



2020 Exhibitor Guidelines

The 31st Annual Continuing Challenge

HazMat Emergency Response Workshop – September 8-11, 2020

Exhibitor Display Dates September 9-10, 2020

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.

Agreement

This agreement (“Agreement”) between you (“Exhibitor”) and the Continuing Challenge Hazardous Materials Emergency Response Workshop Committee (“Committee”) for exhibit space at the Continuing Challenge Hazardous Materials Emergency Response Workshop (Workshop, dated above), becomes effective as of the date of submission by Exhibitor and receipt of fee payment for Exhibitor, and is subject to the terms and conditions set forth below. The Committee reserves the right to refuse Exhibitor participation at any time.

Submission Specifications

Submission of an Exhibitor Registration does not guarantee participation in the Continuing Challenge HazMat Emergency Response Workshop. Submitting a registration constitutes consent from all Exhibitors to be photographed by the Continuing Challenge during the Workshop and for the Continuing Challenge 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 3:00 p.m. – 5:30 p.m.

Tuesday 6:30 a.m. - 5:30 p.m.

Wednesday 6:30 a.m. – 9:30 a.m.

At check-in, you will be provided with your exhibitor packet, badges, meal tickets, and general information.

Exhibitor Setup

Wednesday, beginning at 6:30 a.m. Setup must be completed and booth staffed for the 9:30 a.m. opening.

Exhibitor Hours

Wednesday 9:30 a.m. -- 6:00 p.m.

Thursday 9:00 a.m. -- 1:30 p.m.

Exhibitor Check Out

Thursday, after 1:30 p.m. Move out must be complete by 3:30 p.m.

Booth Dimensions and Specifics

Each booth space is approximately 8'x8'x14'. All spaces include one 6-foot display table with two chairs and a limited space for a display. 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 2 months prior to start of the Workshop.

Electrical Needs

Electrical supply (110 volt) will be provided only to the exhibitor booths indoors. 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, and timing of receipt of payment. The Committee reserves the right to make the final determination of all booth assignments in the best interests of the Workshop. The Exhibitor map will be updated regularly on our website at www.hazmat.org beginning in mid-April. Please check the website for your assigned booth location(s). A document will be emailed to you in mid-July to verify previously submitted information is correct.

Meals

The booth rental fee includes 2 meal tickets for Wednesday's lunch, 2 meal tickets for Wednesday evening's barbecue, and 2 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 July. You must select your meal preferences on your Exhibitor Application. Additional meal tickets may be purchased in our Registration Office during the Workshop.

Hotel Accommodations

For information, please go to our website at www.hazmat.org under the Workshop tab and scroll down to "Lodging".

Shipping labels

To better ensure properly delivery, please go to our website at www.hazmat.org under the Workshop tab and scroll down to the "Exhibitors" section where the shipping labels are available to print. If you need additional information, you may contact the hotel at 916/929-8855. The Committee assumes no responsibility for any shipments including late or lost shipments.

Fax and Copier Services

The Workshop does not provide fax or copy services.

Exhibitor Passport Program

Every registered student will receive an "Exhibitor Passport" in his or her registration packet. The passport has space for each exhibitor to validate the student'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 Exhibitor has as much exposure as possible.

PROMOTIONAL OPPORTUNITIES

Special Events for All

Wednesday Exhibitor Break Time

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 anyone.

Therefore, the easiest way to reach all attendees is to have marketing materials included in registration packets which 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 at the Continuing Challenge office at the address listed below by August 1.

Continuing Challenge Hazmat Workshop
c/o Sacramento Fire Department
5770 Freeport Blvd., Suite 200
Sacramento, CA 95822

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!

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 during the Workshop with details.

We are always looking for ways to improve the Workshop experience of our attendees and Workshop partners! Please email any suggestions you would like us to consider to info@hazmat.org or stop by the Registration office during the workshop.

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.