



44th Annual Convention & Trade Show
October 15-17, 2017
Viejas Casino & Resort
Alpine, CA (San Diego), CA



Exhibitor Rules & Regulations

Rules

These rules and regulations govern the exhibits under the auspices of the California Bus Association (hereafter listed as CBA) are part of the agreement for exhibit space.

Space Size And Price

Each exhibit space includes one draped 6' table with two chairs. Electricity can be provided if requested. (500 watt outlet) **Free-standing displays are permitted in the outer perimeter of the room if they are no wider than the exhibit table.** The rate per table is \$350.00. Tables are available to current members of CBA only. We will not be using pipe and drape.

Use Of Space

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear; to this end, exhibits should be so arranged that exhibitors will be inside the space assigned. All material used for decoration, i.e., paper, cardboard, cloth, etc., shall be flame-retardant type. Safety and fire exits and equipment must be left accessible and in full view at all times.

Liability

It is mutually agreed that the California Bus Association and Viejas Casino & Resort shall not be liable to any exhibitor for any damage to or for the loss or destruction of an exhibit on the property of an exhibitor or injuries to his/her person resulting from any cause. All claims for any such loss, damage, or injury are expressly waived by the exhibitor.

Restriction

CBA reserves the right to prohibit any display or exhibit or any part of a proposed exhibit which it judges not suitable or in accordance with the general character of the exhibits; this refers to conduct of persons, printed matter, souvenirs, or anything that may be classed as unsuitable.

Cancellations

In the event an exhibitor finds it necessary to cancel its participation in the CBA 2017 Trade Show, refunds will be as follows: For cancellations prior to October 2, 2017 - 50% refund if space is resold at full price; 25% refund if space is not resold; after October 2, 2017 - no refund. All cancellations must be in writing - postmarks will be controlling.

Failure To Occupy Space

Space not occupied will be forfeited by exhibitor without refund.

Installation Of Exhibits

Installation of exhibits will be on Tuesday, see schedule for time.

Open Exhibit Hours

Tuesday, October 17, 2017 see schedule for time.

Removal of Exhibits

No exhibits may be dismantled before the official closing of the CBA 2017 Trade Show at - see schedule for time.

Exhibitor Registration

Exhibiting companies must be registered Convention attendees. Refer to the Registration form enclosed for the required registration fees. Only those persons wearing badges issued by CBA for the Convention will be permitted into the exhibit hall. It is important that all exhibitors be registered. Badges must be worn at all times; badge swapping among personnel is prohibited.

Rights Of Trade Show Management

Should any emergency of any nature arise previous to the opening show date which would prevent its scheduled opening, destruction or damage to the exhibit area by fire, wind storm strikes, acts of God, etc., or a declaration of any emergency by the Government, it is expressly agreed that CBA may retain as much of the payment for exhibit space as is necessary to cover the expenses incurred by the Association up to the time of such emergency. All points not covered by these rules are subject to the judgment of the Board of Directors of CBA.

Shipping of Display Materials

A convention service will not be used by CBA. Each exhibitor can ship their display materials to the hotel three (3) days prior to the date of the function. The following information must be included on all packages to ensure proper delivery:

1. Name of Organization - California Bus Association
2. Guest's Name
3. Attention of the Conference Manager - Suzie Petersen
4. Date of Function - Oct. 15-17, 2017
5. Fedex-Company Line: Viejas 171019CALI
6. UPS- Company Line: Viejas 171019CALI

Viejas will charge a package handling fee based on package size/weight. All packages stored for more than three (3) days before or after the function will incur a per day storage fee. For your convenience and safety, Hotel asks that all deliveries made on your behalf be made through their loading and unloading area. Packages can be picked up at the CBA Convention office during registration hours.

Viejas Casino & Resort
5000 Willows Road
Alpine, CA, CA 91901