



# 2021 Exhibitor Guidelines

## The 32<sup>nd</sup> Annual Continuing Challenge

HazMat Emergency Response Workshop – September 7-10, 2021

## Exhibitor Display Dates September 8-9, 2021

### 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 booth map will be updated regularly on our website at [www.hazmat.org](http://www.hazmat.org), under the workshop tab click on Exhibitor then click on Exhibitor booth map. 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](http://www.hazmat.org) under the Workshop tab and scroll down to "Lodging".

### Shipping Information

Direct freight shipments of exhibitor supplies may be shipped to the DoubleTree by Hilton Sacramento for arrival between September 2 -8, 2021. 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 on our website at [www.hazmat.org](http://www.hazmat.org) and under the Workshop tab click on Exhibitor then click on Exhibitor shipping labels. 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 2 - 8, 2021.

### Fax and Copier Services

The Workshop does not provide fax or copy services.

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# PROMOTIONAL OPPORTUNITIES

## Special Events for All

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### 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, both inside and outside, 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 -- \$300/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 \$300 (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](mailto: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](mailto:info@hazmat.org) or by phone at (916) 433-1688.