

CADA EXHIBITOR AGREEMENT

In reserving exhibit space for our organization, I understand that CADA reserves the right to make all booth assignments but will do so as equitably as possible. I understand that Exhibit fees must accompany this agreement to receive a booth assignment.

BOOTH ASSIGNMENTS: Following the first choice of Medallion Sponsors, booths are assigned based on the order in which **completed applications & payment** are received at CADA Central. If you would like to be a Medallion Sponsor, please contact Erica at CADA Central at (831) 464-4891. CADA reserves the right to reject any registration or withhold badges at its sole discretion. Registration fees will be refunded if registration is not accepted.

CADA WILL PROVIDE A 10' x 10' x 8' tall fully draped booth, one six-foot draped table & a 7" x 44" sign, ordered by CADA's expo service company. One 500-watt electrical outlet will be provided for booths sold up to 30 days before the convention. **Any exhibitor requiring electricity on-site or within 30 days will pay the going rate to the decorating company.** The exhibit area is fully carpeted. CADA Exhibitors may purchase discounted cartload services through CADA's expo service company packet. **All booth materials, displays, furnishings, and activities must remain within the confines of the assigned booth space. Exhibitors wanting to exceed 8 ft. in height must receive prior approval from CADA Central. CADA reserves the right to require modifications to any booth before or during the convention.**

MULTIPLE BOOTH SPACES: If more than one booth space is purchased, the first booth will always be at the rate of **\$1,300** & additional booths at the rate of **\$1,250**, respectively.

LIABILITY: It is agreed that CADA &/or the host venue will not be responsible for any loss, damage, or injury that may occur to the exhibitor, exhibitors' employees, or the exhibitors' property, from any cause whatsoever, before, during, or after the period covered by this agreement. CADA will provide 24-hour exhibit hall security.

IT IS THE ENTIRE RESPONSIBILITY OF THE EXHIBITOR to protect, indemnify, defend & hold harmless CADA, the host venue, & all related parties from all damages & claims resulting from the use of the exhibition premises except where the claim results from the negligence of CADA, the host venue, & all related parties. **Exhibitors acknowledge that they carry general liability insurance & that they will issue a certificate of insurance naming CADA as additionally insured for the duration of the convention & three days before & after setup & breakdown.**

REMOVAL: No part of the exhibit shall be removed during or before the end of the final exhibit session of the convention without specific written permission of CADA. **Dismantling a booth &/or vacating the Exhibit Hall before the end of the last exhibit session may result in a \$500 booth surcharge for subsequent conventions.**

DAMAGE: No signs or articles may be affixed, nailed, or otherwise attached to walls, doors, or other facility property. No attachments may be made to the floor by nails, screws, or other devices that would cause damage. All space is leased subject to these restrictions. Violations could result in voiding this contract.

SAMPLES: Food & beverage samples may only be distributed to attendees within the exhibit areas. Samples must be bite- or drink-sized portions. The management reserves the right to revoke these privileges if these guidelines are violated. No alcohol is to be distributed by exhibitors.

EXHIBIT SALES: The sale of items from an exhibit booth is prohibited. You are welcome to take orders but not exchange products for payment.

SUITCASING POLICY: As defined by the International Association of Exhibitions & Events (IAEE), suitcasing is soliciting business outside of a contracted exhibit booth. Only registered exhibitors may solicit business or distribute promotional materials, and only from their assigned booth. **Distribution in aisles, public areas, or another exhibitor's booth is prohibited.** Violators may be removed from the conference and prohibited from future CADA conferences at the sole discretion of CADA staff.

The following terms & conditions shall be part of the vendor's agreement to exhibit at the CADA State Convention. These conditions are not negotiable. **By registering to exhibit, the vendor agrees & accepts these terms & conditions.** Violation of the terms & conditions of this policy will result in review & action by the CADA Board of Directors, including denial of exhibit space or removal of the exhibit.

