



CSLA

California School Library Association

Established 1915

2024 Annual Conference & Exhibits

Jan. 25-28, 2024



Hilton Orange County/Costa Mesa

3050 Bristol St, Costa Mesa, CA 92626

Exhibitor Prospectus

Exhibitor Days

Jan. 26-27, 2024

Exhibitor Sponsorship and Tabletop Application and Contract 2024

1. Send confirmation to — PLEASE PRINT/TYPE

Account Number _____ (Leave blank if unknown)
 Company/Organization _____
 Contact Name _____
 Contact Email _____
 Phone 1 +ext. _____
 Address _____
 City _____
 State _____ Zip _____

2. Table Location Selection — PLEASE PRINT

Based upon the exhibit floor plan provided, please reserve the following **6 ft. tabletop(s)**. Tabletops include free WiFi, a tablecloth, two (2) chairs, and one (1) trash can. Space(s) will be assigned on a first-come, first-served basis with full payment. Members and sponsors will be given priority.

Optional electrical cord is \$45.00.

Tabletop Space Preferences (REQUIRED)

1st Choice 2nd Choice 3rd Choice

Please **DO** assign us a table near _____ Not applicable

Please **DO NOT** assign us a table near _____ Not applicable

CA Re-seller's Permit # _____

California Re-seller's Permit Number is required to sell at your table

3. Sponsorship Opportunities

Please reserve the following sponsorship opportunities. Check all boxes that apply.

_____ **LEVEL 1 Sponsor \$3,000** (Select one event below)

- _____ Opening General Session (Friday)
- _____ CYRM Banquet (Saturday)
- _____ Membership Meeting and Meal Event (breakfast or luncheon TBD)
- _____ New Attendee/Member Meet Up (Friday)

_____ **LEVEL 2 Sponsor \$1,500** (Select one event below)

- _____ Exhibit Hall Treats
- _____ Prizes for Whova Passport Contest Raffle
- _____ Friday Night Reception

_____ **LEVEL 3 Sponsor \$750** (Select one event below)

- _____ Name Badge Holders
- _____ Conference Signage
- _____ Small prizes for Whova Passport Contest

Completion _____

4. Fee Schedule

PLEASE NOTE: Sponsors receive discounted rates on tables (as listed below). **Membership MUST be current through the dates of the conference.**
Membership APPLICATION

Tabletop Contracts Received by October 31, 2023

	Non-Sponsor Pricing	Sponsor Pricing 20% Discount
CSLA Sustaining Members	\$630	\$504
CSLA Commercial and Institutional Members	\$725	\$580
Non-Members	\$885	\$704

Tabletop Contracts Received by November 30, 2023

	Non-Sponsor Pricing	Sponsor Pricing 10% Discount
CSLA Sustaining Members	\$780	\$702
CSLA Commercial and Institutional Members	\$880	\$792
Non-Members	\$1030	\$927

Exhibitor Learning Sessions (Exhibitor LS) See details on pages 1,4.

ITEM	QTY	RATE	TOTAL
SPONSORSHIP			
TABLETOP			
Conference Program Book Advertisements <small>(see page 2)</small>			
Level 1 Exhibitor LS Sponsor (30 min)		FREE	
Level 2 Exhibitor LS Sponsor (30 min)		\$150	
Exhibitor LS (30 min.)		\$300	
Electrical Cord		\$45	
Pre-conference Registration Lists <small>FREE for Sponsors Levels 1 & 2 (see page 1)</small>		\$100	
TOTAL DUE \$			

5. Payment Selection (select one) – PLEASE PRINT

AMEX MasterCard Visa Check (payable to CSLA)

Credit Card # _____

V Code _____ Expiration Date _____

Name on Card _____

Signature _____

Typed signature will be accepted as electronic signature

6. Terms of Agreement

I have read and understand the terms, conditions, rules, and regulations as outlined in the CSLA Exhibitor Prospectus, which are hereby incorporated into this agreement, and agree to exhibit on the basis set forth in these documents. See cancellation details on page 4.

