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CALIFORNIA POLICE CHIEFS ASSOCIATION

CPCA Trade Show Information, Rules and Regulations



May 19-22, 2024

Palm Springs Convention Center



ATS Tradeshow Information, Rules & Regulations

ATS Theme 2024 - "Together Towards Tomorrow"

Show Basics Summary

Exhibition Move in, Show Days and Move Out

- Set-Up - Sunday, May 19th, 2024 - 2:00 pm - 5pm and Monday, May 20, 2024 - 8:00 am - 2:00 pm
- Exhibition Hours
 - Monday, May 20, 2024 - 3:30 pm - 6:30 pm
 - Tuesday, May 21, 2024 - 7:30 am - 12:00 pm
- Tear Down - Tuesday, May 21, 2024 - 12:00 pm - 4:00 pm

Booth Space/Size

10' wide x 10' deep (displays are limited to 8' in height)

Booth Amenities / Inclusions

- One 6' table (72" x 30"), two chairs, one wastebasket
- Spaces are carpeted (custom carpet at a booth is optional)
- Two exhibitor badges (access to trade show only including Monday Opening Reception in show hall and Tuesday breakfast in show hall). Continental Breakfast will be served at 7am to exhibitors so they can eat before attendees arrive at 7:30am. Additional exhibitor badges may be purchased for \$500 each. All access passes to all conference events at the symposium can be added with the purchase of an exhibitor booth or sponsorship opportunity for \$1000 each.
- Attendee Pre/Post Conference Opt-in Contact List

Booth Space Fees

\$2,000 - for interior Booths, \$2,200 for corner booths or endcaps. Space is designed to accommodate a wide spectrum of displays, vehicles and demonstration areas. Multiple 10'x10' booths may be combined to create larger spaces which is required if you are exhibiting a vehicle.

Booth Space Purchase and Assignment

Please select your booth space using our on-line floor plan located on the exhibitor webpage. Exhibit space is selected by the exhibiting company on a first-come-first-served basis online. Booths are not subject to reserve or "hold" for later order. CPCA reserves the right to modify the exhibit floor layout at its discretion. By purchasing a booth at the show, you agree that you have read and understand the Trade Show Rules and Regulations and will abide by them.

Exhibitors are encouraged to complete an order payment with a credit card. Tradeshow booth orders paid at the time of the order with a credit card are considered secured. Orders opting to "Pay by Check" are NOT considered secured until payment is received. Due to the limited availability, CPCA will release booth orders not paid within 30 days of order. Payments by check must be sent to: CPCA, P.O. Box 255745 Sacramento, CA 95865.

CPCA reserves the right to refuse any company from participating as a sponsor or vendor.

Booth Cancellation

Written cancellations of prepaid exhibit space received by March 15, 2024 will receive a refund of the paid amount (less a \$500 non-refundable registration fee). No refund shall be made for cancellations received after March 15, 2024 unless we are able to resell the booth space. Please send all cancellation requests to Heather Palka at hpalka@californiapolicechiefs.org.



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Conference Cancellation

Should the California Police Chiefs Association (CPCA) cancel the Conference, the CPCA retains the discretion to refund the paid amount or credit the paid amount to a rescheduled or subsequent CPCA Annual Training Symposium. CPCA will not be held liable for any expenses (other than fees collected by CPCA) which may be incurred by the vendor, including travel fees, lodging or labor expense.

General Conduct Rules & Regulations

Each exhibitor agrees to be bound by the terms and conditions set forth in these Rules and Regulations. The exhibitor acknowledges and agrees to the CPCA Code of Conduct. Every exhibitor representative is responsible for being fully aware of and upholding the contractual agreement your company makes requiring adherence to the CPCA Exhibitor Terms and Conditions and will abide by our associated CPCA Code of Conduct during the entire event.

During any CPCA event, CPCA reserves the right, in its sole and absolute discretion, to expel or refuse admission to any representative of the Exhibiting Company or invitees whose conduct is, in its opinion, not in keeping with the character and spirit of CPCA.

Exhibitors may not assign or sublet any portion of their booth(s), nor may they display or advertise goods or services other than those provided by them in the regular course of business.

Exhibition Services Provider/Decorator

Western Event Service (WES) is the official provider/decorator for the exhibition. WES will provide an Exhibitor Services Guide and online ordering service for booth set-up, freight handling/shipping, vehicle load-in, specialty carpet (optional), Electrical, Internet and other exhibitor needs. Please direct questions and service requests to Dave Best | dsbestone@comcast.net.

Vehicle Display

Vehicles on display must be approved 30 days in advance and obey the following rules:

- Vehicle may have no more than 5 gallons of gas
- Vehicles must not be driven inside the Conference Center building
- Vehicle must have a locking gas cap or tape over the gas cap
- Batteries must be disconnected in an approved manner
- Vehicle must have a drip pan under the vehicle's drive train (motor to differential)
- Keys must be delivered to Western Event Service
- Vehicles must not be moved during show hours
- Refueling is prohibited in the facility
- Floor plans must indicate where vehicles are to be located and be preapproved

Not Permitted in Booth

The following amenities and activities are not permitted in the exhibition space unless requested by the exhibitor and pre-approved by the CPCA no less than 30 days prior to the ATS. Request consideration of special amenities and activities during the online booth registration process.