1. No alcohol is to be distributed by exhibitors in the Exhibit Hall.
2. Exhibits must remain within the designated booth area. Booths are 10 ft. x 10 ft. x 8 ft.
3. Booths are not to have solid sides that would impede or restrict the vision of neighboring booths. (From the back of the booth out 4' for the sides may be 8' high; from that point to the aisle, the sides may only be 4' high. This includes plants, balloons, & any structure that may impede or restrict the vision of the neighboring booths.)
4. The vendor shall follow all booth setup standards set forth by IAEE (see page 4 of this agreement for these standards).
5. Exhibits may not interfere with neighboring booths or the overall operation of the exhibit hall. This includes, but is not limited to, noise level, hanging props, laser equipment, &/or flashing lights. Lighting should not project onto other exhibits, walls, ceilings, &/or show aisles. Exhibitors may use sound equipment in their booths if the noise level does not disrupt the activities of neighboring exhibitors. **CADA reserves the right to determine whether a display, demonstration, or booth feature interferes with neighboring exhibitors or the operation of the exhibit hall.**
6. Noise levels must always be held to an 80-decibel maximum. Show Management will monitor the 80-decibel regulation on-site. If an exhibitor violates the 80-decibel regulation, they will receive a warning. If the exhibitor continues to operate noisemaking exhibits above 80 decibels after the first warning, Show Management reserves the right to cut the power of the offending mechanism, or otherwise ensure the noisemaking mechanism is shut off. Any expenses incurred in this instance will be the sole responsibility of the exhibitor.
7. Only one exhibitor &/or vendor can exhibit per booth. No subleasing or sharing of booths.
8. **Exhibitors, Affiliates, Attendees, or Sponsors are not to arrange, plan, or otherwise involve attendees, themselves, or their company in any activities outside of the convention schedule, from the start of the CADA Convention, through closing of the convention. Any individual violating this policy will be asked to leave the convention & may be put on probation (restricted from attending all CADA functions) for a minimum of one or more years.** Examples of this include but are not limited to planned parties/events in hotel suites, clubs & other venues on or off-site.
9. Exhibitors & their personnel are to treat all convention attendees, convention center staff, & CADA personnel involved with the convention in a professional & courteous manner. Argumentative & disruptive behavior is unacceptable & will not be tolerated.
10. All promotional materials are to be distributed or handed out at the vendor's booth only. Exhibitors are not allowed to have employees stationed at any other location in the exhibit hall distributing their material or handouts.
11. All publications offered for sale by any vendor must be sold through the CADA Convention Store. Arrangements to sell these materials can be made (60) days before the convention. There is no selling of goods or services in the exhibit hall.
12. No vendor personnel or volunteer under the age of eighteen (18) or in high school shall be allowed in the exhibit hall without prior CADA written approval.
13. A vendor's booth(s) shall always be occupied when the exhibit hall is open. Exhibitors are not to close their booth(s) before the designated time. CADA may require a \$500 retainer for future exhibit space.
14. Vendors shall follow all rules and adhere to all restrictions communicated by CADA before or during the convention.
15. Vendor agrees to do business under CADA's Code of Ethics, which can be found at www.cada1.org/affiliates.
16. Registration for the CADA Convention as an Exhibitor is not complete until the registration form is processed & accepted by CADA.
17. **Exceptions to these rules may be made at the sole discretion of CADA. CADA reserves the right to interpret and enforce these rules, require booth modifications, relocate exhibits, or remove exhibitors. All CADA decisions are final. Failure to address every circumstance in these rules does not limit CADA's authority to manage the exhibit hall or enforce these standards.**

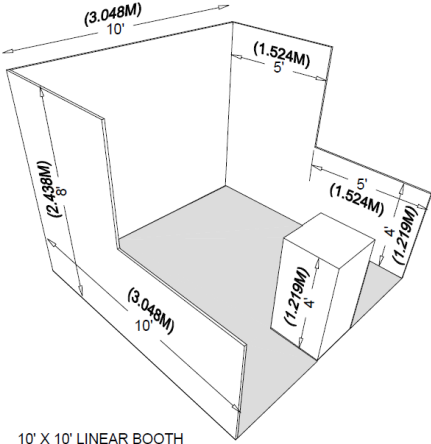
ALL PAPERWORK MUST BE PROPERLY FILLED OUT & SIGNED WITH PAYMENT BEFORE BOOTH IS BOOKED.
CERTIFICATE OF INSURANCE MUST BE SUBMITTED PRIOR TO SHOW.