Authorized Signature _____ Date _____

For electronic submissions, acceptance of the waiver statement serves as an electronic signature

CSLA EXHIBITOR PROSPECTUS

California School Library Association

2024 Annual Conference and Exhibits
Jan. 25-28, 2024

Hilton Orange County/Costa Mesa
3050 Bristol St., Costa Mesa, CA 92626

Exhibitor Days: Jan. 26-27, 2024

About the CSLA Annual Conference and Exhibits

California School Library Association (CSLA) is pleased to announce the 2024 Annual Conference and Exhibits at the Hilton Orange County/Costa Mesa in Costa Mesa, California. Exhibit dates are Jan. 26 and 27, 2024 (Friday afternoon and Saturday). There will be a block of "conflict-free" exclusive exhibitor time. Exhibiting during this conference will give you access to qualified buyers and decision-makers in the school library profession, as well as invited guests attending from partner organizations.

Top Reasons to Exhibit:

- Showcase your products and/or services in one place with current and prospective customers
- Communicate directly with decision-makers, teacher librarians, school library administrators, classified library staff, public librarians, classroom teachers, technology educators, reading specialists, and school administrators
- Enjoy exclusive exhibit hours. For exhibitor convenience, exhibit days are compacted into one and one-half days, and we continue to provide exclusive exhibit hours.
- **Exhibitor Learning Sessions offered Saturday, January 27** during exclusive exhibitor time. **These half-hour sessions will be clearly identified as commercial presentations** in the program and all communications.
- Promote your company as an exhibitor on the conference website
- Target your marketing opportunities in conjunction with CSLA promotions

Please reserve space early,

Exhibit space at our last three in-person conferences sold out.

The following materials comprise the contract regulations set forth by CSLA for all organizations and their personnel exhibiting at the **2024 CSLA Annual Conference and Exposition**. **Please read the exhibit terms, conditions, deadlines, and rules carefully as outlined in this exhibitor prospectus.**

CSLA encourages conference attendees to visit the exhibit hall by offering:

- Dedicated conflict-free exhibit hours
- Exhibit Hall Treats
- California School Library Foundation fundraiser held in the exhibit hall. We encourage you to bring one or more items as prizes.
- Whova Passport Contest. Attendees scan QR code at each exhibit. Participants receive a prize for visiting all exhibits and entered in a grand prize drawing.
- Opportunities to attend Exhibitor Learning Sessions throughout the conference

For many years, the Exhibitor Learning Sessions have sold out well ahead of the final deadline. For 2024, exhibitor learning sessions will be held on Saturday.

2024 Deadline Dates to Remember

October 31, 2023

Exhibit Space Early Registration Price **Deadline**

Sponsorship 20% Discount **Deadline**.

Deadline for exhibitor listing in Preliminary (online) Program.

Exhibitor Description and Sponsor Logo **due** to CSLA

Nov. 30, 2023

Exhibitor Space Regular Registration Price **Deadline**

Sponsorship 10% Discount **Deadline**

Deadline (exhibit space sales end)

Deadline for the Final (online and printed) Program, Exhibitor Description, all camera-ready artwork, and sponsor logos **due** to CSLA

Last day to reserve hotel rooms at conference rate is January 23, 2024 (hotel rooms may sell out earlier)

EXHIBITS LOCATION

Pacific Ballroom III and IV

EXHIBIT MOVE-IN HOURS

Friday, January 26, 2024

11:30 am – 3:00 PM

EXHIBIT HOURS

Friday, January 26, 2024

3:30 - 6:30 pm Exhibitor Hours

3:30 - 6:30 pm Exclusive Exhibitor Time

Saturday, January 27, 2024

11:00 am - 3:00 pm Exhibit Hours

12:00 pm - 3:00 pm Exclusive Exhibitor Time

EXHIBIT DISMANTLE HOURS

Saturday, January 27, 2024

3:00 PM – 4:30 PM

All material MUST be removed by 4:30 pm.

Please do not begin dismantling before 3:00 PM

PRE AND POST REGISTRATION LISTS

Pre-conference registration lists will only be provided to sponsors (Level 1 & Level 2) and those exhibitors who purchase them. All exhibitors will receive the complimentary post-conference registration list.

The lists will not include registrants who opt out of having their information shared.

Lists will include participant's:

- Name
- Email address

Please note that registrants provide their information by updating their accounts, therefore, CSLA is not responsible for inaccurate or incomplete records.

Conference attendee lists shall be provided on the following schedule:

- Complimentary pre-conference lists are provided to level 1 and 2 conference sponsors
- Pre-conference lists may be purchased for \$100
- A post-conference list will be sent electronically within ten (10) days of the end of the conference

2024 CSLA Conference – Fees, Advertising and Sponsorships

Fee Schedule

WiFi is included in your package.

