

CAPHLD 61st ANNUAL INSTITUTE
October 21, 2010
Embassy Suites Monterey Bay-Seaside
Seaside, California
EXHIBITS AGREEMENT

ASSIGNMENT OF SPACE

All applications for space must be filed on the enclosed Exhibits Registration Form. Please keep a copy for your records. There will be a limited number of booth spaces available for exhibitors and, therefore, early application is important. CAPHLD may, at its discretion, accept or reject any application for space.

Assignment of spaces will begin on or before October 1, 2010. Any exhibit request received after that date will be on a space-available basis. Space will be assigned considering date request is received, amount of space requested, special needs exhibitors, and previous participation with and support of CAPHLD. CAPHLD reserves the right to relocate and reassign exhibit booths at any time for the overall benefit of the conference.

TERMS OF PAYMENT AND CANCELLATION

Payment in full for each exhibit booth is required at the time of application for space. A charge of 50% per booth will be made on all cancellations made more than two (2) weeks prior to the meeting. A change made on or after October 15, 2010 will be charged the full space rental.

Should any contingency prevent holding of the Institute or Exhibits, CAPHLD will refund exhibit fees, and shall not be held liable for any other expenses incurred by the exhibitor.

EXHIBITOR SERVICES

The following will be provided to exhibitors at no additional charge:

1. Six foot skirted table.
2. 110 V electrical outlet, upon request
3. CAPHLD Institute lodging rate.
Be sure to notify the Embassy Suites Monterey Bay- Seaside that you are attending the CAPHLD Institute when reserving rooms.
4. Free link on the CAPHLD Exhibitor's Page at the CAPHLD Website.

INSTALLATION, DISMANTLING, AND REMOVAL INFORMATION

The Exhibit space will be available for installation of Institute Exhibits at 1:00 p.m. on Thursday, October 21, 2010 in the Laguna Grande C/D room. Breakdown must occur following the exhibit on Thursday night by 10:00 p.m.

SHIPPING INSTRUCTIONS

The hotel has limited storage for exhibitors. They can receive packages no more than three days prior to the meeting, and will hold such for you. Please send packages to:

CAPHLD Institute
Attn to: YOUR NAME
Company Name
Embassy Suites Monterey Bay-Seaside
1441 Canyon Del Ray
Seaside, Ca 93955

Do not send freight on Pallets.

LODGING

The conference will be held at the Embassy Suites Monterey Bay-Seaside. Make reservations directly with the hotel by calling 1-800-362-2779. The rates are \$84.00 per night, plus tax. Reservations should be made prior to September 18, 2010 to assure the conference rates. A limited number of rooms are available.

SECURITY AND LIABILITY

Each exhibitor must make provisions to safeguard his/her effects from the time they are placed in the booth until they are removed. Space is leased with the understanding that the CAPHLD and the Embassy Suites Monterey Bay-Seaside will act for the exhibitor and his representatives only in the capacity of agent, not as principle. Each party agrees to be responsible for own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damages caused by theft and those perils normally covered by a fire and extended coverage policy.

The exhibitor assumes the entire responsibility and liability for losses and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel agents, servants, and employees from any and all such losses, damages, and claims.

In addition, exhibitor acknowledges that CAPHLD and the Embassy Suites Monterey Bay-Seaside do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

SPECIAL REGULATIONS

Subletting of Space: The subletting or assigning of space is prohibited. Two or more firms may not exhibit in a single space unless special arrangements have been made with the Exhibit Coordinator.

Installation: Exhibits should be installed so they will not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits.

Fire Safety: All structural work, such as extra shelving, display racks, signs, spotlights, etc., must be approved and all decorations, drapery, and other fabrics must be flame-proofed before being used in the decoration of any exhibit.

Courtesy: The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's booth. Canvassing outside the booth is forbidden.

Advertising: Advertising material or signs of exhibitors other than those who have engaged space are prohibited. Canvassing or solicitation, except by exhibitors, is prohibited.

Audio-Visuals: The use of audio-visual equipment to facilitate presentations is permitted. However, exhibitors with noisy electrical devices, sound producing movies, or other devices which may prove disruptive to other exhibitors must agree to accept a booth assignment which will minimize such problems.

Conduct: Unethical conduct or infraction of rules on the part of the exhibitor will subject the exhibitor to dismissal from the exhibit hall. In this event, it is agreed that no refund shall be made by CAPHLD, and no demand for redress will be made by the exhibitor. Disregard for any rule stated here is considered just reason for CAPHLD to prohibit an exhibitor from attending all future CAPHLD activities.

I (We) the undersigned do hereby agree to all terms and conditions herein contained in this agreement. By my signature below, I (we) agree to the above terms and conditions, and acknowledge receipt of a copy of said agreement.

Name & Title	Company	Date
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Name & Title	Company	Date
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