



2016 California Payroll Conference Exhibition Vendor Details

October 6 – 7, 2016

DoubleTree by Hilton, Sacramento, CA

HOURS OF OPERATION

The ANNUAL California Payroll Conference (CPC) will be **held on October 6th and 7th, 2016.**

DoubleTree Hotel, 2001 Point West Way, Sacramento, CA. 95815.

Phone 916-929-8855; fax: 916-924-0719

<http://doubletree3.hilton.com/en/hotels/california/doubletree-by-hilton-hotel-sacramento-RLSA-DT/index.html>

The Exhibit Table-Tops will be in the Grand Ballroom

Hall Hours

- Thursday, October 6, 2016 -- Set-Up 6:30 AM, Start 8:00 AM
- Thursday, October 6, 2016 -- Reception 5:00 PM – Dinner 6:30 PM – Encouraged to attend
- Friday, October 7, 2016 -- Exhibit - 8:00 AM to 4:30 PM
- Friday, October 7, 2016 -- Teardown – 4:30 PM to 6:00 PM

SERVICES & EQUIPMENT PROVIDED

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

LIGHTING & ELECTRICAL

General illumination of the Hotel Foyer is provided. A standard 110 volt 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 Doubletree Hotel, Sacramento, 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

Thirty 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, Doubletree Hotel, Sacramento, 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, Doubletree Hotel, Sacramento, CA, as well as their employees and agents.

In addition, Exhibitor acknowledges that CPC and Doubletree Hotel, Sacramento, 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 Doubletree Hotel, Sacramento, 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 Thursday, October 6, 2016 6-8 AM and Friday, October 7, 2016 6-8 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 7:30 AM on Thursday and Friday. The Exhibit Hall will officially open to conferees on Thursday, October 6, 2016 at 8:00 AM with a breakfast offered in the Grand Ballroom. Unless otherwise arranged in advance with CPC, any exhibit space not occupied by 8:00 AM on October 6, 2016 may be canceled or reassigned by CPC without refund to the Exhibitor.

FREIGHT & STORAGE

Exhibitors wishing to ship items should contact Hyatt Doubletree Hotel, Sacramento, 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 Doubletree Hotel, Sacramento, CA for a schedule of fees for storage of crates.

The hotel also charges for shipments received. Please contact the Doubletree Hotel on obtaining those costs directly from them.

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 4:30 PM, October 7, 2016. All exhibit material must be dismantled and packed by 6:00 PM, Friday, October 7, 2016.

Anyone needing more time to dismantle their exhibit booth should contact info@californiapayroll.org

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 representatives 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 6, 2016.

PAYMENT

Each 6' table-top booth space is \$495 for Early Bird Registration until July 31, 2016 and \$595 for Regular Registration due after July 31, 2016. Full payment of exhibit space is due at the time of registration. If paying by credit card with the application for exhibit space. Payment by check is due within 21 days of registration. Make checks payable to California Payroll Conference.

Checks should be mailed to: **California Payroll Conference, P. O. Box 10084, San Jose, CA 95157**

CANCELLATION & REFUNDS

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

Cancellations received before May 31, 2016 will receive a full refund.

Cancellations received between June 1 and July 31, 2016 will receive 25% refund.

Cancellations received after July 31, 2016 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 contact **California Payroll Conference** at info@californiapayroll.org