

# 2019 LAAHU ANNUAL SYMPOSIUM

## CONTRACT FOR EXHIBIT SPACE - APRIL 17, 2019



**EXHIBITOR PRICING:**

- Exhibitor pricing is \$900.00 on or before March 18, 2019.
- After March 18, 2019 the price will be \$1,000.00.

Exhibitors are entitled to two (2) conference registrations for Exhibitor's employees.

- Through 3/18/19: \$85.00 (Members) \$105.00 (Non-Members)
- Beginning 3/19/19: \$99.00 (Members) \$119.00 (Non-Members)

Badges for Exhibitor's employees will be made based on names provided by Exhibitor. The names of Exhibitor's employees must be received by LAAHU no later than March 25, 2019.

**EXHIBITOR FEATURES:** It is understood that the Exhibitor Rental Fee includes:

- 10 x 10 space to include 1 (one) 6' x 24' Table draped with white linen, two chairs
- Conference registration for 2 company representatives

Please Note: Exhibitors are responsible for additional furnishings, electricity, decorations, additional signs, and any other special requirements.

**Please let us know if you have electrical requirements. You will need to bring a extension cable and power strip and devices that will need to link to the wall. All booths requiring electrical will be located next to a wall in the exhibit hall. To reserve your spot check the box.**

**EXHIBITOR/SPONSOR LOCATION:** LAAHU reserves the right to assign spaces as deemed appropriate and will make a reasonable effort to assign booths/tables on a first-come, first-served basis.

**NEW Location: Skirball Cultural Center  
2701 N. Sepulveda Blvd.  
Los Angeles, CA 90049**

Exhibiting Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Contact E-Mail \_\_\_\_\_ Web Site \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Any advertising and my table sign should read \_\_\_\_\_

This Application and Agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, between the above named company (hereinafter called Exhibitor) and the Los Angeles Association of Health Underwriters (hereinafter called LAAHU). Exhibitor hereby agrees to all of the following terms and conditions.

**PLEASE PRINT DESIGNATED ATTENDEE NAMES AND TITLES CLEARLY SO NAME BADGES CAN BE PRODUCED ACCURATELY:**

Name1 \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_  
 Name2 \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_

**WE WISH NOT TO BE NEXT TO:** \_\_\_\_\_

**TOTAL FEES ENCLOSED:** \_\_\_\_\_ 1ST BOOTH @\$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ NUMBER OF ADDITIONAL BOOTHS @\$ \_\_\_\_\_ \$ \_\_\_\_\_  
**For additional attendees please fill out name form in packet.** \_\_\_\_\_ NUMBER OF ADDITIONAL ATTENDEES @\$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**METHOD OF PAYMENT:**  Check  VISA  MasterCard  AMEX

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name (as it appears on card) \_\_\_\_\_ Signature \_\_\_\_\_  
 Billing Address (if different from above) \_\_\_\_\_

*A confirmation will be e-mailed to you. Return this contract with your credit card information or check payable to:*

**Los Angeles Association of Health Underwriters**  
 2520 Venture Oaks Way, Suite 150 • Sacramento, California 95833  
 1.800.676.1628 – phone • 916.924.7323 – fax  
 www.laahu.org • natalie@camgmt.com (please do not email back contract)

# ADDITIONAL ATTENDEES FORM

## Exhibitor's employees, additional employees:

Through 3/18/19: \$85.00 (Members) \$105.00 (Non-Members)  
Beginning 3/19/19: \$99.00 (Members) \$119.00 (Non-Members)

**(Please Print Legibly)**

Badges for Exhibitor's employees will be made based on names provided by Exhibitor.  
The names of Exhibitor's employees and Guest must be received by LAAHU no later than March 24, 2019

1. Company Name /Guest: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_

2. Company Name /Guest: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_

3. Company Name /Guest: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_

4. Company Name /Guest: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_

5. Company Name /Guest: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_

6. Company Name /Guest: \_\_\_\_\_ Phone: \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_

Total Amount \_\_\_\_\_

Payment type: AMEX\_\_\_\_ VISA\_\_\_\_ MC\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

If you have any questions please contact Natalie Thurn

**SEND TO:** Los Angeles Association of Health Underwriters @ 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833

**FAX NUMBER: 916.924.7323**

# 2019 LAAHU SYMPOSIUM

## TERMS AND CONDITIONS

**BASIC TERMS AND CONDITIONS** – This application for exhibit space for the Los Angeles Association of Health Underwriters Annual Symposium when properly completed by the applicant and accepted in writing by Exhibit Management, shall constitute a valid and binding contract.

