CALIFORNIA ASSOCIATION FOR PROPERTY EVIDENCE

***31st Annual State Seminar***

***Bahia Resort Hotel, San Diego***

**General Vendors’ Exhibit Reservation Form**

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| **EXHIBIT SHOW/VENDOR OPPORTUNITIES & INFORMATION:** ***ALL RESERVATIONS FORMS & PAYMENT MUST BE SUBMITTED ON OR BEFORE MARCH 1, 2022.***  |
| Thank you for your interest in Exhibiting at CAPE 31st Annual Seminar. Below is the Exhibitor Show Information.  |
| **Mandatory Events**  | **Date**  | **Time**  | **Location/Information**  |
|  Exhibitor Registration/ Set-up  | Monday, April 25, 2022 | 1:00pm - 5:00pm  | Bayside Pavilion  |
|  Exhibitor Networking Event  | Tuesday, April 26, 2022  | 6:00pm - 8:00pm  | Bayside Pavilion  |
|  Exhibitor Take-down | Tuesday, April 26, 2022  | 8:00pm – 9:00pm  | Bayside Pavilion  |
| **EXHIBIT INFORMATION:**  |
|  **Check here if you are a 2022 CAPE Corporate Sponsor (Platinum, Gold, or Silver): *No additional fee for exhibit*** **General Vendor Exhibit Booth: $600.00** – Each booth is an 8’ x 8’ area with one 6’ table and two chairs. Fee also includes morning coffee cart, lunch for two of your staff members on Tuesday, April 26, 2022, Tuesday night Vendor Appreciation Event, and company profile information in the seminar app.  **Break-out Sessions: $500.00** – Break-out sessions will be limited to Wednesday, April 27, 2022. There are four time slots that will align with the class schedule and are limited to the first four exhibitors paid.  **CAPE App - Scrolling Banner Ad & Custom Launch Icon: $300.00 –** Your company logo or personalized graphic will appear as a scrolling banner ad in the 2022 CAPE seminar app. In addition, the seminar app will contain a launch icon which will be a direct link to your company’s website. (Graphics to be provided by Vendor). The 2022 CAPE seminar app will be used by attendees throughout the seminar to seek information regarding activities, events, and course times, navigate classes, and network with other professionals.   **Welcome Bag Marketing Items: $75.00** – CAPE will insert your marketing material into our attendees’ welcome bags. Your material can include postcards, brochures, single sheet documents and any small novelty marketing items. *ex: pens, pencils, etc.* (Marketing Materials provided by Vendor)  |
|  **EXHIBIT INFORMATION:** *Company information entered below will appear in CAPE App* |
| Company Name: Primary Contact Name:  |
| Contact Title:  | Contact E-mail (contract and billing will be sent to this address):   |
| Address:  | City:  |
| State  | Zip  | Phone  | Fax  |
| #1 Representative Attending: (included in booth) #2 Representative Attending: (included in booth)   |
| Brief description of products and/or services (REQUIRED):   | Please list Primary company contact name/contact info (REQUIRED):   |
| Brief Description of Booth Layout & any special *requests:*   |
| **The EXHIBITOR agrees to indemnity, defend, and save harmless, C.A.P.E., Inc., and their respective members, directors, and employees from any claim, loss, damage, injury, death and liability of every kind, nature and description, directly or indirectly arising from 2022 C.A.P.E. Training Seminar. EXHIBITOR agrees to remove displays/exhibits NO EARLIER than 8:00p.m. on Tuesday, April 26, 2022, without the sole permission of the CAPE State Board.**  |

**California Association for Property & Evidence ~ PO Box 622, Gilroy, CA 95021, (Phone) 562-799-4100 x1114 Dominic Sarabia ~ email: *vendors@cape-inc.us***

CALIFORNIA ASSOCIATION FOR PROPERTY AND EVIDENCE

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Exhibitor Contract

**Electrical Requirements:**

Electrical outlet access will be provided courtesy of CAPE.

**Access to WIFI:**

To purchase WiFi access please contact the Hotel directly.

**EXHIBIT SPACE** **Specifications:**

All spaces are 8' x 8' and include a table and two chairs.

**Attachments:**

* Any signs, screens, or other additions/attachments shall not in any way interfere with the view, light, or space of any other exhibitor.
* No attachments shall be made to any part of the exhibit area or any furnishings or fixtures or banners.
* Advertising materials or signs of organizations other than those who have engaged exhibit space are prohibited.

 **SUB-LEASING**

 Exhibitors may not sublet their space or any part thereof**.**

**Cancellation Policy:** Upon confirmation of reservation, exhibitor is obligated to fulfill their contractual obligations. If the exhibitor is unable to fulfill said contract and cancels their reservation, the exhibitor is required to provide written notification to CAPE on or before March 25, 2022 to receive a full refund. There will be no refunds granted past this date.

# Seminar APP Information

CAPE will be utilizing an app to disseminate information to all participants and exhibitors. You are responsible for providing the required information to ensure your organization is appropriately represented in the App.

**Required Information** (This information will be collected no later than March 1, 2022.)

* Brief Bio about your company
* Web site address (URL) o LinkedIn o Facebook o Twitter o Instagram
* Attending rep’s name(s)
* Attending rep’s mobile #(s)
* Attending rep’s email(s)
* Picture of Rep(s)
* Business office address and phone #(s)
* Company logo – JPEG or PNG, 300 x 300 pixels
* Advertising copy – 2” x 3.5” business card - JPEG or PNG, 300 x 300 pixels
* Company advertising, catalogs, spec sheets, etc. – PDF format only, max of 10Mb

# OUTSIDE EXHIBIT SPACE

All exhibits will be located in the designated exhibit area. No displays are permitted outside the official exhibit area unless authorized by CAPE.

# EXHIBITOR RESPONSIBILITIES

A representative of the exhibiting company must be present during uncrating, installation, and dismantling of his/her exhibit. At least one person should be in attendance in the exhibit space while the seminar and networking events are in session.

**Additional Exhibitor Passes:** #\_\_ \_\_ $50.00 (Exhibitor spaces include authorization for two representatives. Any additional representative desiring access to the Exhibitor Hall, Tuesday Lunch, and/or Tuesday night Exhibitor Networking Event will be subject to this fee.)

 **Additional Exhibitor Passes:**

It is understood that space is being contracted on a first-come basis, following receipt of payment.

I hereby represent that I am authorized to submit this Contract on behalf of my company, which I have read, understood and agree on behalf of my company to be bound by the terms of this Contract, and that the information contained herein is true.

 Exhibitor Company Name:

 Authorized Agent Name/Title (print or type):

 Authorized Agent Signature: Date:

 ONSITE EMERGENCY CONTACT CELL PHONE NUMBER (Required):

**Payment Method:**  *Corporate Sponsors – Platinum, Gold, or Silver)*

  **VISA/MC PRE-PAID ONLINE**

**DISC**

**OVER**

**AMEX**

Card Number: Expiration Date: / CVV:

 Name on Card: Signature:

 (Electronic Signature Accepted)

 **A CHECK WILL BE MAILED TO:**

 California Association for Property and Evidence, PO Box 622, Gilroy, CA 95021

**Please return signed contracts to:**

California Association for Property and Evidence

ATTN: Director of Vendor Recruitment, Dominic Sarabia

PO Box 622,

Gilroy, CA 95021

***Questions: Please contact Dominic Sarabia at 562-799-4100 x1114, Mia Medlin at 510-981-4713, or email:*** ***vendors@cape-inc.us***