To qualify for membership rates, Membership **MUST** be current through January 27, 2024. [Membership application](#)

Tabletop Contracts Received by October 31, 2023

	Non-Sponsor Pricing	Sponsor Pricing 20% Discount
CSLA Sustaining Members	\$630	\$504
CSLA Commercial & Institutional Members	\$725	\$580
Non-members	\$880	\$704

Tabletop Contracts Received by November 30, 2023

	Non-Sponsor Pricing	Sponsor Pricing 10% Discount
CSLA Sustaining Members	\$780	\$702
CSLA Commercial & Institutional Members	\$880	\$792
Non-members	\$1030	\$927

Please note that tabletop dimensions are **72x30** (and include two chairs, tablecloth, and trash can). **Multiple tabletops may be ordered. Wi-Fi service will be provided at no additional charge.** Standard electrical cord is \$45.00, if needed.

Whova

All conference sponsors and exhibitors will be featured on Whova, our online event app. Access to exhibitors through Whova is open for three months following the conference (until early June).

Hotel Accommodations

CSLA has negotiated an attractive room rate of \$179/night to exhibitors and attendees at the Hilton Orange County/Costa Mesa. Parking is \$20 overnight and \$10 for the day of the event. Complimentary hotel shuttle service available from SNA airport. To make a reservation call 1-800-HILTONS (1-800-445-8667). **Guests must identify themselves as being with the group, CSLA 2024, at the time of the reservation in order to receive the special group rate.**

The deadline for hotel reservations is January 23, 2024. Room availability is limited, so please register for your tabletop and reserve your hotel room early.

CSLA Foundation Drawing

CSLA and the CSL Foundation appreciate any and all donations as do our attendees. To gain additional visibility, donate one or more drawing prizes (\$25 min. value each.)

Program Book Advertisements

Conference sponsors receive complimentary advertising space:

Level 1	Full page
Level 2	1/2 page
Level 3	1/4 page

All other exhibitors may purchase advertising space at the following rates:

Full page	\$1,100
1/2 page	\$550
1/4 page	\$275

Sustaining and commercial members not exhibiting at the conference may purchase advertising space at the following rates:

Full page	\$1,600
1/2 page	\$800
1/4 page	\$475

*Non-Members who do not exhibit may not advertise in the conference program.

All ads must be submitted to CSLA no later than November 30, 2023, to be included in the **Final Program. Please provide camera-ready artwork.

We would like to acknowledge the commitment of our sponsors, exhibitors, and sustaining members from the **2023** conference. Their investment was integral to the success of the conference.

We look forward to *your* participation in Costa Mesa on Jan. 26-27, 2024



CSLA Conference 2023
A World of Literacies

Level 1 Sponsors: Follett, GALE

Level 2 Sponsors: MACKIN, PERMA-BOUND (THE STRONGEST BOOKS YOU CAN BUY), TeachingBooks, ProQuest

Level 3 Sponsors: CTA (CALIFORNIA TEACHERS ASSOCIATION), Junior Library Guild, OPALS

Thank you to these generous corporations for their Sponsorship of the 2023 CSLA Conference.

2024 CSLA Conference Sponsorship Opportunities and Thanks

Level 1 Sponsors \$3,000

In appreciation for your sponsorship you will receive:

- A full-page ad in the final Conference Program **\$1,600 value**
- One complimentary **Exhibitor Learning Sessions** (30 minutes each) **\$300 value**
- Two complimentary tickets to the California Young Reader Medal banquet **\$150 value**
- The opportunity to briefly address the audience at the session you sponsor
- Special recognition on our website with a link to your company
- Public recognition signage at the conference
- Pre-registration lists **\$100 value**
- Listing on pre-conference materials and in the monthly CSLA newsletters leading up to and immediately following the conference

Sponsorship contracts with payment received before **October 31, 2023:**

- Receive a 20% discount on tabletop contract (10% on or after **November 30, 2023**)

Level 1 Sponsorship choices:

CSLA reserves the right to reassign sponsorship choice in the event of unforeseen circumstances.