BOOTH SETUP GUIDELINES

These are the industry standards set forth by IAEE (International Assoc. of Exhibitions & Events).

Linear Booth

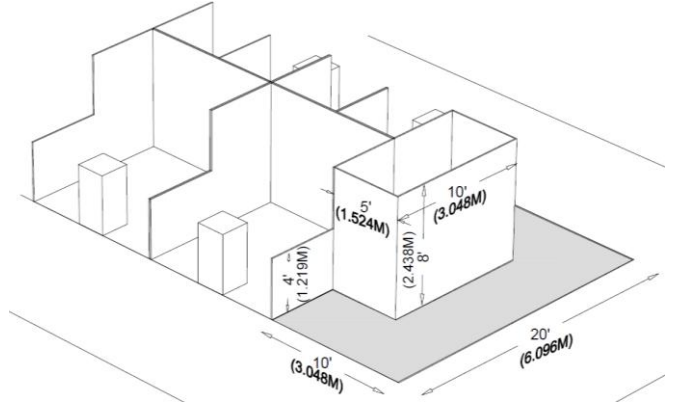
Linear booth(s) or “in-line” booths are arranged in a straight line and have neighboring exhibitors on their immediate right & left, leaving only one side exposed to the aisle.



Please Note:
Booths are 10' ft.
deep by 10' ft. wide
and should not
exceed 8' ft. in

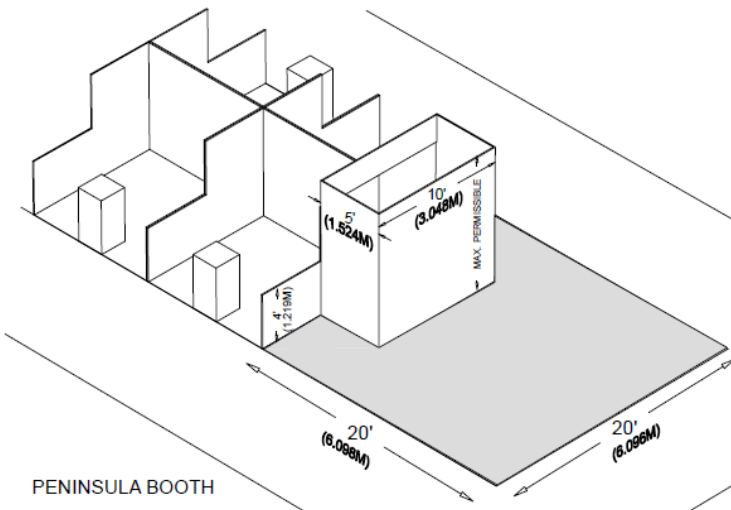
End-cap Booth

An End-cap Booth is exposed to aisles on three sides and comprised of two booths.



Peninsula Booth

A peninsula booth is exposed to aisles on 3-sides & comprised of a minimum of 4-booths.



These are the standards set forth by IAEE. All exhibitors are expected to follow these standards when setting up their booth.

Any exhibitor that does not follow these guidelines may be required to modify, reconstruct, or remove portions of their booth on-site at CADA's direction.

Linear or “in-line” booths cannot exceed 8 ft. in height unless they are on a perimeter wall.

If you are in any doubt - we encourage you to send us your booth design before the conference to ensure you are within the guidelines. Contact CADA Central if you would like to submit your booth design.

* IAEE (International Association of Exhibitions & Events)

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Company: _____
Signature: _____

Name: _____
Date: _____