



## Exhibitor Details and Policies

*Make a Meaningful Connection at One of the Most Respected Conferences on Hospital Volunteerism*

### Categories

The exhibitor event showcases hospital-related products in the following categories:

- Apparel/uniforms/logo
- Convenience
- Fundraising
- Gift
- Health & wellness
- Equipment
- Promotional items
- Technology

### Participation

Exhibitor participation is subject to approval by California Association of Hospitals and Health Systems (CAHHS) Volunteer Services. Participation criteria include:

1. Company website.
2. Products available for online purchase.
3. Willingness and ability to participate as subject matter expert in workshops and activities.
4. "Meet and Greet" customer service approach.
5. View a special pre-conference web session created for registered exhibitors.

### Location

Hyatt Regency Newport Beach

Plaza Arbor

1107 Jamboree Road

Newport Beach, CA 92660

(949) 729-1234

<https://newportbeach.regency.hyatt.com>

### Hotel Room Reservations

- Single and double occupancy rooms are available at a special discounted rate of \$184 per night, plus applicable taxes and optional resort fee.
- Additional special discounted rate rooms outside the room block dates are subject to hotel availability.
- Online reservations: [www.calhospital.org/CAHHS-2020-hotel](http://www.calhospital.org/CAHHS-2020-hotel)
- To make your room reservations by phone call (800) 233-1234 and use reference name CAHHS or California Hospital Volunteer and location Newport Beach.
- Discounted sleeping room deadline is **January 24, 2020**.
- Hotel check-in time is 4 p.m. and check-out time is Noon.

**Table Package**

- 1 – 6’x30” draped table
- 2 chairs
- 1 company identification sign
- 2 exhibitor representatives name badges
- Wireless internet access
- Basic power
- Box handling for 2 boxes up to 50 lbs. each (*Additional shipments handled by Hyatt Regency staff are subject to a \$3 per envelope fee and \$5 per box fee. An \$50 handling fee will apply for all pallets delivered to the hotel.*) See exhibitor shipping and charge authorization information below.

**Hotel Loading and Unloading**

Exhibitors can load and unload at the front drive of the hotel. Ask for the bellman to assist moving your items to the meeting room (Hyatt Regency Ballroom Subcorridor). Should you have items that require a large cart, contact CAHHS immediately at 916-552-7544. *Guests should not unload from K Street or 13th Street. Unless a valid parking permit is provided, guests may be ticketed and will be asked to move their vehicles by Hyatt Security.*

**Event Schedule**

Date	Event	Time
Monday, February 17	Exhibitor Set-Up	11 a.m. – 2 p.m.
	Exhibitor Event	2 p.m. – 4 p.m. 5:30 p.m. – 7 p.m.
Tuesday, February 18	Exhibitor Event	8:30 a.m. – 3:30 p.m.
	Exhibitor Tear Down	3:30 p.m. – 6 p.m.
<i>Cash and carry is permitted.</i>		

**Availability**

CAHHS assigns tables using the following criteria: sponsor level, order in which full-payment is received, number of tables purchased, location suitability and availability. A total of 25 exhibit tables are available.

**Evaluation**

A conference exhibitor show evaluation will be available at the end of the conference. A link to the online evaluation will be emailed to the registered representative. Please complete the online evaluation by March 31, 2020. Your input is invaluable and guides the development of future CAHHS events.

**Conference Program Advertisement Opportunities**

Your company name, address, phone and fax numbers, website address, logo and name(s) and email(s) of your on-site exhibitor representative(s) will be listed in the conference program. Based on level, sponsors receive one free advertisement. If you wish to provide further details about your company, advertising space is available in our conference program for an additional fee —quarter page \$100; half page \$200; full page, \$300; inside back or inside front cover, \$750; and back cover, \$1,000. Program advertisement details are available on our conference webpage at [www.calhospital.org/2020-volunteer-conference](http://www.calhospital.org/2020-volunteer-conference).

### **Liability Agreement**

It is mutually agreed that the CAHHS and the Hyatt Regency Newport Beach (Hyatt) will not be liable to an exhibitor for the exhibitor's property or injuries to his person, employees or agents, resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. This agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between CAHHS and exhibitor. Exhibitor hereby agrees to defend, indemnify and hold harmless CAHHS and the Hyatt, its owners, managers, directors, officers, agents, employees, subsidiaries and affiliates, from and against any and all claims, demands, costs, expenses (including attorney's fees), actions and liabilities arising directly or indirectly from any intentional or negligent act or omission by exhibitor or any of its officers, employees or agents. CAHHS reserves the right to prohibit any display or exhibit or any part of a proposed exhibit which it judges not suitable or in accordance with the acceptable professional ethics of CAHHS.