- _____ **Opening General Session (Friday)**
- _____ **CYRM Banquet (Saturday)**
- _____ **Membership Meeting and Meal Event (breakfast or luncheon TBD)**
- _____ **New Attendee/Member Meet Up (Friday)**

Level 2 Sponsors \$1,500

In appreciation for your sponsorship you will receive:

- A half-page ad in the final Conference Program **\$800 value**
- One discounted **Exhibitor Learning Sessions** (30 minutes each) **\$150 value**
- Special recognition on our website with a link to your company
- Public recognition signage at the conference
- Pre-registration lists **\$100 value**
- Listing on pre-conference materials and in the monthly CSLA newsletters leading up to and immediately following the conference

Sponsorship contracts with payment received before **October 31, 2023:**

- Receive a 20% discount on tabletop contract (10% on or after **November 30, 2023**)

Level 2 Sponsorship choices:

CSLA reserves the right to reassign sponsorship choice in the event of unforeseen circumstances.

- _____ **Exhibit Hall Treats**
- _____ **Prizes for Whova Passport Contest Raffle**
- _____ **Friday Night Reception** (Sponsor the disc jockey and get your company shout-outs throughout the night.)

Level 3 Sponsors \$750

In appreciation for your sponsorship you will receive:

- A quarter-page ad in the final Conference Program **\$275 value**
- Special recognition on our website with a link to your company
- Public recognition signage at the conference
- Listing on pre-conference materials and in the monthly CSLA newsletters leading up to and immediately following the conference

Sponsorship contracts with payment received before **October 31, 2023:**

- Receive a 20% discount on tabletop contract (10% on or after **November 30, 2023**)

Level 3 Sponsorship choices:

CSLA reserves the right to reassign sponsorship choice in the event of unforeseen circumstances.

- _____ **Name Badge Holders**
- _____ **Conference Signage**
- _____ **Small prizes for Whova Passport Contest Completion**

Other ideas? If you have any other sponsorship ideas, please contact the conference coordinator, Ashley Nichols-Lampkin or Mia Gittlen at exhibitor@cls.net, or the Administrative Assistant, Nina Jackson, at assist@cls.net to create your custom sponsorship.

Exhibitor Terms, Conditions, Rules, and Regulations

The following materials comprise the contract regulations set forth by CSLA for all organizations and their personnel exhibiting at the **2024 CSLA Annual Conference and Exposition**. Please read the exhibit terms, conditions, and rules as outlined in this exhibitor prospectus.

CONTRACT FOR SPACE

The "Application and Contract" must be completed in its entirety and accompanied by full payment of the total fee for the number of tables requested. **No applications will be processed or space assigned without both the contract and payment being received.** The signed "Application and Contract" and subsequent notice of assignment constitute a contract between CSLA and the exhibitor. Any point not specifically covered in these regulations is subject to the decision of CSLA, whose decision shall be final.

SPACE ASSIGNMENT

Assignments of tabletop space are based on the time and date that a signed and paid contract is received and solely at the discretion of CSLA. CSLA will give priority to members and sponsors for tabletop assignments. Although every effort will be made to assign spaces requested, CSLA reserves the right to make assignments that, in its opinion, may be necessary for the general good of both exhibitors and the conference. CSLA reserves the right to relocate/reassign tabletops at any time for the overall benefit of the conference. All such decisions are final.

EXHIBITING MEMBERS

Exhibitors who are also CSLA commercial and sustaining members receive a discount on the cost of each table. Individual members do not receive discounts on tables.

SUBLETTING TABLETOP SPACE

Exhibitor may not assign, sublet, or apportion all or any part of exhibitor's contracted tabletop space, nor may exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services on its tabletop. Failure to adhere to these regulations may result in the exhibit being removed at exhibitor's expense. Exhibitor hereby waives any claim to a refund of the exhibit space or other damages arising out of such termination and/or exhibit removal.

INSTALLATION AND DISMANTLING

Exhibitors are responsible for decorating, setting up, and dismantling tabletop displays. A tablecloth, two chairs, and a trash can will be supplied. Please refer to the schedule on page 1 for set-up hours, dismantling stipulations, and exhibit hours. Storage space is not available for display materials and/or show merchandise. At the conclusion of the set-up operation, all related equipment, trash, etc., must be removed from the premises no later than Saturday, Jan. 27, 2024 at 4:30pm.

CSLA does not contract for draperage. **If you need to ship material ahead please review the ADDENDUM information provided by the hotel.**

The hotel reserves the right to refuse to accept packages that appear to be damaged, and, in the event, assumes no liability for the condition of such packages. The hotel assumes no responsibility for packages delivered prior to three (3) days before the function.

