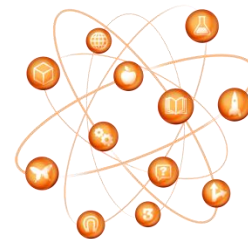


# 2018 EARLY CHILDHOOD STEM CONFERENCE

## February 2<sup>nd</sup>-3<sup>rd</sup> · Anaheim, CA



### EXHIBITOR CONTRACT

<b>Name &amp; Title:</b>		
<b>Company/ Organization:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>E-mail:</b>		
<b>Daytime Telephone No.:</b>	<b>Website:</b>	

### EXHIBITOR TABLE

Exhibitor Table	Cost:	Quantity:	Total:
<b>6 ft. Display table and 2 chairs</b>	\$300		
<b>6 ft. Display table and 2 chairs (non-profit rate)</b>	\$200		
<b>Additional 6 ft. Display table</b>	\$75		

Subtotal: \$ \_\_\_\_\_

### PROGRAM ADVERTISEMENT (Optional)

Program Advertisement- (Colored)	Pick One:	Cost:
<b>1 Full Page..... 8 ½” x 11”</b>	<input type="checkbox"/>	\$500
<b>½ Page (horizontal)..... 8” x 5 ¼”</b>	<input type="checkbox"/>	\$400
<b>¼ Page (vertical)..... 3 ¾” x 5 1/8”</b>	<input type="checkbox"/>	\$250

Subtotal: \$ \_\_\_\_\_

**Ads must be emailed to**  
[ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu) **by December 8, 2017**

You may submit a check (payable to Children’s Center at Caltech) with completed contract to the address below:

Children’s Center at Caltech ATTN: ECSTEM Conference 1200 E. California Blvd. Mail Code 1-133	For more information, email or call: <a href="mailto:ECSTEM@caltech.edu">ECSTEM@caltech.edu</a> 626.395.6860
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### GRAND TOTAL

\$

I have read and agree to abide by all ECSTEM Exhibitor Rules and Regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use**    Check No. \_\_\_\_\_    Date rec’d \_\_\_\_\_    Table # \_\_\_\_\_

# EXHIBITOR RULES & REGULATIONS

## EXHIBIT (Hall of Inquiry) SCHEDULE: (All Times subject to change)

Friday, February 2, 2018

Setup: 6:00pm – 8:30 pm \_\_\_\_ (initial)

Saturday, February 3, 2018

Exhibit Hall Open: 7:30 am - 4:00 pm \_\_\_\_ (initial)

Exhibitor Hall Closed & Tear Down: 4:00 pm - 5:30 pm \_\_\_\_ (initial)

**CONTACT:** Veronica Dayag, ECSTEM Conference Coordinator, [veronica.dayag@caltech.edu](mailto:veronica.dayag@caltech.edu), 626.395.6860

**HOTEL ACCOMODATIONS:** A block of rooms have been reserved at the Anaheim Marriott for the ECSTEM Conference. The special room rate will be available until January 1st or until the group block is sold-out, whichever comes first. To reserve a room at the Marriott Anaheim visit <https://aws.passkey.com/event/49149730/owner/3712/landing>. \_\_\_\_ (initial)

**PARKING:** The Marriott Anaheim maintains a controlled parking lot. Parking rates are as follows: Self-parking is \$26. Self-overnight parking is \$25. Valet parking \$33. Valet overnight parking \$31.

**REGISTRATION:** The registration fee for commercial exhibitors is \$300. Nonprofit's registration fee is \$200 with proof of 501 (C) 3 status. Registration includes one 6' table, two chairs and continental breakfast and lunch for Saturday, February 3<sup>rd</sup>, 2017. Additional tables may be purchased for \$75 each. As these are not booths, the space for each exhibit is dependent on the size of the table(s). It will be set up 2-3 feet away from the perimeter of the exhibit hall. A Model Teaching Lab will take up a large space in the center of the exhibit hall. \_\_\_\_ (initial)

**PAYMENT TERMS:** Full payment must be included with a complete "Exhibitor Contract" form to secure space and must be received prior to submission of advertisement (if applicable). Ads and logos must be submitted no later than December 8, 2017. Make checks payable to Children's Center at Caltech. For additional information, please email [ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu). Any point not specifically covered in these regulations is subject to the decision of the ECSTEM Committee, whose decision shall be final. \_\_\_\_ (initial)

