



# 2018 California Payroll Conference Exhibition Vendor Details

**October 24-26, 2018**

**Hyatt Regency Monterey Hotel & Spa, Monterey CA**

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## HOURS OF OPERATION

The ANNUAL California Payroll Conference (CPC) will be held on **October 24-26, 2018**.

Hyatt Regency Monterey Hotel & Spa, 1 Old Golf Course Road, Monterey, CA;

Phone: (831) 372-1234

Website: <https://www.hyatt.com/en-US/hotel/california/hyatt-regency-monterey-hotel-and-spa-on-del-monte-golf-course/mrydm>

The Exhibit Table-Tops will be in the Main Ballroom area

### Hall Hours

- Wednesday, October 24th -- Set-Up before 8:00 AM
- Thursday, October 25<sup>th</sup> – Exhibit 8:00 AM to 5: 00 PM
- Friday, October 26<sup>th</sup> -- Exhibit - 8:00 AM to 2:30 PM – *vendor Raffles will be held on this day*
- Friday, October 26<sup>th</sup> -- Teardown – 3:30 PM to 6:00 PM

## SERVICES & EQUIPMENT PROVIDED

Standard Exhibit booth space is a 6' draped table with two chairs.

Premium location spaces available for additional cost.

## LIGHTING & ELECTRICAL

General illumination of the Hotel Ballroom is provided. A standard 110 volts 2-plug electric outlet can be provided, if needed and purchased. Request for special electrical/internet should be submitted in advance.

## OPERATING THE EXHIBITS

It is expected that all Exhibitors will conduct their business in a professional manner and will adhere to the rules of the Exhibit Hall as stipulated in this document. Soliciting or demonstrating by an exhibitor must be confined to the exhibit booth. Printed advertisements must be distributed within the rented space. Exhibitors may take orders, provided that all transactions are conducted in a manner consistent with the professional nature of the Annual Conference.

Aisles in front of booths must be kept clear. Objectionable sound devices will not be operated. Engines or any other kind of equipment may be operated only with prior consent from the CPC, and the Hyatt, Monterey, CA. All property destroyed or damaged by an Exhibitor must be replaced in the original condition by the Exhibitor and at the Exhibitor's expense, to the satisfaction of the CPC and the party or parties whose property is involved.

**All Exhibitors are asked to comply fully with the following:** *Copyright laws forbid the playing of music in any form at the convention without paying a fee to or obtaining permission from the composer.*

**APPLICATIONS & ASSIGNMENT OF EXHIBIT SPACE** Twenty-three spaces are available. See floor map attached. CPC reserved the right to make all placement assignments.

## **LIABILITY & INSURANCE**

Upon contracting to exhibit, the Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save CPC, Hyatt, Monterey, CA, and their insurance agent and company, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installations, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of CPC, Hyatt, Monterey, CA, as well as their employees and agents.

In addition, Exhibitor acknowledges that CPC and Hyatt, Monterey, CA, 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.

## **EXHIBIT HALL SECURITY**

CPC and Hyatt, Monterey, CA, will do their best to ensure that the Exhibit Hall area is secure. **Security of exhibitor equipment and display materials cannot be guaranteed.** Exhibitors are strongly encouraged to keep a careful watch on valuables, especially laptop computers. Exhibitors should not leave booths unattended or leave valuables in their booths during non-Exhibit Hall hours.

## **INSTALLATION HOURS**

Exhibit installation hours will be Wednesday, October 24th, 2018 6 AM-8 AM

It is the responsibility of each Exhibitor to install his or her exhibit. Crates and large packaging must be unpacked and removed from the Exhibit Hall no later than 8:30 AM on **Wednesday**, October 24, 2018. The Exhibit Hall will officially open to conferees on Wednesday, October 24, 2018 at 9:00 AM with the opening Key Note Speaker and lunch offered in the main Ballroom area. Unless otherwise arranged in advance with CPC, any exhibit space not occupied by 10:00 AM on October 24, 2018 may be canceled or reassigned by CPC without refund to the Exhibitor.

## **FREIGHT & STORAGE**

Exhibitors wishing to ship items should contact Hyatt, Monterey, CA, or the carrier of their choice directly to arrange for a schedule of fees for handling and storage. For exhibitors handling their own materials, they should contact Hyatt, Monterey, CA for a schedule of fees for storage of crates.

The hotel also charges for shipments received. Please contact the Hyatt, Monterey, CA on obtaining those costs directly from them.

### **All items shipped will need to be as follows:**

Mail to: Hyatt Regency Monterey  
Attn: CA Payroll Conference – along with name of guest that will request the item upon arrival  
1 Old Golf Course Road  
Monterey CA 93940-4908

### **Hyatt Regency Monterey Shipping Fees are as follows:**

Envelopes are complimentary

Boxes 35 lbs or less – delivered to meeting room - \$5.00 each

Boxes 35 lbs to 50lbs – delivered to meeting room - \$10.00 each

Boxes over 51Lbs – delivered to meeting room - \$15.00 each

Pallets – Daily fee for storage of \$75.00 upon arrival and departure

### **Hotel Contact for all shipments:**

Rick Gebin, Senior Events Planning Manager

[Rick.gebin@hyatt.com](mailto:Rick.gebin@hyatt.com)

831.657.6547

### **DISMANTLEMENT OF EXHIBITS**

It is the responsibility of each Exhibitor to dismantle his or her display. The exhibit space must be left free of trash and discarded exhibit materials. Exhibits may **NOT** be disturbed, dismantled, or removed before 2:30 PM, October 26, 2018. All exhibit material must be dismantled and packed by 6:00 PM, Friday, October 26, 2018.

Anyone needing more time to dismantle their exhibit booth should contact Dee Byrd.

**If materials are to be shipped, shipping arrangements must be made by the Exhibitor in advance with the carrier of your choice.**

### **EXHIBITOR REGISTRATION**

Each Exhibitor representative must [register](#) separately for the conference. Each 6' table rental fee includes two (2) complimentary representative's entry into the **Exhibit Hall and Educational Sessions Only**. Additional representatives, after two (2), **must pay discounted registration fees**.

**Exhibitor packets will be ready for pickup starting at the CPC Registration Desk on October 24, 2018.**

### **CANCELLATION & REFUNDS**

**All cancellations and requests for refund must be submitted in writing to the address above.**

Cancellations received before May 31, 2018 will receive a full refund.

Cancellations received between June 1 and July 31, 2018 will receive 25% refund.

Cancellations received after July 31, 2018 will not receive a refund.

CPC reserves the right to deny exhibit space to companies that have overdue account balances with CPC or any of its affiliates.

In the event of cancellation of the Exhibit Hall due to fire, strikes, government actions (including but not limited to actions related to domestic terrorism or war), or other causes beyond CPC's control, CPC shall not be held liable for failure to hold the Annual Meeting and Exhibit Hall, and will determine the amount of exhibit fees to be refunded.

### **QUESTIONS & INFORMATION**

For questions or additional information, contact **California Payroll Conference Vendor Committee Dee Byrd, Cell 209-251-8900 or email [payrolldiva1970@gmail.com](mailto:payrolldiva1970@gmail.com)**