Exhibits may not be dismantled prior to the conclusion of the exhibit time at 3:00 PM on Saturday, January 27, 2024. All exhibits must be dismantled and exhibitors must vacate the exhibit floor by 4:30pm on Saturday, January 27, 2024. Please note that early dismantling could jeopardize your exhibit placement for future conferences.

EXHIBITOR LEARNING SESSIONS

Exhibitors who purchase a session in a breakout room agree to abide by the time limitations by setting up and breaking down within five (5) minutes prior to and after the time allotted. A projector and screen will be provided, but exhibitors must bring their own computer, speakers, and adapters as needed. **Exhibitors must provide learning session information no later than November 29, 2023**, including the title and a short description of the presentation, demonstration, or user group meeting.

CANCELLATION, REDUCTION, OR UNCLAIMED SPACE

Should an exhibitor need to cancel or reduce a space reservation, written notice of the cancellation/reduction is required. Cancellations or reductions deadlines:

- On or before **October 31, 2023**, 50% refund
- **November 1-15, 2023**, 25% refund
- After **November 15, 2023**, no refunds

Any space not claimed or occupied by 3:00pm Friday, January 27, 2024, may be reassigned without refund.

USE OF EXHIBIT SPACE DURING EXHIBIT HOURS

Exhibitors shall reflect their highest standard of professionalism while maintaining the exhibit space during exhibit hours. All demonstrations and exhibits must be confined to the contracted space as outlined in the exhibit specifications. Space is leased under the definite pledge that an exhibit germane to the profession and of interest or educational value to the trade will be presented. The use of strolling entertainment or personnel is prohibited.

The use or presence of live animals is prohibited. Distribution of samples/souvenirs is permitted only from the contracted exhibit space. Exhibitors are prohibited from using loud audio. Loudspeakers or the operation of machinery that is of sufficient sound volume to be annoying to neighboring exhibitors or guests will not be permitted.

Special equipment needs must have prior approval by CSLA. No exhibit will be permitted that interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles. Display equipment may not be placed or displayed outside exhibitor's exhibit space unless approved in writing by CSLA. Exhibits must be supervised at all times unless expressly approved otherwise by CSLA. In the event exhibitor plays recorded music at the space that is the subject of this contract, exhibitor warrants that it shall obtain appropriate licenses and have the authority to use such copyrighted music and that exhibitor shall comply with all terms and conditions of said licenses. Exhibitor agrees not to have any live musical performance in its exhibit space. Exhibitor agrees to defend, indemnify, save, and hold harmless CSLA from any claims brought against CSLA alleging a breach of the warranties made in this paragraph.

Non-exhibiting companies may not display or advertise their products or services in any exhibit area or elsewhere in the conference facility, or official conference hotel, when, in the judgment of CSLA, such products are competitive with the products of exhibiting firms. Exhibitors are requested to inform CSLA of their knowledge of any such solicitation activity.

UNAUTHORIZED SOCIAL EVENTS, MARKETING EVENTS, FOCUS GROUPS

Exhibitor agrees that it will not conduct any marketing, social, or other functions during the official daily hours of the CSLA Conference without the expressed written consent of CSLA. In order to coordinate the scheduling of special functions, any exhibitor/company interested in planning an event during the conference should submit a written request to the Administrative Assistant, assist@csla.net by December 15, 2022. All functions are subject to written approval by CSLA.

Exhibitor Terms, Conditions, Rules, and Regulations

LIABILITY INSURANCE

Exhibitor acknowledges to protect, save, and hold harmless CSLA and the facility from any damages or charges for violation of any law or ordinance, as well as to comply strictly with applicable terms and conditions contained in the agreement between CSLA and the facility. The exhibitor will at all times protect, save, and hold harmless CSLA and the facility from all loss, cost, or liability arising from or by reason of the exhibitor's occupancy and use of the exhibit premises or a part thereof. Neither CSLA, the facility, any officers/directors, nor staff members will be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss. Materials may not be shipped in advance directly to the exhibit site, and no responsibility is assumed for materials in this case. No responsibility is assumed for materials left to be picked up by the exhibitor or other agent(s) of the exhibiting company after the close of the exhibit. All exhibit materials must conform to local fire regulations.

