



**California Association of Public Health Laboratory Directors  
CAPHLD**

**CAPHLD's 69<sup>th</sup> Annual Institute  
Laboratory Professionals: Growing Stronger Together  
Corporate Partners Exhibit – October 22-23, 2018**

**Vendors Exhibit General Information**

The California Association of Public Health Laboratory Directors cordially invites you to participate in the 69<sup>th</sup> Annual Institute Corporate Partners Exhibit on Monday and Tuesday, October 22-23, 2018 at the Resort at Squaw Creek, 400 Squaw Creek Rd. Olympic Valley, CA 96146. A Corporate Partners Reception will be held on Monday, October 22, 2018 from 5:30-8 PM.

Room reservations are made directly at the Resort at Squaw Creek 800-404-5544 or at the reservation website: [CAPHLD](http://CAPHLD) no later than **September 21, 2018**. A limited number of rooms are available, so please make your reservation at the earliest date possible. Room rates are \$169.00/night plus a 10.3% transient occupancy tax and \$20 resort fee per night. If you make your reservation by phone, please mention that you are attending the CAPHLD meeting to get the negotiated room rate. The North Lake Tahoe Express operates from the Reno Tahoe Intl Airport for \$49.00 each way. For those who will not be staying overnight at the hotel, self-parking is free.

**Vendors Exhibit and Symposium Schedule –  
BOLD Font –BOOTH CONTACT TIME with CUSTOMERS**

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| Monday, October 22, 2018   | 12:00pm – 11:00 pm<br><b>5:30 pm – 8:00 pm</b>   | Exhibit Set-up<br><b>Corporate Partners Reception &amp; Exhibit</b>  |
| (Optional for Corporate Partners, pre-paid reception –heavy hors d'oeuvres-cash bar reception) |  |  |
| Tuesday, October 23, 2018  | 6:00 am – 7:30 am<br><b>7:30 am – 8:00 am</b><br>8:00 am – 10:00 am<br><b>10:00 am – 10:30 am</b><br>10:30 am – 12:30 pm<br><b>12:30 pm – 1:30 pm</b><br>1:30 pm – 3:30 pm<br><b>3:30 pm – 4:00 pm</b><br>4:00 pm – 5:00 pm<br><b>5:00pm– 5:15 pm</b><br><b>5:15pm - 5:45 pm</b> | Exhibit Set-up<br><b>Continental Breakfast</b><br>Symposium<br><b>AM Break/Exhibit Visits</b><br>Symposium<br><b>Lunch (Provided)</b><br>Symposium<br><b>PM Breaks/Exhibit Visits</b><br>Symposium<br><b>Final Exhibit Visits</b><br><b>Raffle Reception</b> |

## **Corporate Partners Exhibit Registration Form – Due September 14, 2018**

Booth space will be assigned in the order that reservations and registrations are received. If you are not able to pay the registration fees online with a credit card, please send an email to Jim [jbeebe@co.slo.ca.us](mailto:jbeebe@co.slo.ca.us). It is important that you submit your online registration form and payment as soon as possible to secure the booth of your choice. [To register as an exhibiting vendor, click here.](#)

### **Company Description**

Please email to [jbeebe@co.slo.ca.us](mailto:jbeebe@co.slo.ca.us) a brief (100 - 150 words) description of your organization as a MS Word file and a company LOGO as an image file. This will be included in the program brochure and made available to all attendees. If an updated description is not provided, any previously provided descriptions will be used.

CAPHLD is nonprofit 501(c)3 organization. Federal Tax ID number: 68-0026779.  
CAPHLD's W9 will be provided upon request after payment is received.

### **Payment and Cancellation**

Payment in full of \$1000 for each exhibit booth is required at the time of application for space. **A change made on or after October 15, 2018 will be charged the full space rental.** Should any contingency prevent holding of the Institute or Exhibits, CAPHLD will refund exhibit fees, and shall not be held liable for any other expenses incurred by the exhibitor.

### **Installation, Dismantling, and Removal Information**

The Exhibit space will be available for set up starting on October 22, 2018 at 12 noon to 11 PM and on Tuesday, October 23, 2018 from 6-7:30 AM. Breakdown must occur following the exhibit on Tuesday night no later than 9:00 PM.

### **Resort at Squaw Creek Shipping and Receiving Procedures**

Vendors may ship packages up to 2 weeks prior to the exhibit day (as early as Monday, October 23, 2018) at no charge to: Resort at Squaw Creek, 400 Squaw Creek Rd. Olympic Valley, CA 96146. Please check with the Front Desk for your packages. The hotel has agreed to keep your packages for 5 days after the exhibit ends, after which time, all packages must be picked up. For all other arrangements, please contact the hotel. [Shipping and Handling fee Order Form, click here.](#)

### **Security and Liability**

Each exhibitor must make provisions to safeguard his/her effects from the time they are placed in the booth until they are removed. Space is leased with the understanding that CAPHLD and the Resort at Squaw Creek, will act for the exhibitor and their representatives only in the capacity of agent, not as principal. Each party agrees to be responsible for own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damages caused by theft and those perils normally covered by a fire and extended coverage policy.

The exhibitor assumes the entire responsibility and liability for losses and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless CAPHLD and the hotel agents, servants, and employees from any and all such losses, damages, and claims.

In addition, exhibitor acknowledges that CAPHLD and the Resort at Squaw Creek do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain

business interruption and property damage insurance covering such losses by exhibitor.

### **Special Regulations**

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| Subletting of Space | The subletting or assigning of space is prohibited. Two or more firms may not exhibit in a single space.  |
| Installation        | Exhibits should be installed in such a way that they will not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits.   |
| Fire Safety         | All structural work, such as extra shelving, display racks, signs, spotlights, etc., must be approved and all decorations, drapery, and fabrics for decorating the booth must be deemed flame-proofed.  |
| Courtesy            | The rights and privileges of an exhibitor shall not be infringed upon by another exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made within the confines of the exhibitor's booth. Canvassing outside the booth is forbidden.   |
| Advertising         | Advertising material or signs and canvassing or solicitation other than those who have engaged space are prohibited.  |
| Audio-Visuals       | The use of audio-visual equipment to facilitate presentations is permitted. However, exhibitors with noisy electrical devices, sound-producing movies, or other devices which may prove disruptive to other exhibitors must agree to accept a booth assignment which will minimize such problems.   |
| Conduct             | Unethical conduct or infraction of rules on the part of the exhibitor will subject the exhibitor to dismissal from the exhibit hall. In this event, it is agreed that no refund shall be made by CAPHLD, and no demand for redress will be made by the exhibitor. Disregard for any rule stated herein is considered just reason for CAPHLD to prohibit an exhibitor from attending all future CAPHLD activities. |