

# 2019 Exhibit Booth Space Terms and Conditions

2019 OTAC Annual Conference  
October 17-20, 2019

Hilton Pasadena and Pasadena Convention Center  
Pasadena, CA

The following information comprises the exhibit contract terms and conditions set forth by OTAC for all organizations and their personnel exhibiting at OTAC 2019 Annual Conference. Any issue or point of information not specifically covered in these regulations is subject to the decision of OTAC, whose decision shall be final.



Occupational Therapy Association of California  
P.O. Box 276567, Sacramento, CA 95827  
(916) 567-7000 | (916) 567-7001 Fax  
shannon@otaonline.org

# TERMS AND CONDITIONS

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### AGREEMENT PAYMENT

Space will not be assigned without payment in full. Exhibitors will not be permitted to setup until the exhibit fees and any other delinquent payments to OTAC are paid in full.

### REFUND AND CANCELLATION POLICY

Notice of cancellations must be made in writing to OTAC by April 1, 2019. OTAC will retain 25% of the full amount committed to. No refunds will be granted after April 1, 2019. OTAC shall not be liable for any interest on the amount refunded.

### RESERVATION BOOTH SPACE

Please carefully read the exhibit terms and conditions included in this prospectus. Review the enclosed floor plan or visit [www.otaconline.org](http://www.otaconline.org) to select desired booth space and complete the exhibitor booth application. Booths will be assigned on a first-come, first-served, first-paid basis. **Booth reservations are not guaranteed until payment has been made in full.** Mail or fax your completed form with payment to:

Occupational Therapy Association of California  
P.O. Box 276567, Sacramento, CA 95827  
(916) 294-0415 Fax

For more information contact: Shannon Rutledge, at (916) 567-7000 or [shannon@otaconline.org](mailto:shannon@otaconline.org).

### EXHIBIT SPECIFICATIONS

Exhibit booth fee includes a single 10' X 10' booth space with 8' pipe and draped backwall and 3' sidewalls plus one identification sign. Each booth purchased permits four (4) booth personnel badges for each booth rental. All booth personnel must wear OTAC conference badge to be admitted into the exhibit hall.

### FLOOR PLAN

All measurements of the floor plan and the layout have been made as accurately as possible. However, OTAC reserves the right to make such modifications as may be needed, making equitable adjustments with the affected exhibitors, including changes to booth space specifications and layout.

Curtin Convention and Exposition Services, 2269 Chestnut Street, Suite, 628, San Francisco, CA 94123 is the official Decorator. All arrangements for displays, materials, decorations, furniture, tables, chairs, carpet, labor, signs, cleaning, electrical, etc. will be made by the Exhibitor with Curtin.

### SUBLETTING OF SPACE

OTAC prohibits and enforces that exhibitors may not assign or sublet any part of their allotted exhibit space to another business or firm without the advance, written permission of OTAC. Contracts for exhibit space are between OTAC and each individual exhibitor, not between exhibiting companies. Therefore, the subletting of space is grounds for OTAC to terminate any existing contract. In general, subletting is highly discouraged.

### USE OF SPACE

Displays must be contained within the assigned exhibit space in such a way that they do not interfere with other exhibitors' displays. Canvassing, distributing advertising matter or the posting of any advertising in any public space outside of the exhibitor's space is not permitted and could be grounds for dismissal from the exhibit hall without refund. At a minimum, the exhibitor will be billed for the additional marketing exposure. In addition, companies violating this rule may be excluded from future OTAC exhibitions. OTAC reserves the right to restrict any exhibit that might be considered undesirable or does not conform to these Terms and Conditions. OTAC reserves the right to make any modifications to displays, at the exhibitor's expense, so that the exhibit conforms to the Terms and Conditions.

### INSTALLATION AND REMOVAL OF DISPLAYS

OTAC reserves the right to reassign any rented but unoccupied space, irrespective of contract made or payments received. Incomplete and/or vacant exhibit spaces may be furnished at OTAC's direction at the expense of the exhibitor.

Noisy or unsightly work in any exhibitor's space area after the close of move-in and/or during show open hours is prohibited. Goods and materials may not be delivered to the exhibit space during show hours.

Absolutely no booths may be dismantled before 2:30pm on Saturday, October 19, 2019. Early dismantling may affect right to exhibit at future OTAC events. All exhibit material must be completely removed from the exhibit area by 4:30pm on Saturday, October 19, 2019.

### ON-SITE DELIVERY OF FREIGHT BY PRIVATELY OWNED VEHICLES

An exhibitor may move materials that can be hand carried by one person, in one trip, without the use of a hand cart or dolly by parking and walking into the Exhibit Hall. All other deliveries from private vehicles must use the Loading Dock for cart-load and freight handling service by the union. Use of the Loading Dock is exclusive to union unloading and loading of your materials.

### SHIPPING AND FREIGHT HANDLING

The Exhibit Hall has no provisions or space for receiving any shipments. All exhibit materials must be shipped to the Official Drayage Contractor provided in the Exhibitor Service Kit.