The exhibitor, their agents, employees, contractors, or invitees agree to indemnify, protect, save, and hold harmless CSLA and the facility, its agents, employees, or contractors from and against any and all losses, damages, injuries, claims, demands, and expenses, including legal expenses, of whatsoever kind and nature, arising due to negligence during exhibitor's participation in the exposition during the installation, show, or dismantling period.

Damage to inadequately-packed property is the exhibitor's own responsibility, and CSLA will not be liable for any such damage. The cost of repair or replacement due to damage to the facility housing the exposition caused or done by the exhibitor shall be the responsibility of the exhibitor causing such damage. Exhibitor shall assume all risks, costs, and expenses arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used during or incorporated during the conduct of its activities in the CSLA Annual Conference and Exhibits, and agrees to protect, indemnify, defend, and hold CSLA, facility, and their employees and agents harmless from all damages, costs, and expenses in law or equity for or on account of any infringement or alleged infringement of the intellectual or intangible property rights of any person (including without limitation patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights furnished to or used by exhibitor in connection with its activities in the CSLA Annual Conference and Exhibits), including the costs and expenses of defending any such action even if it is groundless or fraudulent.

SECURITY

The exhibits will be located in Pacific Ballroom III & IV, which will be locked when the rooms are closed. Reasonable precautions are taken to protect property, but CSLA cannot and does not ensure the safety of persons or the protection of exhibitor's property. The furnishing of such security shall not be deemed to increase the liability of CSLA, its representatives and employees, the general contractor, convention center or city where the venue is located, their representatives and employees, or to modify in any way the assumption of risk and release provided for above. If insurance is desired, it must be placed by exhibitor. It is recommended that exhibitors take precautionary measures of their own, such as the securing of small or easily portable articles of value and the removal of them to a place of safekeeping after exhibit hours. Under no circumstances shall CSLA be liable for lost profits, exemplary or consequential damages, or punitive damages.

BADGES AND REGISTRATION

All exhibitors must register and obtain exhibitor badges at the exhibitor registration desk prior to entering the exhibit area. Exhibitors, representatives, or their guests may not attend presentations done by other commercial exhibitors except at the personal invitation of the presenter. For each tabletop space purchased, the exhibiting company receives two (2) personnel badges (to staff the table).

CALIFORNIA SELLER'S PERMIT

No exhibitor will be permitted to sell (retail) merchandise in the exhibit hall unless the exhibiting company has submitted a California State Board of Equalization Seller's Permit Number to CSLA with their registration form.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA). Information regarding ADA compliance is available from the U.S. Department of Justice ADA information line (800-514-0301) and at www.ada.gov

SHOW MANAGEMENT AUTHORITY

CSLA reserves the right to interpret, amend, and enforce the terms, conditions, rules, and regulations at its sole discretion. Each exhibitor, for itself, its agents, and employees, agrees to abide by the terms set forth in this exhibitor prospectus or by any amendment thereto or interpretation thereof. CSLA reserves the right to refuse to sell space, to exclude, or restrict exhibits that may be objectionable, or to order the removal of any portion of an exhibit that in the judgment of CSLA is detrimental to or detracts from the general order of the exhibits.

At any time and for any reason, CSLA may, at its sole discretion and without prior notice, rescind and cancel any contract, arrangement or agreement with any exhibitor, or any other person concerning exhibit space or attendance at the conference or both, upon refund of monies received from the exhibitor or person. This applies to persons advertising or soliciting, or anything of similar nature. Failure to comply with any of the regulations as outlined in this prospectus will grant CSLA the right to remove the company from the exposition without recourse for any reason, including but not limited to, loss of sales, damages, or disparagement.

All exhibitors and other persons expressly agree to waive any rights to damages or other forms of relief related to such decision and cancellation by CSLA as consideration for the conditional privilege to exhibit at and/or attend the conference.

