

Exhibitor Checklist



2026 Disaster Planning Conference

September 22 - 23, Riverside Convention Center, Riverside, CA

Please provide the following by August 28, 2026

- Fees—make checks payable to CHA/CAHHS or provide Visa, MasterCard or American Express number with expiration date.
- Company logo in high resolution .jpeg or .png file format preferred.
- A short description of your organization (75 words or less).
- A description of your tabletop, dimensions, and product(s) being displayed.
- A description of items you may wish to contribute for the Exhibit Show raffle prize drawing.
**minimum value of \$100 is recommended*

All materials can be submitted via email: lhartzell@calhospital.org
Mail: CHA, Education Department, 1215 K Street, Suite 700, Sacramento, CA 95814

Hotel & Exhibit Information

- The Marriott Riverside at the Convention Center has rooms available at the discounted rate of \$159 plus taxes. For reservations, call (888) 236-2427 and mention the "CHA Disaster Planning Conference." Don't delay; the deadline for discounted sleeping rooms is **August 21, 2026**.
- Exhibit area includes a draped, 6ft or 8ft table and a name tent listing your company's name/logo.
NOTE: This is a table top exhibit. Each exhibitor will have roughly 8ft of space to display (this includes the 6ft table)
- Shipping information: Packages must arrive **no sooner than Friday, September 18, 2026**.

Ship to: ATTN: California Hospital Association
Event Dates: September 22-23, 2026
Vendor Name & Table #:
Riverside Convention Center
3637 Fifth Street
Riverside, CA 92501

Exhibit Schedule

(Dates/Times are approximate and subject to change.)

Tuesday, September 22

- Set-up: 9:00 – 11:30 a.m.
- Viewing: 11:30 a.m. – 5:30 p.m.

Wednesday, September 23

- Viewing: 7:00 a.m. – 2:30 p.m.
- Raffle: 1:15 p.m.
- Dismantling: 1:30 p.m.