EXHIBIT HALLS SITE AND TIME:

The CSUN Conference will be held March 2 - March 7, 2015; Exhibit Days are Wednesday, March 4 (12-7 pm), Thursday, March 5 (9:30 am - 5:30 pm), and Friday, March 6 (9:30 am - 5:30 pm), 2015. CSUN management reserves the right to make changes in the exhibit hours and dates; however, any such changes will be made known 30 days before the conference as possible and exhibitors will be notified accordingly.

EXHIBIT SPACE RENTAL FEE:

For 2014 returning exhibitors, the rental fee per booth unit is $1,985.00 and $8,500.00 per island, if booked during “priority re-booking.” For new exhibitors, the rental fee is $2,300.00 per booth unit and $9,500.00 per island.

The deadline to complete on-line re-booking and submit deposit is on Tuesday, July 8, 2014. Final payment is due by Tuesday, September 30, 2014 at 3 pm PDT.

Exhibitor rental fee includes:

• A draped exhibit space
• One draped 6’ x 30” high table per booth
• 2 chairs per booth
• 8 chairs per island
• 500 watts of electricity per day per booth*
• 2000 watts of electricity per day per island*
• 1 wastebasket
• 7” x 44” one-line identification sign
• 4 complimentary attendee conference registrations per booth
• 16 complimentary attendee conference registrations per island
• Company listing on conference web site, in Conference Program and in Exhibit Guide
• One copy of the list of 2015 Conference Participants by April 24, 2015 (The list consists of those attendees who opted in for contact).

*Exhibitors will be charged directly for exceeding allotment of electricity by the General Contractor.
PAYMENT AND CANCELLATION:

· 40% deposit of total amount is due with application by Tuesday, July 8th, 2014. The terms of this exhibitor agreement become contractual upon deposit.

· Any exhibitor whose deposit payment is not received by July 8th, 2014 will forfeit the early bird rate which is given during priority re-booking. The increase in fee will be as follows: $315.00 per single booth unit and $1,000.00 per island which is the difference of the discounted booth rate and the standard rate.

· Final payment is due by Tuesday, September 30th, 2014. Failure to pay any fees assessed by September 30th, 2014 will result in the cancellation of booth space.

· All cancellation requests must be received in writing. Exhibitors, who are eligible for priority re-booking, requesting cancellation of space after July 8th, 2014 will forfeit deposit. All exhibitors requesting cancellation of space after September 30th, 2014 will forfeit full exhibit space rental fees.

RE-BOOKING BOOTH SPACE:

Exhibitor may re-book the same amount of booth(s) held in 2014. For additional booth(s) please contact our office for available space.

REGISTRATION POLICIES:

Complimentary registrations are considered general conference registrations and may be used to attend the general sessions and do not include pre-conference sessions.

Complimentary registrations cannot be used toward speaker fees!

INSTALLATION, STAFFING, AND DISMANTLING:

Installation/Setup:

Dates and hours for installation, showing and dismantling will be as specified. No late move-in or early move-out will be permitted. Early move-out may result in loss of priority re-booking process for the following year.

Exhibit Staffing:

A representative of the exhibiting company must occupy exhibit space during all open hours of the event.
Dismantling:

Exhibit materials not removed from the hall by the time specified will be removed by the General Contractor at the exhibitor’s expense and liability.

LIABILITY:

Exhibitors must insure their own exhibits. The exhibitor agrees to make no claim for any reason whatsoever against CSUN, nor other contractors for loss, theft, damage or destruction of goods, nor for any injury to self or employees; nor for any damage of any nature or character, including any damage to business by reason of the failure to provide space for the exhibit, or the removal of the exhibit; nor for failure to hold the conference as scheduled; nor for any action of any nature of CSUN committees, employees, or subcontractors.

DAMAGE TO PROPERTY:

Exhibitors are liable for any damage caused to building floors, walls, columns, or to standard booth equipment, or to other exhibitors’ property. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building, floors, or to standard booth equipment.

ARRANGEMENT OF EXHIBITS:

CSUN reserves the right in its sole discretion to alter the location, size, and display limits of any booth.

USE OF EXHIBIT SPACE:

Aisles must be kept clear. All exhibitor demonstrations and booth staff must be within the boundaries of rented booth space. No exhibit space may be sublet to any individual or company, nor products displayed or advertised other than those manufactured or distributed by the contracted exhibitor. Audio devices must not interfere with neighboring exhibits. CSUN reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Brochures and advertising matter may be distributed and patronage solicited only within the space assigned to the exhibitor presenting the material. Signage and Banners are permitted, but must adhere to size & dimensions of the booth(s) provided by CSUN/The General Contractor/Manchester Grand Hyatt.

RESTRICTIONS:

CSUN reserves the right to restrict or prohibit exhibits which, because of noise, method of operation, or any other reason, are objectionable or otherwise detract from or are out of keeping with the character of the Conference as a whole.
RESTRICTIONS:

CSUN may prohibit installation or request the removal or discontinuance of any exhibitor or promotion that, if continued, departs substantially from the exhibitor's pre-approved design and description. In the event of such restrictions prohibitions or removal, CSUN will, where appropriate, refund the Exhibitor Space Rental Fee and shall not be otherwise liable to the Exhibitor.

EXPOSITION BADGES:

Exhibitors’ personnel must wear CSUN issued identification badges while on the exhibit floor. We will not re-issue lost badges so utmost care should be practiced so as not to lose your badges.

CONDUCT OF EXHIBITOR’S EMPLOYEES:

Exhibitor’s employees whether full, part-time or temporary personnel hired by the exhibitor, shall conduct themselves in an ethical and professional manner at all times. Failure to do so may result in expulsion of said person from the conference.

PHOTO AND VIDEO POLICY:

Requests for filming and photographic use of the exhibit hall should be made in writing via email at conference@csun.edu and must be submitted 10 days prior to conference date. Filming and/or photography will not be allowed at any time without the written consent of California State University Northridge and the Center on Disabilities. No photography or other forms of film, video, and digital imaging may be used in any way to imply endorsement of CSUN for any individual, organization, product or activity.

EXHIBITOR RESPONSIBILITY:

Exhibitor agrees to indemnify CSUN against and hold it harmless for any claims arising out of acts of negligence of exhibitors, their agents, or employees.

FIRE-SAFETY-HEALTH:

The exhibitor agrees to accept full responsibility for compliance with local, city, and state, fire, safety, and health ordinances regarding the installation and operation of equipment. All exhibit material and equipment must further be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays and the necessary fire precautions will be the responsibility of the exhibitor.
AMERICANS WITH DISABILITIES ACT:

Exhibitors shall be responsible for making their exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act and shall hold CSUN harmless from any consequences of failing to do so.

PLEASE NOTE:

CSUN is not liable for any related financial loss, theft, property damage, or personal injury resulting from registering for or participating in, attending any or all functions at the event, and traveling to and from the event.