**CANCELLATION AND REFUND:** Notice of cancellations must be made in writing to the ECSTEM Committee. Cancellations received on or prior to November 3, 2017 will result in the ECSTEM Committee retaining 50% of the full rental cost of exhibit space. No refunds for cancellations will be granted after November 4, 2017. The ECSTEM Committee shall not be liable for any interest on the amount refunded. \_\_\_\_ (initial)

**PACKAGE SHIPPING AND RECEIVING:** *See attached Marriott Anaheim shipping and receiving fee schedule, terms and conditions for complete information.*

Exhibitors are responsible for all arrangements and all expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel must be notified in advance (Contact: Mollie McLaughlin, Event Manager, 714.748.2421 and any consignments shipped to the hotel should be addressed: Anaheim Marriott Hotel, 700 West Convention Way, Anaheim, CA 92802. **Packages should be sent using the label attached to the attention of the person receiving them.** The hotel and the ECSTEM Conference Committee and its organizations are not responsible for damage or loss of any items delivered to the hotel prior to the event, or of any items or packages left on the property after your group departs. Please fill out the Marriott Hotels & Resorts Credit Card Authorization Form and fax to 714.748.2449. \_\_\_\_ (initial)

**EXHIBITOR SPACE:** Notice of your space location is provided the day of the event and is indicated with a company name card on each table. We make a strong effort to organize tables with ample visibility to our attendees. \_\_\_\_ (initial)

**EXHIBIT PROTOCOL:** Exhibits must be staffed at all times the exhibit area is open. Interviews, sales, distribution of literature, samples and networking should take place only within designated table area to avoid infringing upon the rights and privileges of other exhibitors. \_\_\_\_ (initial)

**SETUP AND CLEANUP:** Setup of exhibits begins at 7 PM on Friday, February 2 and dismantling will begin at 4 PM on Saturday, February 3. Exhibitors are responsible for keeping the exhibit area clean and organized, including clear passage ways. When dismantling your exhibit, exhibitors must take all their materials and leave the area in the same condition as it was given. \_\_\_\_ (initial)

**STORAGE OF BOXES AND CRATES:** Exhibitors will not be permitted to store boxes or packing crates in or behind tables. Boxes and crates must be removed from the exhibit floor one hour prior to the exhibition opening, and will be placed in storage provided they are properly labeled for storage. Those not labeled will be removed and destroyed as refuse. \_\_\_\_ (initial)

**SALE OF PRODUCTS:** Sales of products are permitted in the exhibit hall within an exhibitor's designated booth space. Obtaining the appropriate licenses/permits as required by law, collecting and remitting sales tax, and any other legal requirements associated with product sales are the sole responsibility of the exhibitor. A copy of the California Sales Permit must be provided to the ECSTEM Committee by **December 8, 2017**. For more information on the permit, contact California State Board of Equalization at (800) 400-7115 or [www.boe.ca.gov](http://www.boe.ca.gov). \_\_\_\_ (initial)

**CONDUCT:** Exhibitor agrees to conduct the exhibit in an orderly manner in full compliance with applicable laws, regulations and Hotel rules. Exhibitor assumes full responsibility for the conduct of self in attendance and for any damage, loss or liability incurred. In the event the conduct of the exhibitor at the Event is determined, in the Hotel's sole discretion, not to be orderly or in full compliance with applicable laws, regulations and/or Hotel rules, exhibitor at the Event must leave the premises when instructed to do so. \_\_\_\_ (initial)

**LIABILITY AND INSURANCE:** Exhibitors assume the entire responsibility for losses, damages or injury arising from exhibitor's displays, equipment, or other property on the premises of the Anaheim Marriott. The exhibitor shall indemnify and hold harmless The Children's Center at Caltech and THINK Together (event hosts) and any of its authorized representatives, agents or employees from any and all losses or claims. \_\_\_\_ (initial)

**SECURITY AND INSURANCE:** The event hosts do not guarantee against loss or damage of any kind. Exhibitors wishing to insure their exhibit materials, goods and/or wares on exhibit against theft, damage by fire, accident or loss of any kind must do so at their own expense. \_\_\_\_ (initial)

I have read and initialed the rules and regulations of the ECSTEM Conference & the Anaheim Marriott.  
(sign & date below)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date