All shipments should be PREPAID. COLLECT shipments will not be accepted. Rates and charges are provided in the exhibitor kit.

### CONDITION OF EXHIBIT AREA

**Storage and crates.** Exhibitors will not be permitted to store boxes or packing crates in or behind booths. 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 so labeled will be removed and destroyed as refuse.

**Installing exhibits.** When installing the exhibits, nothing shall be pushed on, tacked, nailed, screwed or otherwise attached to columns, walls, floors, ceiling or other parts of the building or furniture.

**Hanging signs and banners from ceiling.** Banners and signs may not be hung above your booth space.

**Fire regulations.** All exhibit materials must conform with local fire regulations.

**Canvassing and advertising.** Canvassing or distributing and/or displaying any advertising outside of the exhibitor's own booth space is not permitted.

**Character of exhibit.** The character of the exhibits is subject to the approval of the exhibit committee chair. The right is reserved to refuse exhibit displays or materials.

**Care of exhibit space.** The exhibitor must, at their own expense, vacuum, maintain and keep the exhibit space in good order for the duration of the show.

### AMENDMENT TO CONTRACTS AND TERMS AND CONDITIONS

Any and all points not covered specifically herein are subject to the decision of OTAC. OTAC, may in its sole discretion, make reasonable changes, amendments or additions to agreements and terms and conditions. Any such changes shall be equally binding on the exhibitor.

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### OPERATING INSTRUCTIONS

OTAC reserves the right to restrict displays, which, because of noise, methods of operation, materials, or for any reason, become objectionable, and to prohibit or remove any displays that, in the opinion of OTAC, detract from the general character, purpose, or appearance of the Exhibit Hall. Unusual or distracting signs or illumination are subject to removal by OTAC at the sole expense of the exhibitor. The following activities are **not allowed** within any part of the exhibit facility unless approved by OTAC in writing and in advance (by October 1) of the conference:

- Alcoholic beverages. Serving or distribution of alcoholic beverages by exhibitors or their representatives.
- Food and beverage. Serving or distribution of food or beverage (other than those events sanctioned by OTAC) at the exhibit facility, at the conference hotel(s), or any facility used for the conference, during the course of the conference.

### SOUND

Exhibitors must ensure that the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with other exhibitors. The use of sound systems or equipment producing sound is an exception, not the norm. OTAC reserves the right to make a determination that the sound constitutes interference with others and must be discontinued.

### MUSIC

Exhibitors agree to pay all royalties, license fees, or other charges accruing or becoming due to any firm, person, or corporation by reason of any music, either live or recorded, or other entertainment of any kind or nature, played, staged, or produced by the exhibitor, its agents, or employees within the premises covered by the license agreement, including but not limited to royalties or licensing fees due to ASCAP or BMI. Exhibitor agrees to hold harmless OTAC, its agents, and employees against any and such claims and charges and to defend, at its own expense, any and all such claims and charges.

### BOOTH PERSONNEL

Exhibiting company is entitled to four (4) complimentary exhibitor badges. Each exhibitor representative will be allowed entrance to the Exhibit Hall (no admittance to meeting sessions or other Conference-associated events; admittance is available at the regularly published registration fees). Badges must be worn at all times for admission to the Exhibit Hall and are nontransferable. Exhibit space must be staffed during all OTAC Exhibit Hall open hours. Exhibitors assume all responsibility for their booth personnel. Exhibitors must designate one individual who is the key contact for their exhibit space/agreement. This individual will be the primary contact between the exhibitor and OTAC.

### FLOOR SALES

Any exhibitor who intends to offer anything for sale shall inform OTAC, upon signing the exhibit contract, of the products and services that will be offered for sale. OTAC reserves the right to reject an exhibit contract upon receipt if the products and services that will be offered for sale by an exhibitor are not of a professional/appropriate nature. OTAC has sole discretion in determining what constitutes undesirable sales and may order an exhibitor to cease such activity on the premises of the show at any time. Exhibitors are expected to conduct all sales in a manner that does not detract from the professional nature of the show. OTAC shall not be responsible for the theft or loss of monies or materials related to any sales. The exhibitor shall be solely responsible for obtaining all licenses and permits required by the city, county, and state and for payment of all taxes and government fees and having such available during the exhibit hall for inspection.

### LABOR/SAFETY/FIRE

Exhibitors will comply with all applicable statutes, ordinances, rules and requirements relating to health, fire, safety and use of the premises. Combustible materials or explosives are not permitted in or around the exhibit areas/hall. Display and packing materials must be flame-retardant, with certificate on hand. Booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with all federal, state and municipal government requirements and with National Electrical Code safety rules. If inspection indicates that an exhibitor has not complied with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel, at exhibitor's expense, all or such part of the exhibit as may be irregular.

