



California Association of Public Health Laboratory Directors CAPHLD

CAPHLD's 70th Annual Institute Together Towards Tomorrow Corporate Partners Exhibit – October 28-29, 2019

Vendors Exhibit General Information

The California Association of Public Health Laboratory Directors cordially invites you to participate in the 70th Annual Institute Corporate Partners Exhibit on Monday and Tuesday, October 28-29, 2019 at the Sheraton Mission Valley, 1433 Camino Del Rio South, San Diego, CA 92108. A Corporate Partners Reception/Exhibit will be held on Monday, October 28, 2019 from 5:30-8 PM.

Room reservations are made directly at the Sheraton Mission Valley at (619) 260-0111 ext.264 or at the reservation website: [CAPHLD 2019 Institute Hotel](#) no later than **September 28, 2019**. A limited number of rooms are available, so please make your reservation at the earliest date possible. Room rates are \$119.00/night plus transient occupancy tax. If you make your reservation by phone, please mention that you are attending the CAPHLD meeting to get the negotiated room rate. There is complimentary daily parking for attendees and overnight parking will be \$12/night.

Vendors Exhibit and Symposium Schedule

****Sessions in BOLD font indicate direct BOOTH CONTACT TIME with CUSTOMERS****

Monday, October 28, 2019

12:00pm – 11:00 pm	Exhibit Set-up
5:30 pm – 8:00 pm	Corporate Partners Reception & Exhibit

Tuesday, October 29, 2019

6:00 am – 7:30 am	Exhibit Set-up
7:30 am – 8:00 am	Continental Breakfast
8:00 am – 10:00 am	Symposium
10:00 am – 10:30 am	AM Break/Exhibit Visits
10:30 am – 12:30 pm	Symposium
12:30 pm – 1:30 pm	Lunch (Provided)
1:30 pm – 3:30 pm	Symposium
3:30 pm – 4:00 pm	PM Breaks/Exhibit Visits
4:00 pm – 5:00 pm	Symposium
5:00pm– 5:15 pm	Final Exhibit Visits
5:15pm - 5:45 pm	Raffle Reception

Corporate Partners Exhibit Registration – Due September 20, 2019

The cost per booth is \$1000.00 and includes:

- 6' table (draped) with 2 chairs.
- Conference registration for 2 attendees. Up to 7 CEUs will be available on Tuesday for all attendees.
- Company listing and description in the conference program.
- One entrance to the Corporate Partner's Reception on Monday. Additional attendees are \$75/each. The Corporate Partner's Reception is optional for Corporate Partners, but offers a great opportunity to meet with your clients.
- Tuesday breakfast, box lunch, morning and afternoon breaks.

Register online at the following link: <https://form.jotform.com/91156160590151>

****New Sponsorship Opportunities in 2019****

- Sponsorship of the meeting Mobile App - \$2500.00
- Symposium Day Box Luncheon Sponsorship - \$5000.00

Please see the Appendix A below for more information on sponsorship opportunities.

Booth Space Selection

Booth space will be assigned in the order that online registrations are received. If you are not able to pay the registration fees online with a credit card, please send an email to Jim jbeebe@co.slo.ca.us. It is important that you submit your online registration form and payment as soon as possible to secure the booth of your choice.

Company Description

Please email to jbeebe@co.slo.ca.us a brief (100 - 150 words) description of your organization as a MS Word file and a company LOGO as an image file. This will be included in the program brochure and made available to all attendees. If an updated description is not provided, any previously provided descriptions will be used.

CAPHLD is nonprofit 501(c)3 organization. Federal Tax ID number: 68-0026779.

CAPHLD's W9 will be provided upon request after payment is received.

Payment and Cancellation

Payment in full of \$1000 for each exhibit booth is required at the time of application for space. **A change made on or after October 18, 2019 will be charged the full space rental.** Should any contingency prevent holding of the Institute or Exhibits, CAPHLD will refund exhibit fees, and shall not be held liable for any other expenses incurred by the exhibitor.

Installation, Dismantling, and Removal Information

The Exhibit space will be available for set up starting on October 28, 2019 at 12 noon to 11 PM and on Tuesday, October 29, 2018 from 6-7:30 AM. Breakdown must occur following the exhibit on Tuesday night no later than 9:00 PM.

Sheraton Mission Valley Shipping and Receiving Procedures

Please put "CAPHLD" or "Julie Terveen" on the boxes/crates and they will be transported to the exhibit hall prior to the exhibit. There is no additional charge to storage.

Security and Liability

Each exhibitor must make provisions to safeguard his/her effects from the time they are placed in the booth until they are removed. Space is leased with the understanding that CAPHLD and the Sheraton Mission Valley, will act for the exhibitor and their representatives only in the capacity of agent, not as principal. Each party agrees to be responsible for own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damages caused by theft and those perils normally covered by a fire and extended coverage policy.

The exhibitor assumes the entire responsibility and liability for losses and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless CAPHLD and the hotel agents, servants, and employees from any and all such losses, damages, and claims.

In addition, exhibitor acknowledges that CAPHLD and the Sheraton Mission Valley 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 by exhibitor.

Special Regulations

Subletting of Space	The subletting or assigning of space is prohibited. Two or more firms may not exhibit in a single space.
Installation	Exhibits should be installed in such a way that they will not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits.
Fire Safety	All structural work, such as extra shelving, display racks, signs, spotlights, etc., must be approved and all decorations, drapery, and fabrics for decorating the booth must be deemed flame-proofed.
Courtesy	The rights and privileges of an exhibitor shall not be infringed upon by another exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made within the confines of the exhibitor's booth. Canvassing outside the booth is forbidden.
Advertising	Advertising material or signs and canvassing or solicitation other than those who have engaged space are prohibited.
Audio-Visuals	The use of audio-visual equipment to facilitate presentations is permitted.

However, exhibitors with noisy electrical devices, sound-producing movies, or other devices which may prove disruptive to other exhibitors must agree to accept a booth assignment which will minimize such problems.

Conduct

Unethical conduct or infraction of rules on the part of the exhibitor will subject the exhibitor to dismissal from the exhibit hall. In this event, it is agreed that no refund shall be made by CAPHLD, and no demand for redress will be made by the exhibitor. Disregard for any rule stated herein is considered just reason for CAPHLD to prohibit an exhibitor from attending all future CAPHLD activities.

Appendix A – Sponsorship Information

Below are the benefits of becoming a Platinum, Gold, or Silver sponsor for the 70th Annual Institute in San Diego this year:

Silver sponsorship: \$500

- Sponsorship level ribbon to include on your company participant name tags
- Sponsorship level ribbon icon next to your company's name in the program

Gold Sponsorship: \$1000

- Sponsorship level ribbon to include on your company participant name tags
- Sponsorship level ribbon icon next to your company's name in the program
- Before the audience breaks to visit booths in the afternoon, Moderator thanks your company by name and directs participants to please visit your company's booth

Platinum Sponsorship: \$1500

- Sponsorship level ribbon to include on your company participant name tags
- Sponsorship level ribbon icon next to your company's name in the program
- Platinum level 9" satin thank you rosette ribbon displayed at your booth
- Before the audience breaks to visit booths in the morning and the afternoon, Moderator thanks your company by name and directs participants to please visit your company's booth
- Platinum sponsors will also be recognized for waiving of the resort fee for CAPHLD meeting attendees.

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