

# **TPAC**

## Conference & Tradeshow

# **2018**



ASSOCIATION of CALIFORNIA

**May 10-11, 2018**  
**Embassy Suites, Riverfront Promenade**  
**Sacramento, CA**



# TPAC's 50th Annual Conference and Tradeshow 2018

Embassy Suites, Riverfront Promenade | Sacramento, CA | May 10 & 11, 2018

## EXHIBIT SCHEDULE

<b>Thursday, May 10</b>	1:00 PM - 5:00 PM	Exhibitor Set-Up
	6:00 PM - 7:30 PM	Opening Cocktail Reception (Exhibits Open)
<b>Friday, May 11</b>	9:00 AM - 2:00 PM	Exhibits Open
	12:00 PM - 2:00 PM	Luncheon (Exhibits Open)
	2:00 PM - 4:00 PM	Exhibits Closed (Take-Down)

## CONTRACT FOR EXHIBIT SPACE

- **Our company is contracting to rent a 6' tabletop display or a floor display not larger than 6' wide x 8' tall for \$650.00.** All tabletop displays will include one (1) 6' x 30" skirted table and (1) chair. In addition, contracting to exhibit will include one (1) exhibitor registration (representative must be from the exhibiting company), and the right to solicit conference attendees.
- All other services such as electrical and internet services are the responsibility of the exhibitor. The Embassy Suites does not charge for basic electrical needs. Power strips are \$10.00. If exhibitors require special electrical needs or would like high speed internet, charges will apply.
- Soliciting during the conference is limited to contracted exhibitors. All displays are confined to the top of a 6' x 30" table for tabletop displays and cannot exceed or block other exhibitors. Height restrictions for a tabletop display are a total of 6' (3' from top of the table).
- Security and decorators will not be provided, so please plan to secure your valuable display materials outside of the exhibit hall.
- We allow limited floor-supported signage at tabletop displays, but your floor-supported signage must be placed behind your tabletop display and it must not interfere with other displays or cause your table to move more than two (2) inches from its designated position.
- To exhibit at the TPAC 2018 Conference & Tradeshow, this contract **MUST** be signed and returned with full payment to TPAC to be considered valid. If the contract is not returned, as specified, it is not valid. A surcharge of \$125 will be applied to non-members.
- **CANCELLATION:** Exhibitor's Space contracts may not be canceled and fees will not be refunded.

Company Name (Exhibitor): \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

Sales Contact Name \_\_\_\_\_

Sales Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

Conference Coordinator\* \_\_\_\_\_

Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_

*\*Person responsible for show materials, registration forms and hotel reservations. Exhibitor Agreement on Page 5.*



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## COMPANY INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

Tel. (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

\*As a condition of my attendance at the TPAC Convention & Tradeshow, May 10 & 11, 2018, in Sacramento, CA, I irrevocably grant TPAC the right to publish or otherwise use my image, likeness, voice, name, address and/or phone number.

## COMPLIMENTARY EXHIBITOR REGISTRATIONS (ONE COMP REGISTRATION PER SPACE CONTRACTED)

### Exhibitor Representative Name

Provide the first and last name of each complimentary exhibitor representative registrant and **TYPE** or **PRINT** the name clearly as it should appear on the name badge. Include each exhibitor's e-mail for registration and confirmation purposes.

NAME _____  E-MAIL _____	<input type="checkbox"/> Complimentary Convention Registration (One comp per space contracted)
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## ADDITIONAL EXHIBITOR REGISTRATIONS: (Includes all functions scheduled as part of the convention.)

Category:	Early Bird Registration By April 13, 2018	Between April 14 - May 9, 2018	At the Door Pricing
<b>Associate Members:</b>			
First Member Exhibitor	<input type="checkbox"/> Included when exhibiting	<input type="checkbox"/> Included when exhibiting	<input type="checkbox"/> Included when exhibiting
Additional Company Exhibitor(s)	<input type="checkbox"/> \$250 x _____ ppl	<input type="checkbox"/> \$300 x _____ ppl	<input type="checkbox"/> \$350 x _____ ppl
<b>*Non-Members</b>			
First Nonmember Exhibitor	<input type="checkbox"/> Included when exhibiting	<input type="checkbox"/> Included when exhibiting	<input type="checkbox"/> Included when exhibiting
Additional Nonmember Exhibitor(s)	<input type="checkbox"/> \$500 x _____ ppl	<input type="checkbox"/> \$550 x _____ ppl	<input type="checkbox"/> \$600 x _____ ppl

**\*Special offer for Non-Members!** Sign up for the conference AND join TPAC and receive 25% off your membership fees! See Membership form included in your conference email.