**EXHIBITOR/SPONSORSHIP FEES:** Upon acceptance of this Application and Agreement by LAAHU your payment for Exhibitor/Sponsorship must be paid in full prior to April 14, 2019 pursuant to the Rules and Regulations published by LAAHU. Make checks payable to LAAHU and mail with this Application to: LAAHU, 2520 Venture Oaks Way Suite 150, Sacramento, CA 95883

**EXHIBITOR/SPONSOR LOCATION:** LAAHU reserves the right to assign spaces as deemed appropriate and will make a reasonable effort to assign booths/tables on a first-come, first-served basis.

**OFFICIAL EXHIBITOR/SPONSOR IDENTIFICATION:** Exhibitor/Sponsor agrees to let LAAHU use the name of the Exhibitor/Sponsor in any advertising by LAAHU, provided it appears in writing as follows: Any advertising and my table sign should read: Signage must be specified by March 18, 2019, to avoid last minute rush charges.

**EXHIBITOR FEATURES:** It is understood that the Exhibitor Rental Fee includes: 10 x 10 space to include 1 (one) 6' x 24' Table draped with white linen, two chairs. Symposium registration for 2 company representatives.

**Please Note:** Exhibitors are responsible for additional furnishings, decorations, additional signs, and any other special requirements. **NEW - Please let us know if you have electrical requirements. You will need to bring a extension cable and power strip and devices you will need to link to the wall. All booths requiring electrical will be located next to a wall in the exhibit hall. To reserve your spot Email natalie@camgmt.com.**

**INSTALLATION AND BREAKDOWN:** INSTALLATION AND BREAKDOWN: Exhibit set-up is 11:00 a.m. – 5:00 p.m. on Tuesday, April 16, and 8:00 a.m. - 9:00 a.m. on Wednesday, April 17. If tables are not set up before the show opens, exhibitors may lose preferred or assigned tables. The Exhibit Hall opens at 9:00 am on April 17, 2019. Exhibitors may not breakdown until after 4:30 p.m. on Wednesday, April 17, 2019, after all Symposium attendees have left the premises. Exhibitor shall be responsible for delivery and removal of equipment and display material to and from the exhibit area. Exhibitor must have a representative at the table at all times when the exhibit hall is open.

**ACCEPTANCE OF EXHIBITOR & SPONSOR:** Written confirmation and a copy of this Application and Agreement will be returned to the Exhibitor/Sponsor upon acceptance of this application. LAAHU reserves the right to reject any application for exhibit space.

**PLACE AND NATURE OF EXHIBIT:** Display tables and exhibits shall not be displayed in a way that interferes with other exhibits. No exhibits that violate any Skirball Cultural Center rules (including their prohibition against serving food), municipal or state laws, rules, regulations, including safety codes, will be allowed. The use of a heater or any heat producing device as part of the exhibit is forbidden unless a special permit is first obtained from the local fire department and a copy of the permit is placed in the files of LAAHU. Approval must first be obtained from the local fire department for the use, operation or presence of electrical, mechanical, or chemical devices which, in the opinion of the local fire department, might be hazardous in a public place.

**USE OF EXHIBIT SPACE:** All demonstrations, interviews, or other activities must be contained within the limits of your exhibit table. No Exhibitor shall assign, sub-let, or apportion the whole or any part of the space allotted to him/her without the prior knowledge and written consent of LAAHU. Aisles must be kept clear. Exhibits must be arranged so that Exhibitor attendees will be inside the space.

**NOISY OR OBNOXIOUS EQUIPMENT:** If the operation of any equipment or apparatus produces noise of sufficient volume or odors found to be annoying to neighboring Exhibitors or guests, it will be necessary to discontinue such operation.

**RESTRICTION AND LOCATION OF EXHIBITS:** LAAHU reserves the right to require any Exhibitor to remove any part of Exhibitor's table thereof, which in the sole judgment of LAAHU is not in keeping with the general character of the exhibition or is not in the best interest of the Symposium, and to remove or relocate any table as may be needed for the good of the Symposium and its exhibits. This restriction includes any persons, things, conduct, printed material or anything of character which may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, LAAHU is not liable for any refunds or rentals or other exhibition expenses.

**EXHIBITOR & SPONSORSHIP PAYMENT AND CANCELLATION:** It is hereby agreed that an exhibit space may be reserved by Exhibitor/Sponsor for Fee set forth. Payment, in full, must be submitted in advance in order to reserve exhibit or sponsorship. Submit payment to LAAHU at the address listed at the end of this Agreement. If this Agreement is canceled by the Exhibitor/Sponsor, in writing, prior to midnight, March 25, 2019, a processing fee of \$200 will be retained by LAAHU. Thereafter, NO REFUNDS will be made. All cancellations must be in writing and sent through the U.S. Postal Service or by some form of express mail or facsimile, either public or private. It is further agreed that in the event Exhibitor/Sponsor fails to perform in accordance with the terms and conditions set forth in this agreement or within the Rules and Regulations of Exhibit/Sponsorship, LAAHU, at its election, may cancel the contract and retain the full exhibit/sponsorship fee.

