



2019 California Payroll Conference Exhibition Vendor Details

October 9-11th, 2019

Sheraton San Diego Hotel and Marina, Monterey CA

HOURS OF OPERATION

The ANNUAL California Payroll Conference (CPC) will be **held on October 9-11th, 2019.**

Sheraton San Diego Hotel and Marina, 1380 Harbor Island Dr, San Diego CA

Phone: (619)291-2900

Website: [For hotel reservations - https://book.passkey.com/event/49892337/owner/563/home](https://book.passkey.com/event/49892337/owner/563/home)

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

Hall Hours

- Tuesday, October 7th – Set up between 9AM-5 PM
- Wednesday, October 8th -- Set-Up before 8:00 AM – hours are 8:00 AM to 5:00 PM
- Thursday, October 9th – Exhibit 8:00 AM to 5: 00 PM
- Friday, October 10th -- Exhibit - 8:00 AM to 2:30 PM – *vendor Raffles will be held on this day*
- Friday, October 10th -- 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 to be submitted in advance.**

[See Exhibitor Order form](#)

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 Sheraton, San Diego, 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 Forty five spaces are available. CPC reserves 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, Sheraton, San Diego, 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, Sheraton, San Diego, CA, as well as their employees and agents.

In addition, Exhibitor acknowledges that CPC and Sheraton, San Diego, 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 Sheraton, San Diego, 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 Tuesday, October 8th, 2019 9AM-5 PM or Wednesday, October 9th 6AM to 8AM

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 9th, 2019**. The Exhibit Hall will officially open to conferees on Wednesday, October 9th, 2019 at 9:00 AM with the opening 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, 2019 may be canceled or reassigned by CPC without refund to the Exhibitor.

FREIGHT & STORAGE

Exhibitors wishing to ship items should contact Sheraton, San Diego, 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 Sheraton, San Diego, CA for a schedule of fees for storage of crates.

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

All items shipped will need to be as follows:

PLEASE DOWNLOAD AND PRINT ADDITIONAL EXHIBITS

[Package Handling Service Pricing](#)

[Shipping In bound](#)

[Shipping Outbound](#)

[Exhibitor order form](#)

All hotel contact information is included in the additional exhibits

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 11th, 2019. All exhibit material must be dismantled and packed by 6:00 PM, Friday, October 11th, 2019.

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 8th, 2019.

CANCELLATION & REFUNDS

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

Cancellations received before May 31, 2019 will receive a full refund.

Cancellations received between June 1 and July 31, 2019 will receive 25% refund.

Cancellations received after July 31, 2019 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