



Exhibit Booth Space Contract

CHIA Convention & Exhibit
June 3-6, 2018 with Exhibits June 3-5, 2018
Town & Country San Diego, San Diego, California

Booth Space Fee per 8' x 10' exhibit booth:
First booth space: \$1,300. Each additional booth space: \$1,100.

Total booths requested: _____ Total booth fee due: \$ _____

Please review the enclosed floor plan and indicate your booth selection(s): _____ 2nd Choice: _____

Company Name: _____
*(Please use **exact** lettering for Final Program & booth sign)*

Pre-Show and Billing Contact Information for Exhibitor Correspondence: *Pre-show correspondence will be via email. Invoices will be mailed. Please keep CHIA apprised of any pre-show contact change so we may better serve your needs.*

Pre-Show Contact _____ Title _____

Address/Suite _____ City/St/Zip _____

Email _____ Phone () _____ Ext. _____

Billing Address if different than Pre-show contact.

Attn: _____ Phone () _____ Ext. _____

Address/Suite _____ City/St/Zip _____

Is this your company's main office address? Yes No

Deposit

A 50% deposit is due with submission of this booth space contract. Balance of fee is due by March 1. If contract is submitted after February 1, full payment will be required to reserve booth space. (Exception: Exhibitors that select a booth at pre-selection meeting, will be invoiced for the deposit on July 1, due July 31. CHIA reserves the right to release booth space if the deposit is not received within 30 days of commitment.)

Cancellation/Refund Policy

Cancellations must be received in writing:

- On or before November 1, Exhibitor will incur \$200 fee (with balance of deposit refunded.)
- Between November 1, and March 1, Exhibitor will forfeit 50% of the total booth space fee.
- After March 1, Exhibitor will be responsible for the entire booth space fee.

*If you find it necessary to cancel, please send notice via email to: **Exhibit@CaliforniaHIA.org**.*

Exhibitor Name Badges

All exhibitors are expected to register their booth personnel in advance. You may order up to five badges for each 8 x 10 booth space reserved. Additional badges are available for \$75 per badge. Badge list will be collected separately from contract.

Payment Method

Payment by check or credit card will be accepted. Please submit your signed contract with your payment to:
CHIA, 1915 N. Fine Ave., Ste.104, Fresno, CA 93727-1565

Card # _____ Exp. _____ Print Cardholder Name _____

Cardholder Street Address/Zip _____ Cardholder Signature _____

Authorized charge (check one): full booth fee deposit (*full booth fee will be charged if received after February 1*)

Acceptance

Applications are considered binding and eligible only after both the signed booth space contract and deposit are received. Our company agrees to abide by the Regulations for Exhibitors as printed separately which are made part of this contract by reference and are completely incorporated herein.

Print Name _____ Date _____ Authorized Signature _____

For CHIA Use Only

Date Contract Rec'd _____ Date Deposit Rec'd _____

Booth(s) Assigned _____ Accepted by _____