Exhibitor Name(s) Provide the first and last name of each exhibitor and <b>TYPE</b> or <b>PRINT</b> the name clearly as it should appear on the name badge. Include each exhibitor's e-mail for registration and confirmation purposes. Register additional exhibitors by photocopying this form.	Exhibitor Registration Fees Refer to the Convention Fee Structure above.	SUB TOTAL(S)
NAME _____	\$	\$
E-MAIL _____		
NAME _____	\$	\$
E-MAIL _____		
<b>TOTAL</b>		\$

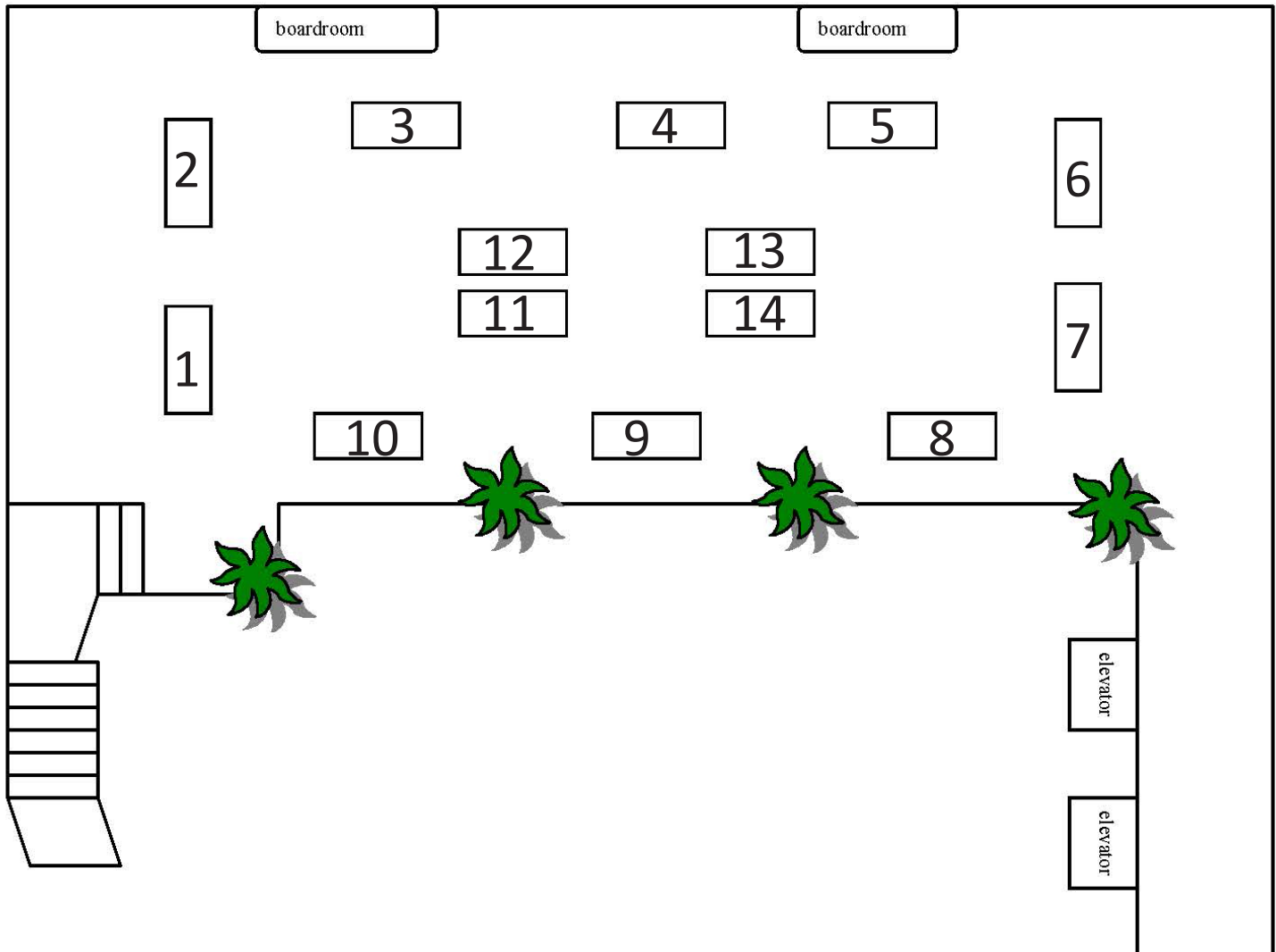


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## EXHIBITOR SPACE QUESTIONS: Please answer the following questions:

1. We have a table-top display only  Yes  No
2. We have a table-top display and floor-supported signage  Yes  No
3. We have a free-standing display and DO NOT need a table  Yes  No  
*See Exhibitor's Agreement (pg. 5) for maximum size allowed*
4. We will need access to an electrical outlet (power strips are \$10)  Yes  No
5. We will need a table cloth for our display table  Yes  No
6. Use our company logo and description in the convention program  Yes  No  
*No more than a 50 word description. If you would like your logo and company description in the program, please email a high resolution logo file and the description to Melissa at [mshetler@aaronread.com](mailto:mshetler@aaronread.com).*
7. Please provide three display choices:    1st \_\_\_\_\_    2nd \_\_\_\_\_    3rd \_\_\_\_\_





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## TPAC SPONSORSHIP OPTIONS

### EVENTS: THURSDAY, MAY 10

- |   |         |  |         |
|---|---------|--|---------|
| <input type="checkbox"/> PM Refreshment Break | \$1,000 | <input type="checkbox"/> Exhibitor Welcome Reception | \$3,500 |
|---|---------|--|---------|

### EVENTS: FRIDAY, MAY 11

- |   |         |  |         |
|---|---------|--|---------|
| <input type="checkbox"/> AM Refreshment Break     | \$1,000 | <input type="checkbox"/> PM Refreshment Break  | \$1,000 |
| <input type="checkbox"/> Conference Lunch Sponsor | \$5,000 | (Official lunch sponsor, includes a 30-minute speaking engagement prior to luncheon on Friday, May 11) |         |

### BRANDING OPPORTUNITIES

- |  |         |   |         |
|--|---------|---|---------|
| <input type="checkbox"/> Padfolios with Logo | \$3,000 | <input type="checkbox"/> Cellphone Power Bank with Logo | \$5,000 |
|--|---------|---|---------|

### PAYMENT INFORMATION

		SUB TOTAL(S)
Exhibitor Booth Fee	\$	\$
Additional Exhibitor Registration (s)	\$	\$
Sponsorship Opportunity	\$	\$
<b>Authorized Amount to Charge:</b>		\$

Credit Card:  AMEX  MasterCard  Visa Checks: Please make checks payable to: Taxicab Paratransit Association of California

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code\* \_\_\_\_\_

Name on Card \_\_\_\_\_ Card Billing Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

Signature\*\* \_\_\_\_\_

\*The Security Code is a 3-digit number on the back of your card following your card number. AMEX is 4 digits and located on front of the card.

\*\*On behalf of this company, I agree to abide by the conditions of "Exhibitor's Agreement" as set forth in this contract. I understand that my display space will be confirmed by receipt of a signed contract after the display space has been assigned. I agree that no person or company shall exhibit or be permitted to display or advertise in this space other than the company signing this contract.

### Hotel Information

The host hotel for TPAC's 2018 Convention is the Embassy Suites Riverfront Promenade, Sacramento. The hotel has reserved a limited block of rooms for the group until April 19, 2018, (or when the room block sells out) at a special group rate of \$199 USD, plus tax. You are encouraged to make your reservations by calling group reservations at 916-326-5000 or visit our website. Call before April 19 and use our group name, TPAC, and dates of the event to receive the group rate.

# EXHIBITOR'S AGREEMENT

**Assignment of Display Space:** Space will be assigned by the Taxicab Paratransit Association of California (TPAC). TPAC reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the tradeshow. No exhibit space application shall be valid until accepted by TPAC.

**Payment of Display Space:** Full payment is due at the time display space is requested. If full payment and signed contract are not received, space cannot be reserved. Display space cannot be reserved over the telephone.

**Cancellations:** Exhibitor's space contract may not be cancelled and fees will not be refunded.

**Use of Display Space and Restrictions:** Each exhibit space is a 6' tabletop display. All tabletop displays will include one draped 6' table and one chair. This is a tabletop show; however, we allow limited floor-supported signage at tabletop displays but the signage must be placed behind your tabletop display and must not interfere with other displays or cause your table to move more than two (2) inches from its designated position. Freestanding displays will be permitted if they are no wider than 6 feet wide and 8 feet tall and are used instead of a table. Please see rates on the Exhibitor Registration Form included in this packet.