**OTAC offers a variety of marketing opportunities outside of its Annual Conference and Spring Symposium to help you grow your business including:**

- ◆ Mailing Labels
- ◆ Newsletter Advertising
- ◆ E-blast Banner Advertising
- ◆ Website Banner Advertising
- ◆ OTAC Career Center Job Postings
- ◆ OT Calendar of Events Postings

Contact Shannon at (916) 567-7000 or [shannon@otaconline.org](mailto:shannon@otaconline.org) for information and

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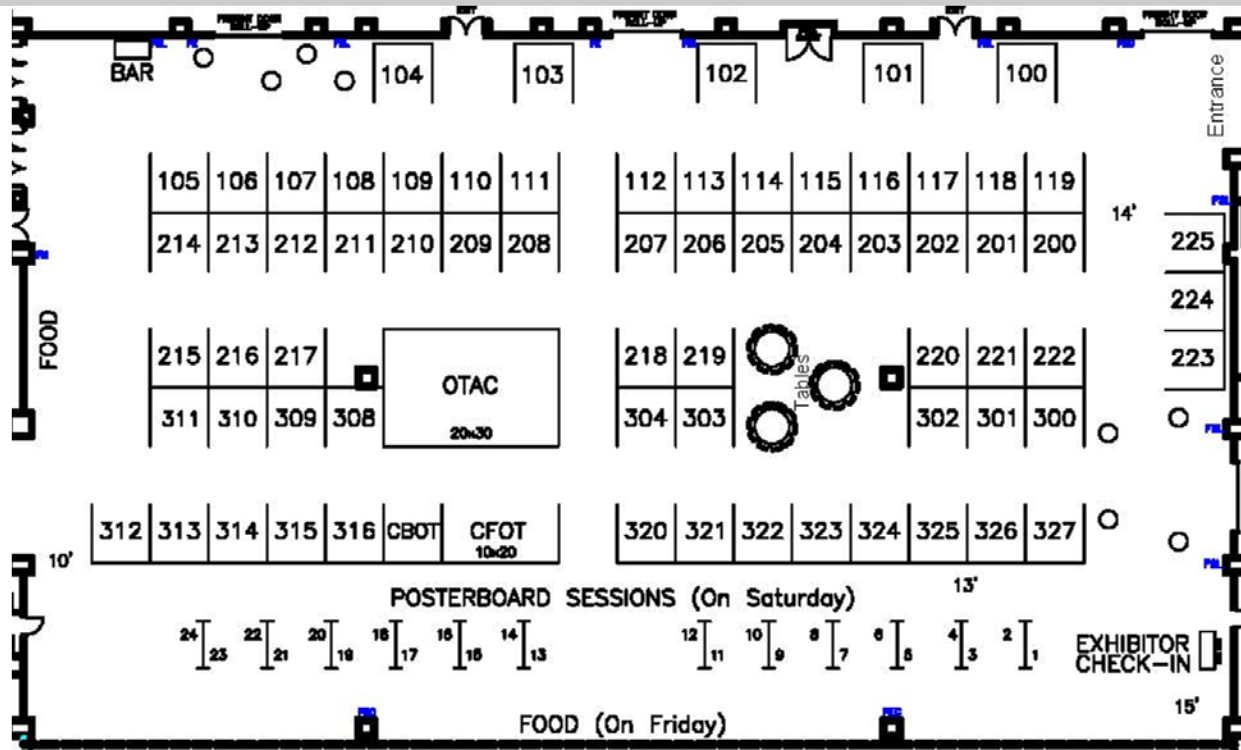
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## LIABILITY AND INSURANCE

Exhibitors must supply a certificate of insurance covering workers' compensation and general comprehensive liability in the amount of \$1,000,000, naming OTAC as a certificate holder. Non-compliance with supplying the certificate of insurance may be grounds for denial of entrance to the exhibit hall. The exhibitors assume the entire responsibility and liability for losses, damages and claims arising out of injury or damage, including that by fire and theft, to exhibitor's displays, equipment and other property brought onto the premises of the exhibit hall and shall indemnify and hold harmless the Sacramento Convention Center, Curtin and OTAC and their agents, servants, employees, officers, directors, staff and members. Each exhibitor, by signing the Agreement expressly understands that they release OTAC from, and agree to indemnify it against any and all claims for such loss, injury or damage. If OTAC shall be held liable for any event might result from a particular exhibitor's action or failure to act, such exhibitor shall reimburse and hold harmless OTAC against any liability resulting therefrom. Exhibitors must adequately insure their materials, goods, wares and exhibits against loss or injury of any kind and must do so at their own expense. OTAC, Curtin and the Sacramento Convention Center are not responsible for any loss (however caused) to any property of any exhibitor. Exhibitors are solely responsible for their own actions during the Exhibit Hall activities (including move-in and dismantling). OTAC is not responsible for loss or theft of any kind.

## 2019 Exhibit Hall Floor Plan

Please visit the OTAC Website at [www.otaconline.org](http://www.otaconline.org) to view the most current floor plan



Reservations are first-come first-serve. Make your reservations today.

Some sponsorships have commitment deadlines.

Questions?

Contact Shannon Rutledge, OTAC Exhibit Manager,  
at [shannon@otaconline.org](mailto:shannon@otaconline.org) or 888/686-3225