



2022 Exhibitor Guidelines

The 33rd Annual Continuing Challenge

HazMat Emergency Response Workshop – September 6-9, 2022

Exhibitor Display Dates September 7-8, 2022

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.

General Information

The exhibitor area will be located indoors at the hotel. In early September, expect warm daytime temperatures and possibly cool evenings. See “Booth Dimensions and Specifics” paragraph for details.

Submission Specifications

Submission of an Exhibitor Application does not guarantee participation in the 2022 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 5, 2022, 3:00 p.m. - 5:00 p.m.
Tuesday, September 6, 2022, 6:30 a.m. - 5:30 p.m.
Wednesday, September 7, 2022, 6:30 a.m. – 10:00 a.m.
At check-in, you will be provided with your exhibitor packets, badges, meal tickets, and general information.

Exhibit Setup

Wednesday, September 7, 2022, beginning at 6:30 a.m. 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 8, 2022 at which time take down and packing may begin.

Exhibitor Hours

Wednesday, September 7th – 9:30 a.m. through 6:00 p.m.
Thursday, September 8th – 9:00 a.m. through 1:30 p.m.

Exclusive Exhibitor Hours: Wednesday, September 7, 2022, 9:30 a.m. – Noon: “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 8, 2022, - 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 8, 2022, after 1:30 p.m. Move out must be complete by 4:30 p.m. 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 12 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) will be provided to each exhibitor spaces. 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. We are limited to the amount of power we can provide so large amperage items may not work.

Assignment of Booth Location

Wherever possible, booth locations will be assigned based upon exhibitors' stated preferences, and timing of receipt of payment. The Committee; however, reserves the right to make the final determination of all booth assignments in the best interests of the Workshop. Exhibitors will receive assigned booth location(s) beginning in April.

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.

Exhibitor Housing

The DoubleTree by Hilton Sacramento has reserved a block of rooms for Workshop participants (block expires August 12, 2022, or when full). For complete details, see "Lodging" under the "Workshop" 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 1, 2022 and September 7, 2022. 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 will be available for download from our website (www.hazmat.org) during July and August. 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 1, - September 7, 2022.

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

[Your Company Name]
Continuing Challenge 2022
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 1/2 mile away).

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.



2022 Promotional Opportunities

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Order online with the Exhibitor Application. If you need additional assistance, please contact Don Braziel, 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 – \$300/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 \$300 (quantity 1,000) items must be mailed to the Continuing Challenge office by August 1, 2022, at:

Continuing Challenge Hazmat Workshop
c/o Don Braziel
11097 Grenache Way
Elk Grove, CA 95624-9691

(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.