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Exhibitors are not permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other exhibitors. Aisles must be kept clear. Exhibits should be arranged so that exhibitors will be inside the space assigned. All materials used for decoration (e.g., paper, cardboard, cloth, etc...), shall be a flame-retardant type. Safety and fire exits and equipment must be left accessible and in full view at all times.

**Liability:** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities in the exhibit hall and will indemnify, defend and hold harmless TPAC and the Embassy Suites (Hotel), their owner(s), and management company, as well as their respective agents, servants and employees from any and all such losses, damages, claims or expenses. TPAC and the Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities in the exhibit hall except for any claims, loss or damages arising directly from its sole negligence. Exhibitor shall be fully responsible to pay for any and all damages to property owned

by the Embassy Suites, its owners or managers, which results from any act or omission of exhibitor.

Exhibitors and their agents shall not injure or deface the walls, floors or any part of the exhibit building or display space materials and equipment of another exhibitor. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged.

**Hold Harmless Clause:** The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities in the exhibit hall and will indemnify, defend and hold harmless TPAC and the Hotel, their owners, and management companies, as well as their respective agents, servants and employees from any and all such losses, damages and claims arising out of exhibitor's activities in the exhibit hall except for any claims, loss or damages arising directly from its sole negligence. Exhibitor shall be fully responsible for paying for any and all damages to property owned by the Embassy Suites Sacramento Riverfront Promenade, Sacramento, CA, its owners or managers, which results from any act or omission of exhibitor..

**Security:** Security will not be provided, so please plan to secure your valuable display materials outside of the exhibit hall. TPAC shall exercise reasonable care for the protection of the exhibitors' materials and display during setup, exhibit hours and dismantling. Beyond this, TPAC, the show facility and employees, or any officer, director, or staff member thereof, will not be responsible for the safety of the property or the exhibitor, for any cause.

**Music Licensing:** Exhibitor acknowledges that the playing of live or recorded music at its display may require the payment of copyright fees. Exhibitor agrees to reimburse TPAC for any such fees charged to TPAC that results from exhibitor's playing of music.

**Restriction:** TPAC reserves the right to prohibit any display or exhibit or any part of a proposed exhibit that it judges not suitable or in accordance with the general character of the exhibits. This refers to conduct of persons, printed matter, souvenirs, or anything that may be classified as unsuitable.

**Embassy Suites, Riverfront Promenade Sacramento, CA:** The Embassy Suites does not charge for basic electrical needs and standard internet is complimentary if you are a part of

their rewards program. If exhibitors require special electrical needs or would like high speed internet, charges will apply.

## **Installation & Removal of Exhibits**

### **Exhibitor Set-Up**

**Thursday, May 10** 1:00 PM - 5:00 PM

### **Exhibits Take-Down**

**Friday, May 11** 2:00 PM - 5:00 PM

No exhibit may be dismantled before the official closing of the 2018 TPAC Exhibit Hall at 2 p.m., Friday, May 11, 2018. Exhibit dismantling must be completed between the hours of 2 p.m. and 5 p.m. Complete removal from hotel by 5 p.m.

**Exhibitor Registration:** Exhibiting companies must be registered convention attendees. Refer to the Registration form enclosed for required registration fees. Only those persons wearing badges will be permitted into the Exhibit Area. It is important that all exhibitors be registered. Badges must be worn at all times. Badge swapping among personnel is strictly prohibited.

**Shipping of Conference Materials:** There is no decorator or drayage company. Packages for the conference may be delivered to the Hotel three (3) days prior to the date of the function. The following information must be included on all packages to ensure proper delivery: 1) ATTN: MELISSA MEDINA (TPAC May 10-11); 2) Exhibitor's Name; 3) EMBASSY SUITES, 100 CAPITOL MALL, SACRAMENTO, CA 95814

**Insurance:** All property of exhibitor remains under his/her custody and control in transit to, from and within the confines of the exhibit hall. Exhibitors are advised to carry appropriate insurance to cover display materials against loss or damage, and public liability insurance against injury to the person or property of others. Exhibitor certifies by signing this contract that it carries at least 2,000,000 U.S. in general liability insurance. Security will not be provided.

**Exhibit Hall Conduct:** No firm, organization, or trade, regardless of its product, will be permitted to engage in selling, displaying, or order taking in the exhibit hall, except for contracted exhibiting companies.