including move-in and move-out days, and shall be prepared to furnish a certificate of insurance to CASQA if requested for the following coverage:
    - i. Commercial /General Liability insurance coverage including protective and contractual liability coverage for bodily injury and property damage; (b) Employers Liability insurance; (c) Worker's Compensation/Occupational Disease coverage in full

compliance with federal and state laws; (d) Comprehensive General Liability Automobile insurance covering owned, non-owned, and hired vehicles, including loading and unloading hazards.

- c. CASQA and the Exhibitor agree to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.
20. ENFORCEMENT OF REGULATIONS: CASQA has full power to interpret and enforce all regulations of the show and the power to make amendments and/or further regulations, orally or in writing, that are considered necessary for the proper conduct of the show. Such decisions shall be binding on Exhibitors. Failure to comply with these or any other regulations or amendments may be sufficient cause for CASQA to require the immediate removal of the exhibit and/or the offending Exhibitor at the expense of the Exhibitor. In addition, all Exhibitors agree to be bound by the terms of CASQA's agreement with the facility in which the show is held. Failure to comply with all applicable rules may also result in forfeiture of all further rights to exhibit at future shows sponsored by CASQA together with all fees paid. CASQA may lease any space so forfeited to another Exhibitor and retain all revenues collected.
21. CONFLICTING MEETINGS AND SOCIAL EVENTS: In the interest of the entire show, the Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees, Exhibitors, or invited guests from the educational sessions or exhibit hall during the official hours of the show.
22. ADA COMPLIANCE: Exhibitor represents and warrants: (1) the exhibit will be accessible to the full extent required by law; (2) that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the Act; and (3) that it shall indemnify and hold harmless and defend CASQA from and against any and all claims and expenses including reasonable attorney fees and litigation expenses that may be incurred by or asserted against CASQA on the basis of the Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.
23. WAIVER: Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this agreement. The rights of CASQA shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of CASQA.
24. SEVERABILITY: In the event any provision of this agreement is held invalid or unenforceable then neither the remaining provisions of this agreement nor other applications of the provisions involved shall be affected thereby.
25. PROVISION AND USE OF ATTENDEE CONTACT INFORMATION: Approximately 4-6 weeks after the conference end date, CASQA will provide a list of conference attendees who agreed to share their contact information. This information is provided as a courtesy for targeted outreach or follow up interactions from the conference and may not be used for email blanket marketing campaigns or otherwise unsolicited requests. If CASQA receives complaints of misuse of attendee contact information, either the sender of those emails/contacts will be removed from the distribution list, or the list may not be provided in the future.