



CALIFORNIA

Workers' Compensation & Risk Conference

2016 Exhibitor Badge Form

Conference/Expo: October 5th – October 7th, 2016 • Dana Point, CA

Charity Golf Tournament: October 4th

All exhibitors receive 2 complimentary passes (good for expo hall, all sessions, food, drinks and all networking events), 2 additional passes \$399 per pass, 3 or more additional passes \$950 per pass. Please complete and email to kristihanson@cwcriskconference.org
We will check ID at the Registration desk.

St. Regis hotel room reservation based on availability and limited to one (1) room per paid attendee. Exhibitors receive two (2) free staff badges equal to two (2) room reservations based on hotel availability. Additional rooms require additional registration/payment.

Free Staff Badge #1

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Free Staff Badge #2

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Additional Pass #1 @ \$399

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Additional Pass #2 @ \$399

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____



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Additional Pass #3 @ \$950

Name _____ Title _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Additional Pass #4 @ \$950

Name _____ Title _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Additional Pass #5 @ \$950

Name _____ Title _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Additional Pass #6 @ \$950

Name _____ Title _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Additional Pass #7 @ \$950

Name _____ Title _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____



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Credit Card Authorization Form

October 5th – October 7th, 2016 • Dana Point, CA

Contact information: Kristi Hanson • 312-489-1677 • Email completed form to: kristihanson@cwcriskconference.org

Company Name _____

Name on Credit Card _____ Job Title _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Grand Total \$ _____

PAYMENT INFORMATION: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Check

Card Number _____ Expiration _____ CVV Code _____

If using AMEX, 4 digit Code on front of card: _____

Card Holder Name _____

Send Check Payment to:

Risk Management Education Associates
210 N. Church Street, Suite 3112
Charlotte NC, 28202

CANCELLATION: Nonrefundable after **May 1, 2016.** Replacements are allowed with no additional fees.



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CONTRACT TERMS AND CONDITIONS

All exhibit rules and regulations specific in this agreement will be strictly enforced. Booth space assignments will be made on a first come, first-served basis, subject to priority booth space selection seniority policies. All exhibitors will be provided first right of refusal on existing booth space until **October 2, 2015**.

- In the event of a merger or acquisition, assigning or apportioning of any exhibit space is prohibited. Only the company contracted as the exhibitor will be permitted to utilize booth space.
- Food and beverage distribution must have prior approval from CWC & Risk Conference.
- Alcoholic beverages may not be dispensed in the exhibit hall.
- Early tear-down will result in a \$2,000 fine

Promotional Material

Sample articles, premiums, novelties, souvenirs and printed educational materials may be distributed from the confines of the exhibitor booth **ONLY**.

Admission

All persons visiting the exhibit area or conference related event is required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an exhibitor's badge or appropriate conference registration badge at all times.

Limitations of Liability

CWC & Risk Conference will provide security during the official period of installation, showing and dismantling and will exercise reasonable care for the protection of the exhibitors' materials and displays. CWC & Risk Conference will provide reasonable security protection when exhibits are closed, the safekeeping of the exhibitors' property shall remain the responsibility of the exhibitor. Neither CWC & Risk Conference nor St. Regis Hotel will assume any liability for damage or loss to the property of the Exhibitor, its agents, representatives, employees, invitees or guests at any time.

Payment of Exhibit Space

Full payment is due within **30 days** of space assignment. Failure to meet payment deadline will result in the release of reserved booth space. Exhibitor will forfeit the right to retain on-site pricing and will be subject to the fees and penalties outlined in the cancellation policy below.

St. Regis Hotel Reservations

Hotel reservations at St. Regis based on availability. Booth must be paid in full in order to make hotel reservations at the St. Regis. One (1) hotel reservation allowed per paid attendee. Booth comes with two (2) free staff badges equivalent to two (2) room reservations. Upon receipt of payment maximum of two (2) rooms will be available to reserve upon room link availability. Any more than (2) two rooms requires payment of additional staff badges.

Cancellation/Downsizing

Cancellation of all or a portion of any exhibit space must be made in writing. Written notice of cancellation/downsizing of booth space is subject to the application fee per 10 x 10 booth space as noted:

- Before December 31, 2015 ----- NO PENALTY
- January 1 – March 1, 2016 ----- \$500
- March 2 – April 1, 2016 ----- \$1,500
- On or after April 2, 2016 ----- NO REFUND will be issued and any remaining balance will be due in full. This policy will be strictly enforced, regardless of reason for cancelling/downsizing, including the failure of an exhibit to arrive on site.

Exhibitors who have cancelled prior to submitting their payment will be invoiced and held liable for the cancellation fee as outlined in the schedule above. In addition, participation in future conferences will be prohibited until all outstanding invoices have been paid in full.

CWC & Risk Conference shall not be responsible for shipping charges, construction costs, labor charges or expenses for preparation of exhibits or any other expenses in the event that the Exhibition is postponed or canceled for any reason whatsoever, or in the event that the material fails to arrive.

CWC & Risk Conference strictly prohibits solicitation of business in any public areas occupied by conference & exhibition, including public areas in the conference hotels. Solicitations are limited to badged individuals within registered booths in the exhibit hall **ONLY**. Exhibitors are not permitted to conduct business outside of their booth area during scheduled exhibiting hours.