# 2019 LAAHU SYMPOSIUM

## TERMS AND CONDITIONS

**SHOW CANCELLATION:** Should any situation beyond the control of LAAHU prevent the opening of the exhibit show, LAAHU shall not be held liable for any expenses incurred by Exhibitor/Sponsor.

**EXHIBIT PERSONNEL:** For each table for which Exhibitor pays the table rental fee, Exhibitor is entitled to send two (2) Exhibitor employees to the show. Exhibitors may add additional employees at an additional cost. All exhibit personnel must be the employees of the exhibiting company.

**FAILURE TO OCCUPY SPACE:** Any space which is not occupied by the exhibiting company by 5:00 pm. on April 16, 2019, will be forfeited by the Exhibitor and the space may be resold or used by LAAHU without refund, unless previous written arrangements for delayed occupancy have been made with and approved by LAAHU.

**EXHIBITOR/SPONSOR ACTIVITIES:** Hospitality suites and/or entertainment activities are not permitted to operate during the hours when the Exhibit Hall is open. Arrangements for any Exhibitor-sponsored activities and hospitality suites must be made with LAAHU at least 30 days prior to April 17, 2019.

**LIABILITY AND INSURANCE:** LAAHU, and the Skirball Cultural Center and any employees or representatives thereof, and other organizations and persons connected with the LAAHU Annual Symposium shall not be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to Exhibitor or Exhibitor's employees from any cause whatsoever, prior to, during or subsequent to the period covered by this Application and Agreement. Exhibitor should obtain its own insurance to cover all contingencies. Exhibitor agrees to indemnify those listed above against any and all claims for such losses, damage, or injury upon signing this Application and Agreement. Exhibitor expressly releases the foregoing institutions, employees, and individuals from any and all claims of loss, damage or injury. This also includes the period of storage prior to and following the Symposium. Small or casually portable articles of value should be properly secured or removed to safekeeping during the hours the exhibits are closed. There will be no security provided. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend the losses and damages to persons or property or governmental charges or fines, and attorney's fees arising out of or caused by Exhibitor's installation, removal or maintenance, occupancy, or use of the exhibition premises or a part thereof. In addition, Exhibitor acknowledges that LAAHU, and the Skirball Cultural Center do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

**Raffle prizes are to be distributed by the Exhibitor. LAAHU assumes no liability for raffle prizes, this release applies in all circumstances.**

**LAAHU ENDORSEMENT:** LAAHU is not responsible for errors and omissions related to Exhibitor/Sponsor products or services. LAAHU does not endorse any products or services of any Exhibitor/Sponsor.

**PROTECTION OF FACILITY PROPERTY:** Exhibitor/Sponsor shall be held responsible for any damage done to the building by Exhibitor or Exhibitor's employees. No nails, tacks, or screws shall be driven into the woodwork or floor of the building. No gasoline, kerosene, acetylene candles, or other flammable or explosive substances will be permitted in the building. LAAHU is not responsible.

**EXHIBITOR/SPONSOR REGISTRATION:** All Exhibitor/Sponsor representatives must register for the show. Badges may be picked up at the official registration booth for the show if not received prior to event.

**BADGES:** Badges for Exhibitor's/Sponsor employees will be made from the list submitted to LAAHU. The list of Exhibitor's employees must be received by LAAHU no later than March 31, 2019. Symposium badges identifying Exhibitor's/Sponsors employees must be in evidence at all times during the show. If the names of Exhibitor's/Sponsor attendees change, Exhibitor/Sponsor must notify LAAHU in writing by March 31, 2019.

**VIOLATIONS:** Exhibitors that violate these regulations shall immediately respond to LAAHU requests for correction. Eviction from the Symposium may result from violations of these rules and regulations as determined solely by LAAHU. In the event of such eviction, LAAHU is not liable for any refunds of rentals or other exhibition expenses.

During KEYNOTE SPEAKERS presentations we request that you attend the sessions, and at a minimum refrain from interacting with Annual Symposium attendees in the exhibit hall.

### **ADDITIONAL REPRESENTATIVES BEYOND THOSE ALREADY INCLUDED IN YOUR EXHIBITOR/SPONSORSHIP:**

- Through 3/18/19: \$85.00 (Members) \$105.00 (Non-Members)
- Beginning 3/19/19: \$99.00 (Members) \$119.00 (Non-Members)

Membership status is determined individually, and not based on the membership of key individuals.

Badges for Exhibitor's employees will be made based on names provided by Exhibitor.

Note that Exhibitors are entitled to two (2) Symposium registrations for Exhibitor's employees, included with their exhibit space.

The names of Exhibitor's employees must be received by LAAHU no later than March 25, 2019.