



# CWC & RISK CONFERENCE

Monarch Beach Resort, Dana Point, CA

## 2018 EXHIBITOR CONTRACT

September 4-7, 2018

**Contact information:** Jackie Johnson - (704) 331-3990 - **Email completed form to:** logistics@cwcriskconference.org

Company Name ( Will appear exactly as written for all conference materials)		
Contact Person	Job Title	
Phone	Email Address	
Address		
City	State	Zip

### EXHIBITOR RATES AND PACKAGES

**Exhibitor Package includes two free passes for exhibit staff. Additional passes are available for \$499 per person, any requests exceeding (2) passes is \$950 per person.**

#### Onsite Rate: (Good through September 8th, 2017)

10x10.....\$5,000

8x10..... \$3,900

Table Top Display ..... \$3,500

#### Regular Rate: (AFTER September 8th, 2017)

10x10 (SPONSORS ONLY: Minimum \$8k investment required)..... \$5,700

8x10..... \$4,500

Table Top Display .....\$3,900

### ONSITE RESERVATION RULES:

Exhibitors receive first right of refusal on booth space. This exhibitor contract must be signed and submitted before **September 8th, 2017** to secure your current booth location for 2018. Full payment must be received within 30 days or your booth will be released and regular rates apply.

### RESERVATION INFORMATION

Booth #	
Booth Size	
<b>TOTAL</b>	

☐ I want to pay by check - Make all checks payable to:

*Risk Management Education Associates, LLC Attn: Lanette Hanson 210 North Church Street, Suite 3112, Charlotte, NC 28202*

☐ I want to pay by credit card: ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX (need 4 Digit Code on Front for AMEX CVV)

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security (CVV) \_\_\_\_\_

Billing Zip Code \_\_\_\_\_ Card Holder Name \_\_\_\_\_

**I have reviewed and agree to the Terms and Conditions (See Pg. 2) and I am an authorized individual to be bound by the terms of this contract.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CANCELLATION:** Nonrefundable after **January 1, 2018**. Replacements are allowed with no additional fees.



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## CONTRACT TERMS AND CONDITIONS

All exhibit sponsors rules and regulations specific in this agreement will be strictly enforced. Booth space assignments will be made on a first come, first-served basis, subject to priority booth space selection seniority policies. All exhibitors will be provided first right of refusal on existing booth space until **September 8, 2017**.

- In the event of a merger or acquisition, assigning or apportioning of any exhibit space is prohibited. Only the company contracted as the exhibitor will be permitted to utilize booth space.
- Food and beverage distribution must have prior approval from CWC & Risk Conference.
- Alcoholic beverages may not be dispensed in the exhibit hall.
- Early tear-down will result in a \$3,000 fine

### Promotional Material

Sample articles, premiums, novelties, souvenirs and printed educational materials may be distributed from the confines of the exhibitor booth ONLY.

### Admission

All persons visiting the exhibit area or conference related event is required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an exhibitor's badge or appropriate conference registration badge at all times.

### Limitations of Liability

CWC & Risk Conference will provide security during the official period of installation, showing and dismantling and will exercise reasonable care for the protection of the exhibitors' materials and displays. CWC & Risk Conference will provide reasonable security protection when exhibits are closed, the safe keeping of the exhibitors' property shall remain the responsibility of the exhibitor. Neither CWC & Risk Conference nor Monarch Beach Resort Hotel will assume any liability for damage or loss to the property of the Exhibitor, its agents, representatives, employees, invitees or guests at any time.

### Payment of Exhibit Space/Sponsorship

Full payment is due within **30 days** of space assignment. Failure to meet payment deadline will result in the release of reserved booth space. Exhibitor will forfeit the right to retain on-site pricing and will be subject to the fees and penalties outlined in the cancellation policy below.

### Cancellation/Downsizing

Cancellation of all or a portion of any exhibit space must be made in writing. Written notice of cancellation/downsizing of booth space is subject to the application fee per 10 x 10 booth space as noted:

- Before October 15<sup>th</sup>, 2017 ----- NO PENALTY
- October 16<sup>th</sup> – December 31<sup>st</sup>, 2017 ----- \$2,000
- On or after January 1<sup>st</sup>, 2018 ----- NO REFUND will be issued and any remaining balance will be due in full. This policy will be strictly enforced, regardless of reason for cancelling/downsizing, including the failure of an exhibit to arrive on site.

Exhibitors who have cancelled prior to submitting their payment will be invoiced and held liable for the cancellation fee as outlined in the schedule above. In addition, participation in future conferences will be prohibited until all outstanding invoices have been paid in full.

CWC & Risk Conference shall not be responsible for shipping charges, construction costs, labor charges or expenses for preparation of exhibits or any other expenses in the event that the Exhibition is postponed or canceled for any reason whatsoever, or in the event that the material fails to arrive.

CWC & Risk Conference strictly prohibits solicitation of business in any public areas occupied by conference & exhibition, including public areas in the conference hotels. Solicitations are limited to badged individuals within registered booths in the exhibit hall ONLY. Exhibitors are not permitted to conduct business outside of their booth area during scheduled networking events.



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## 2018 Exhibitor Badge Form

Conference/Expo: September 4<sup>th</sup> – September 7<sup>th</sup>, 2018 • Dana Point,

Charity Golf Tournament: September 4<sup>th</sup>

All exhibitors receive 2 complimentary passes (good for expo hall, all sessions, food, drinks and all networking events), 2 additional passes \$499 per pass, 3 or more additional passes \$950 per pass. Please complete form and email to [logistics@cwcriskconference.org](mailto:logistics@cwcriskconference.org)

We will check ID at the Registration desk.

MONARCH BEACH RESORT HOTEL ROOM RESERVATION POLICY: Discounted Hotel Reservation based on availability and limited to one (1) room per paid attendee. Exhibitors receive two (2) free staff badges which allows the opportunity for you to book and pay for two (2) room reservations based on hotel availability. Additional rooms require additional registration/payment. Minimum 4 night stay checking in Monday and Minimum 3 night stay checking in Tuesday.

**COMPANY NAME:** \_\_\_\_\_

### Free Staff Badge #1

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Free Staff Badge #2

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Additional Pass #1 @ \$499

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Additional Pass #2 @ \$499

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



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## **Additional Pass #3 @ \$950**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## **Additional Pass #4 @ \$950**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## **Additional Pass #5 @ \$950**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## **Additional Pass #6 @ \$950**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## **Additional Pass #7 @ \$950**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_