



2019 Exhibitor Guidelines

The 30th Annual Continuing Challenge

HazMat Emergency Response Workshop – September 24-27, 2019

Exhibitor Display Dates September 25-26, 2019

Definitions

“Committee” used herein shall mean “The Continuing Challenge Hazardous Materials Emergency Response Workshop Committee”. “Workshop” used herein shall mean “The Continuing Challenge Hazardous Materials Emergency Response Workshop”. “Hotel” used herein shall mean the “DoubleTree by Hilton,” 2001 Point West Way, Sacramento, California. 95815.

Submission Specifications

Submission of an Exhibitor Application does not guarantee participation in the 2019 Continuing Challenge HazMat Emergency Response Workshop. Submitting a proposal constitutes permission granted by all exhibitors to the Continuing Challenge to photograph them during the workshop and to use any such photographs for promotional, communication, and planning purposes. If the booth space is available, information regarding important deadlines and requirements will be provided and must be adhered to.

Exhibitors Onsite Check-in

Continuing Challenge Registration Office:
Monday September 23, 2019, 3:00 p.m. - 5:00 p.m.
Tuesday, September 24, 2019, 6:30 a.m. - 5:30 p.m.
Wednesday, September 25, 2019, 6:30 a.m. – 9:30 a.m.
At check-in, you will be provided with your exhibitor packets, badges, meal tickets, and general information.

Exhibit Setup

Wednesday, September 25, 2019, beginning at 6:30 am.
Setup must be completed and booth staffed by 9:30 a.m. opening. All exhibits must remain intact until the exhibits close at 1:30 p.m. on Thursday, September 26, 2019 at which time take down and packing may begin.

Exhibitor Hours

Wednesday, September 25th – 9:30 a.m. through 6:00 p.m.
Thursday, September 26th – 7:30 a.m. through 1:30 p.m.

Exclusive Exhibitor Hours

Wednesday, September 25, 2019, 9:30 a.m. – 11:30 a.m.
“Break time in the Exhibitor Area.” This exclusive exhibitor time provides attendees the opportunity to explore the Exhibitor Booths without schedule conflicts! Please ensure your booth is staffed during this time.

Special Exhibitor Event - Exhibitor Showcase

Thursday, September 26, 2019, 11:30 a.m. Do not miss this chance to demonstrate your products and services to a captive audience during the Thursday lunch service.

Exhibit Move Out

Thursday, September 26, 2019, after 1:30 p.m. Move out must be complete by 4:30 p.m. on Thursday.

Booth Dimensions and Specifics

Each booth space is approximately 8x8 feet. All spaces include one 6-foot display table with two chairs and a limited space for a display. The maximum height is about 14 feet. Any exhibitor exceeding this limit will be asked to adjust or remove any excess. Exceptions to this size configuration must receive approval from the Committee two months prior to start of the Workshop.

Electrical Needs

Electrical supply (110 volt), at a limited wattage for smaller items, will be provided to your booth during the 2019 Exhibitor Booth times. Please bring one power strip with sufficient outlets and sufficient short extension cords (10 foot) to provide power to each of the electronic items you wish to power-up. We will provide power to your power strip.

Assignment of Booth Location

Wherever possible, booth locations will be assigned based upon exhibitors' stated preferences. The Committee; however, reserves the right to make the final determination of all booth assignments in the best interests of the Workshop. Exhibitor maps will be posted regularly on our website at www.hazmat.org. Please check the website for your assigned booth location(s). A document will be emailed to you in mid-June to verify previously submitted information is correct.

Meals

The booth rental fee includes two meal tickets for Wednesday's lunch, two meal tickets for Wednesday evening's barbecue, and two meal tickets for Thursday's lunch. You have the option of identical lunch meals served in the Exhibitor Area or seated in the Grand Ballroom for each day. Specific meal service information will be confirmed in early August. Additional meal tickets may be purchased in our Registration Office during the Workshop.

Sleeping Room Block

The DoubleTree by Hilton Sacramento has reserved a block of rooms for Workshop participants (block expires August 29, 2019, or when full). For complete details, see the "Lodging" tab on our website at www.hazmat.org.