SHOW MANAGEMENT COMMUNICATION/PUBLISHER

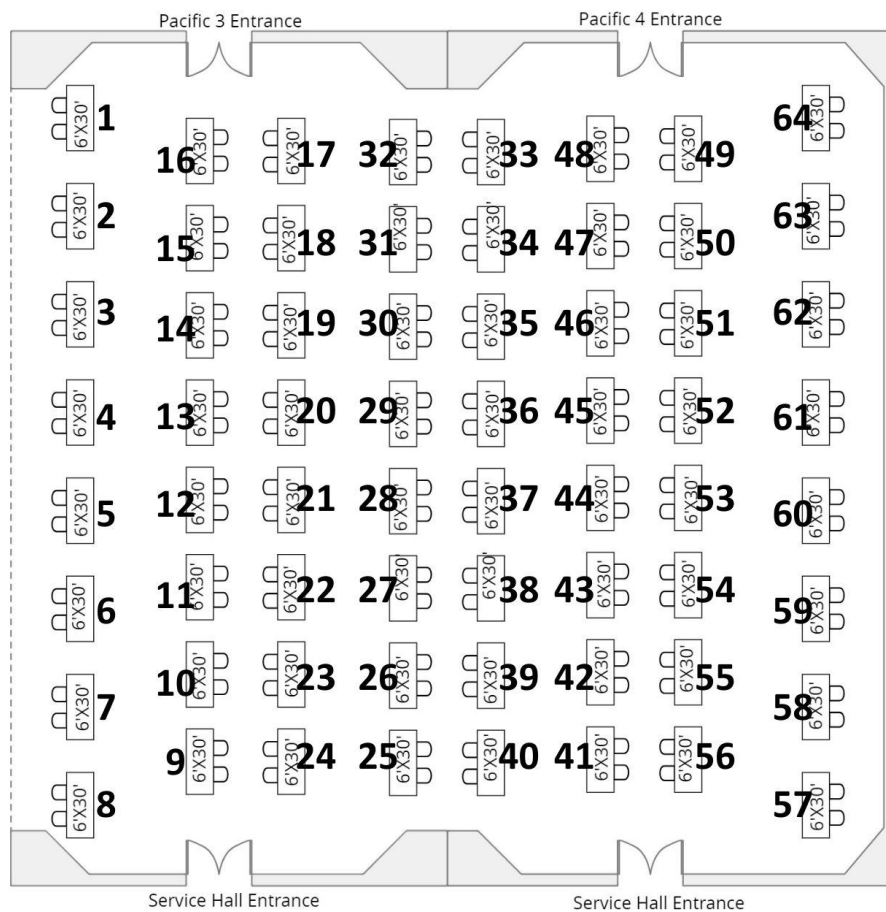
As show management, CSLA is the official publisher, and, as such, communication from a third-party vendor regarding advertising, sponsorship, etc., would be erroneous. All correspondence, including invoices, will be generated by CSLA carrying the conference logo, association's logo, and/or address. If there is any relationship with a third-party provider, CSLA will provide any notice to exhibitors, sponsors, and advertisers. All questions regarding exhibitors should be addressed to the Administrative Assistant, directly at assist@csla.net, 562-706-1292.

TERMS OF AGREEMENT

Exhibitor acknowledges that he/she has read and agrees to the exhibit terms, conditions, rules, and regulations as outlined in this exhibitors' prospectus. Exhibitors shall be bound by and must comply with, at exhibitor's sole cost and expense, all applicable national, state, and local laws, codes, and regulations of governmental or other authorities having jurisdiction over the exhibit facility or over the conduct of the CSLA Conference and Exposition, together with the rules and regulations of the owners and/or operators of the facility in which the CSLA Conference and Exposition is held.

Exhibitor Floor Plan

Hilton Orange County Costa Mesa Pacific Ballroom - Exhibit Hall



ADDENDUM - Shipping Information



The Hotel must be notified (3) days in advance, and any consignments shipped to the Hotel should include the following information on the package: "Attention: (onsite contact to collect package)," along with the organization / conference name and arrival date. Materials will only be received 3 days prior to the event date. The handling fee will cover the following services:

- A. Receiving shipments
- B. Secured storage
- C. Distribution of meeting materials to and from meeting room locations.
- D. Repackaging and shipping (freight charges not included)

Handling fees are as follows:

- 0lbs – 5lbs \$5 per box
- 6lbs – 20lbs \$10 per box
- 21lbs – 50lbs \$15 per box
- Over 50lbs \$25 per box
- Crates/Display cases: \$25 per crate/case
- Pallets: \$75 per pallet
- Pallet Storage: Shipped more than 3 days prior to conference, additional \$25 per day.

The Hotel will not accept C.O.D. shipments and all arrangements regarding shipping must be prepaid. All shipments must be routed directly to the hotel.