



CVNE Conference 2015
Westin Hotel, Millbrae, CA
April 17 & 18

Application for Exhibit Space

The purpose of the CVNE conferences is to provide members with a collegial environment in which they can enhance their teaching skills and network with colleagues from across the state of California.

Exhibit space will be offered on a first come, first served basis upon receipt of a signed application and payment.

Company: _____

Address: _____

City _____ State _____ Zip Code _____

Contact Person: _____ Title: _____

Email Address: _____ Telephone: _____

Exhibit Fee:

of Tables: _____ \$250 x number of Tables = \$ _____

Assignment of exhibit space will be at the discretion of CVNE and space available.

Electrical Outlet Needed _____ Yes _____ No (If needed, one standard outlet will be provided at no additional cost. Each exhibitor should bring power bar/extension cords)

Door Prize Drawing: _____ Yes _____ No (See *Terms and Conditions for Exhibitor Space* for additional information)

Exhibitor List Information: Please provide the information EXACTLY as you would like it to be printed

The undersigned agrees to abide by all requirements, restrictions and obligations under the *Terms and Conditions for Exhibitor Space*.

Signature

Print Name

Title

Date

Payment Method: Please make all checks payable to CVNE

Check # _____ Amount: \$ _____

Send payment to: **CVNE**
PO Box 730894
San Jose, CA 95173

Tammy Ortiz Email Address - tlbortiz@yahoo.com

CVNE – Terms and Conditions for Exhibit Space

Eligible Exhibits: CVNE reserves the right to determine the eligibility of any company or product to exhibit at the conference and further reserves the rights to reject any application and/or limit space assigned to any one company.

Confirmation of Application: Upon receipt and completion of processing, CVNE will send an email to the contact person listed on the application form along with any necessary instructions.

Exhibitor List for Conference Attendees:

CVNE provides a list of exhibitors to its conference attendees. Exhibitors need to provide CVNE with the necessary information to be included on exhibitor list. Should exhibitors fail to provide this information, CVNE will create any entry based on the information provided on the exhibitor application.

Example of information provided
on the exhibitor list for attendees

Company Name
Business
Company Representative
Phone number
Website Information

Installation, Show, Dismantlement: The exhibit hall will be available for set up at 6:30am on Friday of the conference unless otherwise notified. A conference agenda with exhibit times will be delivered to each booth. Each exhibit is entitled to one (1) six foot table with table cloth and skirt and two chairs. Please indicate on the application the number of tables required, no tables may be added the day of the conference. Due to limitations in space, exhibitors are discouraged from using large display signs, or other such freestanding display materials which may interfere in any way with any other exhibitor. Dismantling of exhibits may begin at 2:00pm on Saturday. CVNE requests that all vendors remain active until this time.

Space Assignment: Assignment of space for accepted exhibits is made by CVNE. Please notify the Exhibit Space Coordinator if there are special requirements/needs. CVNE will determine if these special requirements are feasible based on space and facility limitations.

Electrical: Individual electrical outlets must be requested at the time of registration. Electrical outlets are limited and will be assigned on a first come first served basis. Exhibitors are responsible for any costs which may be associated with the provision of an electrical outlet and for providing any necessary power bars or extension cords which you may need.

Advance Shipment of Merchandise: Advance shipment of merchandise should be arranged directly with the Hotel in which the conference is being held. Exhibitors are responsible for all costs associated with the storage and/or advance shipment of merchandise.

Door Prizes: CVNE holds an opportunity drawing for its members each day of the conference. If you are interested in donating a prize to the drawing, please indicate on the front of the application and deliver the prize to the registration table by 8am on Friday of the conference.

Internet Access: Should internet access be required, the exhibitor is responsible for making any necessary arrangements with the Hotel and will be at their own expense.

Security, Insurance and No Liability: CVNE will provide limited access to the exhibitor area prior to and after conference event times. In the event that the exhibitor space is in an open area, exhibitors are responsible for the security of their own booths. CVNE shall not be responsible for the safety of, or liable for damage or loss to, Exhibitor's property or personal items, including because of theft, fire, accident or any other cause, whether the result of negligence or otherwise.

Cancellation and Refund Policy: If a CVNE conference is cancelled due to circumstances beyond our control, all payments connected with the exhibit rental will be refunded. Should an exhibitor need to cancel, no refund will be granted once exhibit space is processed and confirmed.