

SPACE APPLICATION/CONTRACT

INSTRUCTIONS: All applications must be signed, completed and accompanied by the correct payment. Applications that are incomplete, unsigned or not accompanied by proper deposit will be returned and will not be entered into the booth assignment process.

EXHIBITOR INFORMATION

Company Name: _____
 Company Contact: _____
 Email: _____
 Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Website: _____
 Products/Category: _____
 Booth Logistics Contact: _____
 Email: _____ Phone: _____
 Billing Contact: _____
 Email: _____ Phone: _____

EXHIBITOR SPACE PRICING

BOOTH PRICING

✓ Your Package	Booth Packages*	BEFORE June 30, 2021	AFTER June 30, 2021
	The ADVANCE Package	\$ 1900	\$ 2300
	The ADVANCE+ Package	\$ 2500	\$ 2900
	The Centennial Package	\$ 3500	\$ 3900
	The Suite Spot Package	\$ 5000	\$ 5400

*Review the Together Again Package Description tables for packages inclusions and limitations. | All expo booths in the main ballroom include 8'x8' space with pipe & drape. Ballroom is carpeted. | Standard shared wi-fi is also included.

BOOTH PACKAGE TOTAL: \$ _____

SPACE PREFERENCES

Booth selection will be based on date of contract and deposit received. First come, first served. Management will make every effort to place you in preferred location once floor plan is finalized.

#1 _____ #2 _____ #3 _____

AGREEMENT

By signing this contract, we agree to abide by all rules and regulations governing the conference as printed in the attached terms and conditions. Acceptance of this application by CPOA constitutes a contract.

 Authorized Signature

 Printed Name

 Title Date

EXHIBITOR SERVICES

The ADVANCE Expo has negotiated special pricing for booth support needs. These services and all other show related logistics and marketing tools will be available to you in the Exhibitor Services & Marketing Kit that will be available June 30, 2021.

PAYMENT INFORMATION

_____ Check _____ Credit Card

A 50% non-refundable deposit may accompany this contract for space confirmation. No space will be held and no contract will be processed without a deposit. Full balance is due by June 30, 2021 to maintain your exhibit space. Contracts submitted after June 30, 2021 must be paid in full.

By providing a credit card number below, you are agreeing that the card is approved to be charged for the amount dictated by the terms of this contract, and that you will not dispute the charge directly with your credit provider.

\$ _____
 Deposit Amount

 Credit Card Number Exp CVV

 Name on Card

 Signature

CANCELLATION

Payment is refundable, less 50% deposit if notified in writing prior to June 30, 2021. No refunds or credits will be granted, under any circumstance, after June 30, 2021.

SUBMISSION

Please return the original to CPOA ADVANCE and keep one copy for your records. Digital signatures are considered binding. You agree that all forms of submission of the completed contract are binding to the terms on the Rules and Regulations document provided. CPOA – 2485 Natomas Park Drive, Suite 540, Sacramento, CA 95833. Or email to Cindi Williams at cwilliams@cpoa.org.

2021 CPOA's ADVANCE Exhibit Space Contract

Rules and Regulations

It is the exhibitor's responsibility to read and understand and accept all rules, regulations and information.

Contract: My electronic acceptance of these Terms and Conditions, on behalf of myself and the company I represent, constitutes agreement to abide by all of the terms, conditions and obligations noted on this form and in the rules, regulations and restrictions which are hereby incorporated and made a part of this agreement ("Contract Terms"). I affirm that I have read and understand all the Contract Terms and have had the opportunity to review them with legal counsel prior to executing this contract. If you have a disability that may require special accommodation in order to fully participate in this activity, please contact CPOA to discuss your specific needs.

Rules: These rules, regulations and restrictions govern all exhibitors and exhibits for CPOA's ADVANCE Event, under the auspices of the California Peace Officers' Association (CPOA), and are part of the agreement for space.

Exhibit Space: Neither the Exhibitor Agreement nor any booth or display space request or allocation will be binding on CPOA/ADVANCE unless and until the exhibitor signs the Terms Agreement, whether it be signature or digital acceptance; and issues payment in accordance with said agreement, and said agreement is executed by the exhibits staff on behalf of CPOA/ ADVANCE. CPOA/ADVANCE is hereby authorized to assign exhibit space based on availability and in accordance with the Exhibitor's top choices whenever possible. CPOA/ADVANCE reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the exhibition. CPOA/ADVANCE will do its best to accommodate exhibitor requests not to be placed near a competitor, but such requests cannot be guaranteed.

Deposit: Fifty percent deposit (50%) is due upon booth selection. Total booth fee must be received by CPOA prior to June 30, 2021. If the total booth fees are not paid by June 30, 2021, CPOA/ADVANCE may, at its option, consider the agreement canceled by exhibitor, and retain the deposit. In such case, the parties agree that the amount of the deposit is a reasonable estimate of the damages/losses incurred by CPOA/ ADVANCE and is not a penalty. After June 30, 2021, full booth payment is due upon selection.