### **Compliance**

The exhibitor assumes responsibility for compliance with all pertinent ordinances, regulations and codes of duty authorized by local, state and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and or owners of the hotel. It is further agreed that the exhibitor will abide by and comply with the rules and regulations concerning local unions having jurisdiction in the hotel or with authorized contractors employed by CAHHS.

Social functions sponsored by exhibitors must not be scheduled during exhibit hours or during the CAHHS programming hours. Any function not approved by CAHHS that would compete for attendees' time, either during the hours of the exhibit event or CAHHS programming hours, is prohibited.

### **Fire and Safety**

All flammable materials must be flame-proofed before being placed in the exhibit area. All materials and installations are subject to the fire and safety regulations in force by state and/or city fire authorities. Exhibitors must provide certification of flame proofing if requested by show management or the fire department. Volatile or flammable fluids, substances or materials of any nature are prohibited at your table.

### **Photo Release**

Consent to use photographic images and recordings: Registration and attendance at, or participation in, CAHHS meetings and other activities constitutes an agreement by the registrant to CAHHS for use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotape of such event and activities.

### **Americans with Disabilities Act**

If you require special accommodations pursuant to the Americans with Disabilities Act, contact CAHHS at (916) 552-7544.

**HYATT REGENCY NEWPORT BEACH  
EXHIBITOR PACKAGE CHARGE AUTHORIZATION**

All exhibitors must complete, sign and return this form by February 3, 2020.

Packages may be sent to the following address:

Hyatt Regency Newport Beach – CAHHS  
c/o: Your company name/vendor main contact  
Your on-site contact person  
1107 Jamboree Road  
Newport Beach, CA 92660

All packages must contain a label giving the following information:

1. Return Address
2. Name of Meeting/Conference (2020 California Hospital Volunteer Leadership Conference)
3. Meeting/Conference Dates (February 17-19, 2020)
4. Room Name to where boxes should be delivered
  - a. Sponsor – Plaza Arbor
  - b. Retail Exhibitor – Garden Room I
5. Booth Number (Please use company name)
6. Group Catering/Convention Services Contact (Thalia Khek or Leslie Ortega)
7. Name of Person that will claim package (On-Site Representative)
8. Date of that person's arrival

**\*\*Handling Fees for (2) boxes up to 50 lbs each are included for each exhibitor. Form does not need to be filled out if Exhibitor is shipping (2) or less boxes to Hotel.**

For all additional items shipped to the Hotel, a \$3.00 per envelope, \$5 per box and \$500.00 per pallet handling fee will apply, each way (receiving in and shipment out). The Hyatt Regency Newport Beach will only accept pre-paid packages. Any packages delivered COD will be refused by the Hotel and no notification will be made by the Hotel to the shipper.

The Hyatt Regency Newport Beach shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the recipient's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. The Hotel accepts no liability for lost, stolen, or damaged good.

The Hotel prefers to receive shipments no more than four (4) days prior to Group's events – February 13, 2020.

\*\*Please complete the following page if you are shipping additional boxes.

**HYATT REGENCY NEWPORT BEACH  
EXHIBITOR PACKAGE CHARGE AUTHORIZATION**

**Contact Information**

Guest Name: \_\_\_\_\_

Event Name & Date: 2020 California Hospital Volunteer Leadership Conference  
February 17-19, 2020

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  Cell  Work

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

**Payment Method**

MasterCard  AMEX  Discover  Visa

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card \_\_\_\_\_

Bill to Room

Charges Billed to Room of: \_\_\_\_\_

Authorized by: \_\_\_\_\_

I authorize the Hyatt Regency Newport Beach to utilize my credit card and/or hotel room for the billing as noted above.

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

**Please return this completed form to:**  
**Thalia Khek or Leslie Ortega at the Hyatt address, email provided or fax to (949)759-3253.**  
[thalia.khek@hyatt.com](mailto:thalia.khek@hyatt.com) or [leslie.ortega@hyatt.com](mailto:leslie.ortega@hyatt.com)