- No displays exceeding the 10' x 10' space footprint or 8' height limitation
- No merchandise or point of purchase sales
- No amplified sound, music or noise
- No special lighting or vehicle bar/strobe lights



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Facilities & Display Information

Booths are 10' wide x 10' deep and are equipped with standard framing materials, 8' high flame-proof drapery back wall and 3' high side dividers. Each exhibit space includes a 1' x 3' identification sign indicating the company name and booth number, one 6' table, two chairs and a wastebasket. The show hall is carpeted.

Each exhibitor is entitled to a reasonable sight line from the aisle, regardless of the number of booth spaces purchased. Displays shall not exceed 8' in height in the back and shall not exceed 4' in height beyond 5' from the back wall. If your display does not meet these specifications, contact CPCA for approval of any exceptions.

Display signs, materials or displays are limited to the assigned space and shall not be permitted in any public space or elsewhere in the meeting facility. All displays and demonstrations are to be within the bounds of the assigned space and shall not interfere with aisle space or be outside of the space.

Exposed, unfinished sides of backgrounds must be draped or covered to present an attractive appearance. Back walls shall be 8' high and sidewalls shall be 4' maximum height. No part of a display or its signage may be nailed, taped or otherwise attached to columns, walls, doors or floors in such a manner as to deface or destroy them. If the premises of the facility are defaced or otherwise damaged by the exhibitor, its agent or representatives, the exhibitor will be liable to the facility for the amount necessary for restoration to its previous condition.

All material(s) must be flameproof and fire resistant to conform to local fire ordinances and regulations and insurance carriers.

All aisles and exits shall be kept clear at all times. Fire extinguisher equipment shall not be covered or obstructed in any manner.

Cleaning

CPCA provides cleaning of common aisles and areas. Exhibitors must maintain assigned spaces in good order.

Shipping & Material Handling

Please refer to the Exhibitor Services Guide for specific details and instructions for shipping booth displays and materials to the Tradeshow.

Exhibitor Staffing Regulations

Spaces must be staffed at all times during posted Tradeshow hours. CPCA assumes no responsibility for space during set-up and dismantling.

Exhibitor Badges

Exhibitors must wear an official badge issued by the Symposium at all times within the Symposium areas and Tradeshow Hall. Badges may be issued on site during move-in. Additional badges above the prescribed allotment for an exhibit booth may be offered at the discretion of the CPCA and at an additional cost. Only employees of the company purchasing space may be registered as Exhibitors. Badges will be issued only to personnel staffing the booth, as indicated by the designated representative during the registration process.



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Each Exhibitor must identify one authorized representative to be responsible for the space for the duration of the Tradeshow. A pre-conference contact person must also be identified. False certification of individuals as Exhibitor representatives, misuse of Exhibitor badges or any other method or device used to assist unauthorized persons to gain entry to the Tradeshow floor will be cause for expelling the violator from the floor with no obligation on the part of CPCA whatsoever.

Delayed Occupancy

Space not occupied by the close of the set-up and load-in date and time may be forfeited and the space will be reassigned by CPCA without refund.

Security & Liability

The Tradeshow area will be secured during non-tradeshow hours, and no entrance by any person will be allowed. The Exhibitor assumes all risk and responsibility for any and all loss, theft and/or damage to Exhibitor's displays, equipment and other property while on the premises, and hereby waives any and all claims and/or demands it may have against the CPCA arising from such loss, theft and/or damage. In addition, the Exhibitor agrees to defend, indemnify and hold harmless CPCA and its directors, officers, employees, and agents from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees, costs of court and costs of other professionals, arising from directly and/or indirectly and/or in connection with the Exhibitor's occupancy and/or use of the exhibition premises and/or any part thereof and/or any act, error and/or omission of the Exhibitor and/or its employees, subcontractors and/or agents, except that Exhibitor shall not be responsible to indemnify a party to the extent a liability, obligation, claim, damage, suit, cost or expense arises from the sole active negligence or willful misconduct of that party.

Food/Beverage

The Tradeshow venue retains the exclusive right to provide, control and maintain all food and beverage services within the Tradeshow. Please note that no food or beverages for public consumption may be brought into the Tradeshow by any Exhibitor. The provision of alcoholic or non-alcoholic beverages, snacks or treats are included under these exclusive rights. All food and beverage samples brought into these premises must have approval of venue in writing prior to the event and adhere to the published Sampling Guidelines.

Sound, Music, Noise, Amplification and Volume

No music or loud volume noise is permitted to be played or amplified in an exhibit space. Any Exhibitor producing sound at a volume that is objectionable to other Exhibitors will be asked to lower the volume. If this cannot be done to the satisfaction of all, sound production will have to cease.

Exhibitor Gas, Liquids and Flammables

An exhibitor planning to have compressed gasses, liquids or flammable material in an exhibit space must secure prior written approval from the CPCA.

CPCA Staff Contact for Show

Heather Palka, Partner and Vendor Manager
hpalka@californiapolicechiefs.org
805-451-5067
P.O. Box 255745 Sacramento, CA 95865-5745