Use of Space: Exhibitors shall arrange their exhibits, so they do not obstruct other exhibits. Aisles must be kept clear. Display material or equipment at the sides of the booth should not exceed the height of the sidewalls. All material used for decoration shall be a flame-retardant type. Fire exits and safety equipment within the exhibit hall must be left accessible and in view always. Use of equipment with gasoline, natural gas or other non-electrical power must meet additional fire code standards and must be approved in advance by CPOA/ADVANCE. Please contact CPOA/ADVANCE office for these regulations. CPOA Reserves the right to remove or prohibit any exhibit in whole, in part, or any exhibitor or representatives those in its opinion are not in keeping with the character and purpose of the trade show.

Subletting or Assignment: CPOA/ADVANCE strictly prohibits the sharing or "co-opting" of exhibit space unless the two companies are officially affiliated (proof required). Contracted exhibitors shall not assign, sublet, or share any space allocated to them without prior written permission from CPOA/ADVANCE and may not advertise or display goods other than those manufactured or sold by them in the regular course of their business. Space assigned to the Exhibitor is for their exclusive use.

Exhibit Staff: Exhibits shall be staffed by technical, qualified individuals who are bona fide company employees or legitimate representatives. Representatives of the exhibiting company must register as an "Exhibitor". Exhibitors receive 1 (one) complimentary name badge per booth. Exhibitors may purchase one additional booth personnel badge for \$250.00.

Noise, Music, Video: Public address sound producing and amplifying devices that project sound (e.g. music, singing) beyond the exhibitors' space are prohibited. Use of music, video other such element that may include copyrighted materials must be appropriately licensed by exhibitor. Exhibitor shall be solely responsible for said usage and shall indemnify and defend CPOA/ ADVANCE organizers for any loss or claims filed as a result of use of noise, music or video by exhibitor at the expo.

Suitcasing/Outboarding: CPOA/ADVANCE considers the practices of Suitcasing and/or Outboarding to be unethical business conduct and strictly prohibits both practices. Suitcasing refers to the practice of companies or persons who go to expos as attendees but "work the aisles" from their suitcase (briefcase), soliciting business from other attendees and exhibitors. Outboarding refers to non-supporting companies who set up exhibits or events at off-site locations, such as hotel hospitality suites or nearby restaurants, and encourages attendees to leave the expo floor and spend time with them. For the good of the expo and the exhibitors supporting the expo, the only legitimate place to conduct business during expo hours is within a contracted exhibit space. Only official exhibitors and sponsors can conduct other hospitality events during non-expo hours.

Liability: It is agreed that CPOA/ADVANCE, the Manchester Grand Hyatt, San Diego, shall not be liable to an exhibitor, its officers, employees, agents, or volunteers, for any damage to, or for the loss or destruction of, an exhibit or the property of an exhibitor, or for personal or bodily injuries to an exhibitor, its officers, employees, agents or volunteers, resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. Exhibitor will maintain insurance at exhibitor's own expense to cover against said losses. Exhibitor must exercise reasonable diligence in protecting and/or securing its exhibits, displays and other property. In no event will CPOA/ADVANCE be held responsible for the property of an exhibitor, its officers, employees, agents or volunteers. Exhibitors shall produce proof of insurance to show management upon request.

Security: CPOA/ADVANCE shall provide a reasonable level of security service throughout the hours of installation, exhibit hours and dismantling, and shall exercise reasonable care for the protection of the exhibitor's materials and displays. Beyond this, neither CPOA/ADVANCE, the expo facility, nor any officer, director or staff member thereof will be responsible for the safety of the property or the exhibitor from any cause. If desired, exhibitor should obtain, at its own expense, appropriate insurance to cover against said losses.

Failure to Occupy: Any space not occupied by 7:30 a.m. Monday, September 20, 2021 will be forfeited by exhibitor without refund, unless previous arrangements have been made in writing with CPOA staff. All booths are always to be staffed during expo hours. Any booth left unattended for more than thirty minutes during the expo may be closed by CPOA/ADVANCE management. No displays may be dismantled before the official closing of the exhibits. To do so will be considered failure to occupy and be subject to the terms of "failure to occupy" as well as possible refusal to exhibit in future expos. Exhibits not set-up by Monday, September 20 at 7:30a.m. will be assigned labor to install or removed from the hall. Labor expense for booths not installed by this time will be borne by the exhibitor. CPOA/ADVANCE is not responsible for any damage to the Exhibitor's product due to setup or removal of the Exhibitor's booth.

