

# Exhibit Rules



2023 Disaster Planning Conference  
October 3 – 4, Sacramento Convention Center

---

## Space Assignments

Booth assignments will be made by the California Hospital Association (CHA) based on the following criteria: sponsorship level, order in which reservations are received, number of booths purchased, suitability and availability of locations.

## Space and Services Included in Fee

Space charge is \$1,950 per 10' x 10' booth. The fee includes two company representatives to attend only the exhibit show; space charge is complimentary with sponsorship. Booth includes an 8' table with drape, two chairs, waste basket and one 500-watt, 120-volt duplex electrical outlet. Exhibit hall aisles will be carpeted in gray.

There will be an exclusive service contractor for the show and all additional services needed (i.e., shipping, material handling, carpet for your booth, etc.) must be secured directly through the service contractor. An exhibitor service kit will be emailed to you or can be accessed on the conference web page.

## Sponsor and Exhibit Refund Policy

Sponsor and exhibit fees are NONREFUNDABLE.

## Preliminary Exhibit Schedule

Sacramento Convention Center  
(date/times are approximate and subject to change)

### Monday, October 2

Set-up: 1:00 – 4:00 pm

### Tuesday, October 3

Exhibit Viewing & Continental Breakfast: 8:00 – 9:00 am  
PM Breaks: 10:15 – 10:45 am & 3:00 – 3:30 pm  
Exhibit Show Reception: 4:30 – 5:30 pm

### Wednesday, October 4

Exhibit Viewing & Continental Breakfast: 7:00 – 8:00 am  
AM Break & Prize Drawing: 10:00 – 10:30 am  
Dismantling: 10:30 am – 12:00 pm

## Exhibit Set-Up and Clean-Up

Set up of exhibits must be complete and ready for inspection by 4:00 pm on Mon., Oct. 2. Exhibitors are prohibited from dismantling their booths until 10:30 am on Wed., Oct. 4. It is the responsibility of the exhibitor to remove all materials from the exhibit hall NO LATER than 12:00 pm on Wed., Oct. 4. No dismantling will be permitted after this time.

## Exhibit Show Passport

The exhibit show passport is a fun interactive opportunity where attendees participate via the conference app to compete and win prizes. This gamification encourages networking, booth foot traffic and lead opportunities. The attendee must be present to win and CHA will provide the winner's contact information to the donating exhibitor. **CHA staff and exhibitors are not eligible to participate in the prize drawing.**

## Exhibit Show Prize Drawing

Exhibitors are encouraged to donate a prize for the raffle (limit one) with a minimum value of \$100. Winners will be chosen and announcements made Sept. 14. Please email the item you wish to contribute for the Exhibit Show raffle to [lhartzell@calhospital.org](mailto:lhartzell@calhospital.org) by Fri., Sept. 8.

## Admittance

Exhibit hall admittance is limited to conference attendees and company representatives who have contracted and paid for exhibit space.

## Eligible Exhibits

CHA reserves the right to refuse rental of display space, exhibit or any part of an exhibit to any company.

## Fire and Safety

All flammable materials must be flameproofed 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 flameproofing if requested by show management or the fire department. Volatile or flammable fluids, substances or materials of any nature are prohibited in any booth.

## Social Functions

Social functions sponsored by exhibitors must not be scheduled during exhibit hours or during the CHA education program. Any function not approved by CHA that would compete for attendees' time, either during exhibition hours, educational sessions, general sessions or programs is prohibited.

## Security

Exhibitors are responsible for any valuables at their booth. Security guards will be present at all times.