Reserve your hotel room now!!

DoubleTree by Hilton
2001 Point West Way
Sacramento, California. 95815
916/929-8855
Promotional Code: HAZ

Shipping Information

Direct freight shipments of exhibitor supplies may be shipped to the DoubleTree by Hilton Sacramento for arrival between September 19th and 25th, 2019. Your shipment will be handled by the DoubleTree by Hilton Sacramento Shipping and Receiving department. If you need additional information, you may contact them at: 916/929-8855. The Committee assumes no responsibility for any shipments including late or lost shipments.

Shipping labels in .pdf format are available for download from our website (www.hazmat.org). Simply print on full sheet label stock then cut and paste on your shipment. Using our labels will help ensure speedy delivery of your boxes on set-up day. On the printed labels, complete the "FROM" section with your company name and address. In the "TO" section enter your company name on the "Exhibiting Company" line. Enter your assigned booth number. Leave blank if you do not have the booth number information. At the bottom, complete the information on number of pieces you are shipping. Ensure that delivery is made between September 19th and 25th, 2019.

If you cannot access our website or print the labels, ship your packages to:

[Your Company Name]
Continuing Challenge 2019
Booth #
c/o: DoubleTree by Hilton Sacramento
2001 Point West Way
Sacramento, CA 95815 USA

Fax and Copier Services

The Workshop does not provide fax or copier services; however, the DoubleTree by Hilton Sacramento does provide these services for a fee. A FedEx Kinko's is located nearby at the Arden Fair Mall (approximately ½ mile away).

Exhibitor Passport Program

Every registered attendee will receive an "Exhibitor Passport" in his or her registration packet. The passport has space for each exhibitor to validate an attendee's visit to your specific booth number. We will provide you with a stamp to utilize or *you may bring a unique stamp or sticker if you wish*. The spaces are approximately 0.9" high x 0.6" wide. This program has been very successful in ensuring each of the exhibitor booths is a "high traffic" booth.

Additional Information

If you have any questions, please contact our Exhibitor Coordinator via email at info@hazmat.org or by phone at (916)433-1688.



2019 Promotional Opportunities

The 30th Annual Continuing Challenge

HazMat Emergency Response Workshop – September 24-27, 2019

Exhibitor Display Dates September 25-26, 2019

Order online with the Exhibitor Application. If you need additional assistance, please contact

Terri Tomasello, Exhibitor Coordinator, via email at info@hazmat.org or by phone at (916) 433-1688.

Special Events for All

Wednesday Coffee Break with the Exhibitors

The Exhibitor Display Area kicks off

Wednesday at 9:30 a.m. Attendees leaving the

Opening Ceremonies will be directed to the

Exhibitor Display Area where they can network

and visit with Exhibitors. During this time,

attendees can enjoy and view the latest and the

greatest from this year's Exhibitors. Please staff

your booth during this time.

Advertising Inserts -- \$250/per insert

The Continuing Challenge Workshop does not sell or provide an attendee list to exhibitors.

Therefore, the easiest way to reach all attendees

is to have marketing materials included in

registration packets all attendees receive upon

arrival at the Workshop. Price PER item (where

one item may be a single brochure or stapled

pages) is \$250 (quantity 1,000) items must be

received by the Continuing Challenge office by

August 25, 2019, at:

Continuing Challenge Hazmat Workshop

c/o Sacramento Fire Department

5770 Freeport Blvd., Suite 200

Sacramento CA. 95822

(See "Exhibitor Guidelines" for further

information on timing, shipping, etc.).

Exhibitor's Product Showcase

This is a great opportunity to demonstrate your

products and services to a captive audience

during the Thursday lunch service. We will

contact you in August with details.

Door Prizes — You Decide the Value

The Workshop has a traditional prize drawing

at all meal functions of the Workshop

(Wednesday, Thursday, and Friday). Our

Exhibitors have always been very supportive of

this event. You will be contacted onsite with

the details!

We are always open to ways to improve the Workshop experience for our attendees and

Workshop partners! Please email any

suggestions you would like us to consider to

info@hazmat.org or stop by registration

office during the workshop.