Restrictions: Anything potentially lewd, discriminatory, or that may be deemed sexual harassment is prohibited. Under no circumstances will any exhibitor be given access to the exhibit hall until the expo doors have been opened by expo management for exhibitor entry.

Cancellation/Termination: All cancellations must be in writing/email. A fifty percent (50%) deposit is due when selecting your booth. In the event an exhibitor finds it necessary to cancel participation in the 2021 CPOA/ ADVANCE Expo, refunds will be made as follows:

- If written/mailed cancellation notice is made before April 30, 2021, the cancellation fee is \$500
- If written/mailed cancellation notice is made after April 30, 2021 but before June 30, 2021, the cancellation fee is \$750;
- If written/mailed cancellation notice is made after June 30, 2021 no refund will be issued.
- If an exhibitor fails to abide by the regulations of the exhibition as set forth, then the contract between CPOA/ ADVANCE and the Exhibitor will be terminated. The exhibition regulations constitute a portion of the contract between CPOA/ADVANCE and the Exhibitor. Therefore, any failure on the part of the exhibitor to comply with the regulations represents a default on, and termination of the contract. Should the contract be terminated in this manner, the Exhibitor shall forfeit the amount paid for space rental, regardless of whether CPOA/ADVANCE enters into a further lease of the space involved. Interpretation and application of the regulations are within the sole discretion of CPOA/ADVANCE and decisions by CPOA/ADVANCE are final.

Exhibitor Appointed Contractor: If you will be appointing an Exhibitor Appointed Contractor (EAC) for installation & dismantling services in your booth, you must complete and submit the EAC notification form that will be included in the service kit.

Weaponry: Displaying operational guns is not allowed. The firing pin must be removed, or the gun(s) must be secured in some fashion; trigger locks or locked in or on a display.

Shipping and Storage: Information on shipping and storage will be outlined in the exhibitor's service kit provided by expo decorator.

Food and Beverage: The on-site caterer will provide order forms for exhibitors who wish to host food & beverage. Suite Spot exhibitors will have specific instructions and options for their hospitality events.

Hospitality: Exhibitors agree not to offer hospitality rooms or off-site training during CPOA/ADVANCE official hours (including Suite Spot Exhibitors). To assist in the coordination of after-hours functions, exhibitors agree to contact ADVANCE show management to secure approval for any hosted functions. Suite Spot exhibitors will have specific instructions and options for their hospitality events.

Exhibitor Rules, Regulations, and Information: It is the exhibitor's responsibility to read and understand all rules, regulations and information. Contracts will be considered incomplete without signature. Anyone choosing to register on-site will require proof of employment. The following are the only acceptable proofs of employment: company business card, company ID, written letter on the exhibiting company's letterhead, or an email from the exhibiting company's Primary Booth Contact.

Violations: Violations of these rules and regulations may result in ejection of exhibitor from the expo without refund or compensation for damages or expenses incurred in exhibiting at the expo, drop in priority and/or disqualification from future CPOA/ADVANCE Expos. Any penalties or fees related to violations noted within these terms and conditions must be paid in full before the exhibitor may select space for future CPOA/ADVANCE events.

Indemnification: The Exhibitor agrees to indemnify, defend and hold harmless CPOA/ADVANCE, its officers, employees, agents and volunteers, from and against any and all damages to property or injuries to or death of any person or persons, including attorneys' fees; and shall defend, indemnify, save and hold harmless CPOA/ADVANCE, its officers, employees, agents and volunteers, from any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, all civil claims, workers' compensation claims, and all other claims resulting from or arising out of the intentional or negligent acts, errors or omissions of the Exhibitor, its officers, employees, agents, in any way related to Exhibitors duties and obligations under this Agreement and/or its use of a booth at CPOA/ADVANCE. CPOA shall not in any manner or for any cause be liable or responsible to any exhibitor or other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition; any and all claims for such injuries or damages are hereby waived and each Exhibitor agrees to indemnify and hold harmless CPOA and its directors, officers, employees, committee members, and agents (the "Indemnified Parties") against any and all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by, or asserted against the indemnified parties caused by any act or omission of that exhibitor, or occurring within the exhibit space leased by that exhibitor or arising in conjunction with the activities conducted by that exhibitor in connection with the exhibition. The exhibitor acknowledges that CPOA does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.

Other: All matters and questions not specifically covered by these terms and conditions and the Exhibitor agreement are subject to the decision of CPOA/ADVANCE show management, whose decisions will be final.

Force Majeure and Substitute Facilities: In the event that the exhibit facility is damaged or destroyed prior to the event, the organizer may, at its option, obtain a comparable facility, to hold the event. However, CPOA/ADVANCE shall not be liable if space is not available due to fire, earthquake, storm, riot, civil insurrection or related force beyond the control of CPOA/ADVANCE.

Signature

Date

