



**California Police Chiefs Association 2010  
2010 Annual Training Symposium and Trade Show  
March 1-3, 2010, San Jose Convention Center  
0 West San Carlos St., San Jose, CA 95113**



### Agreement and Conditions to Exhibit

The undersigned hereby makes application for exhibit space at the 2010 California Police Chiefs Association Annual Training Symposium and Trade show (CPCA) to be held in Exhibit Hall 1 at the Convention Center in San Jose, California. I/we understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when signed by the applicants and accepted by the California Police Chiefs Association.

#### Exhibitor Services and Official Decorator

Western Event Service is the official decorator of the 2010 CPCA Conference. They can be contacted at the following address and phone number:

1970 Williams Street (510) 430-0510 (510) 430-0511 FAX e-mail: david@westerneventservice.com  
San Leandro, CA 94577 web site: [www.westerneventservice.com](http://www.westerneventservice.com)

**Please note:** Exhibitor Kits will be available on-line through WES's web site approximately three months prior to the show.

#### Exhibit Set-up, Tear Down and Operation Hours:

Set up in Exhibit Hall 1 : 2:00 p.m. – 7:00 p.m. on Monday, March 1, and 7:00 a.m. to 12 Noon on Tuesday, March 2.  
Exhibit Hours: 2:00 p.m. to 7:00 p.m. on Tuesday, March 2, and 11:30 a.m. to 2:00 p.m. on Wednesday, March 3.  
Tear Down: 2:00 p.m. to 5:30 p.m. on Wednesday, March 3.

#### Exhibit Space

All exhibits will be located in the designated exhibit area and are 10' x 10' in size. Companies which, by the nature of their product(s) and/or service(s), require special display arrangements which are not compatible with the designated exhibit area must negotiate and contract for such special arrangements with CPCA before the Application and Contract to Exhibit will be accepted.

#### Exhibitor Responsibilities

A representative of the exhibitor must be present during uncrating, setup, and dismantling of their exhibit. Exhibitors must be completely set up by the established opening time of the exhibit area (2:00 p.m.) on March 2, 2010, and shall remain set up until the close of the exhibit area at 2:00 p.m. on March 3, 2010. Exhibitors are to have their property removed completely by 5:30 p.m. on March 3, 2010.

Booths must be staffed by at least one person at all times during show hours. Exhibitors may not sublet their space or any part thereof without authorization from CPCA. No banners, signs, posters, devices, sound, lights, etc. may be utilized which in any way interfere with the space of any other exhibitor. Exhibitors are responsible for the clean, neat, and safe maintenance of exhibit space for the duration of the exhibit period. Exhibitors are solely responsible for damage caused by or in their exhibit to the Parkside Hall facility or equipment, normal wear and tear excluded.

#### Drayage and Booth Set up

The San Jose Convention Center will not accept delivery of any shipments of merchandise or exhibit materials. Western Event Service (WES) will coordinate all drayage and booth setup arrangements. Any custom booth requirements beyond the package described in the Application and Contract to Exhibit must be negotiated with WES. WES will contact each exhibitor with complete information necessary to meet exhibit needs.

In order to conform to current union rules and regulations, it will be necessary for all exhibitors to utilize qualified union personnel for display work and material handling at all times during the show. The placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation, or dismantle of an exhibit, which does not require the use of tools, or more than one person, and can be accomplished within thirty minutes or less, and is ten feet in width or less, may be performed by the exhibitor. Union regulations do not allow exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor, limited to what can be carried by one person in one trip per booth.

**Payment for and Assignment of Exhibit Space**

**Booth rental fees are \$1000 per booth. Signed Contracts to Exhibit must be sent CPCA to hold exhibit space. Full payment is due December 1, 2009.** Upon receipt and approval of a signed contract, exhibitors will be guaranteed their space assignments. Exhibitors will be provided with a floor plan from which they may select their desired location if they have not already selected a space at the prior show, subject to prior commitments made to designated event sponsors and those with special logistical or other needs. This space fee entitles the applicant to one 10' X 10' space with pipe, drape, identification sign, 6' skirted table, two side chairs, and one wastebasket. The Convention Center Hall will be carpeted so carpet will not need to be ordered unless you want additional carpeting in your booth. Each exhibitor will receive a listing of all conference attendees and addresses prior to and after the show. Western Event Service (WES) at additional costs will provide complete services for each exhibitor including but not limited to electrical, data transmission lines, additional carpeting, additional furnishings, audio-visual, material handling, signage, custom exhibits, plants, and any service necessary to facilitate a smooth exhibit. WES services are available to order via their web site approximately 90 days prior to the show and will also be emailed to all vendors.

**Cancellation of Exhibit Space**

Written cancellations of prepaid exhibit space received by December 31, 2009, will receive a full refund. No refund shall be made for cancellations received after December 31, 2009, unless booth is resold.

**Failure to Occupy Exhibit Space**

Exhibitors who fail to occupy their space by 2:00 p.m. the day of official setup of the exhibit area may be canceled or reassigned without refund unless prior arrangements have been made with CPCA.

**Security and Liability**

The Tradeshow area will be secured during non-exhibit hours, and no entrance by any person will be allowed. CPCA and the San Jose Police Department shall not be liable for any damages, delays, injuries to any person, or performance of the exhibition, for any cause. The exhibitor agrees to defend, indemnify, and hold harmless the above organizations from liability, which might ensue from any cause whatsoever arising out of their participation in the exhibition, or in the convention program.

Exhibitor agrees to indemnify, hold harmless and defend, The Convention Center and the City of San Jose, its Officers, Directors and Employees from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including attorney's fees) on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole, or in part, from any act, omission, negligence, fault or violation of law or ordinance of Licensee arising directly or indirectly out of this agreement and/or the performance hereof, or Exhibitor's use of any portion of the convention center, unless such loss arose as the result of the gross negligence or willful misconduct of an Indemnified Party.

CPCA shall provide security service throughout the hours of installation, exhibit hours, non-exhibit hours and dismantling and shall exercise reasonable care for the protection of the exhibitor's materials and displays. Beyond this, neither CPCA, the San Jose Police Department, the Convention Center, or any officer, director or staff member thereof, will be responsible for the safety of the property or the exhibitor from any cause. If desired, the exhibitor should obtain, at its own expense, appropriate insurance to cover against losses.

**Failure to Comply with Contents of Agreement**

Each exhibitor and his/her representatives shall conduct their exhibit, and exercise the privileges bestowed by the Application and Contract to Exhibit, in strict conformity with all applicable state, federal, and local laws and ordinances, and the rules and regulations contained in this agreement. CPCA reserves the right, at its absolute discretion, to immediately cancel all rights and privileges granted in the Application and Contract for violations of provisions of this agreement.

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
Date

**Please sign and forward to: California Police Chiefs Association, PO Box 255745, Sacramento, CA 95865-5745. Phone (916) 481-8000, FAX (916) 481-8008 e-mail: mreisinger@californiapolicechiefs.org**