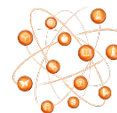


2020 EARLY CHILDHOOD STEM CONFERENCE: *Playing About With STEM*
February 28 -29 · Hilton Pasadena · Pasadena, CA



EXHIBITOR CONTRACT

Name & Title:		
Company/ Organization:		
Street Address:		
City:	State:	Zip Code:
E-mail:		
Daytime Telephone No.:	Website:	

EXHIBITOR TABLE

Exhibitor Table	Cost:	Quantity:	Total:
6 ft. Display table and 2 chairs	\$400		\$
6 ft. Display table and 2 chairs (non-profit rate)	\$300		
Additional 6 ft. Display table	\$100		

Subtotal: \$ _____

**PROGRAM ADVERTISEMENT
(Optional)**

Program Advertisement- (Colored)	Pick One:	Cost:
1 Full Page..... 8 1/2" x 11"	<input type="checkbox"/>	\$550
1/2 Page (horizontal)..... 8" x 5 1/4"	<input type="checkbox"/>	\$400
1/4 Page (vertical)..... 3 3/4" x 5 1/8"	<input type="checkbox"/>	\$250

Subtotal: \$ _____

Ads must be emailed to
ECSTEM@caltech.edu **by Jan 5, 2020**

You may submit a check, payable to Children's Center at Caltech, with completed contract to the address below or contact Tiffany Chou - tiffanyc@caltech.edu to pay by credit card.

Children's Center at Caltech ATTN: ECSTEM Conference 1200 E. California Blvd. Mail Code 1-133 Pasadena, CA 91125	For more information, email or call: ECSTEM@caltech.edu 805-459-9884 626.395.6860
------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------

GRAND TOTAL

\$

I have read and agree to abide by all ECSTEM Exhibitor Rules and Regulations.

Signature _____ Date _____

Office Use Check No. _____ Date rec'd _____ Table # _____

EXHIBITOR RULES & REGULATIONS

EXHIBIT (Hall of Inquiry) SCHEDULE: (All Times subject to change)

Thursday, February 27, 2020

Model Teaching Lab Set Up: 12:00pm - 4:00 pm

Exhibitor Registration and Set Up: 12:00 pm - 4:00 pm

Friday, February 28, 2020

Exhibit Hall Open: 8:00 am - 4:30 pm

Saturday, February 29, 2020

Exhibit Hall Open: 8:00 am - 4:00 pm

Exhibitor Hall Closed & Tear Down: 4:00 pm - 5:30 pm

CONTACT: ECSTEM@caltech.edu 805.459.9884 or Children's Center at Caltech 626.395.6860

HOTEL ACCOMODATIONS: A block of rooms have been reserved at the Hilton Pasadena for the ECSTEM Conference. The special room rate will be available until January 1st or until the group block is sold-out, whichever comes first. To reserve a room, contact the [Hilton Pasadena](#) directly at 626.577.1000. Individuals must identify themselves as being with the group, EARLY CHILDHOOD STEM CONFERENCE, at the time that the reservation is made in order to receive the special group rate.

PARKING: The Hilton Pasadena maintains a controlled parking lot. Parking rates are discounted for the ECSTEM Conference. Parking rates are as follows: Valet event parking is \$12. Valet overnight parking is \$20. To receive discount, please get your parking ticket validated at the machines near the Hall of Inquiry.

REGISTRATION: The registration fee for commercial exhibitors is \$400. Nonprofit's registration fee is \$300 with proof of 501 (C) 3 status. Registration includes one 6' table, two chairs and lunches for Friday, February 28 and Saturday, February 29, 2020. Additional tables may be purchased for \$100 each. As these are tables and not booths, the space for each exhibit is dependent on the size of the table. It will be set up 2-3 feet away from the perimeter of the exhibit hall. A Teaching Lab will take up a large space in the center of the exhibit hall.

PAYMENT TERMS: Full payment must be included with a complete "Exhibitor Contract" form to secure space and must be received prior to submission of advertisement (if applicable). Ads and logos must be submitted no later than January 8, 2020. Make checks payable to **The Children's Center at Caltech**. For additional information, please email ECSTEM@caltech.edu. Any point not specifically covered in these regulations is subject to the decision of the ECSTEM Committee, whose decision shall be final.

CANCELLATION AND REFUND: Notice of cancellations must be made in writing to the ECSTEM Committee. Cancellations received on or prior to December 7, 2020 will result in the ECSTEM Committee retaining 50% of the full rental cost of exhibit space. No refunds for cancellations will be granted after December 7, 2020. The ECSTEM Committee shall not be liable for any interest on the amount refunded.

PACKAGE SHIPPING AND RECEIVING: Exhibitors are responsible for all arrangements and all expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel must be notified in advance (Contact: Jeanette Casimiro, Conventions Service Manager, 626.584.3125) and any consignments shipped to the Hotel should be addressed: Hilton Pasadena, 168

South Los Robles Avenue, Pasadena, CA, 91101, Attn: Jeanette Casimiro. Storage rental fees may be imposed if the items are delivered prior to 48 hours before the event, or the volume or bulk is considered excessive as determined in the Hotel's sole discretion. The hotel and the ECSTEM Conference Committee and its organizations are not responsible for damage or loss of any items delivered to the hotel prior to the event, or of any items or packages left on the property after group departs. Upon request, items left on the premises after departure will be returned to exhibitor at exhibitor's expense. Please fill out the Hilton's Exhibitor Credit Card Authorization Form and email back to jeanette.casimiro@hiltonpasadena.com by January 11, 2019.

EXHIBITOR SPACE: Notice of your space is designated the day of setup and is indicated with a company name card on each table. We make a strong effort to organize tables with ample visibility to our attendees.

EXHIBIT PROTOCOL: Exhibits must be staffed at all times while the exhibit area is open. Interviews, sales, distribution of literature, samples and networking should take place within the designated table area to avoid infringing of rights and privileges of other exhibitors. There will be volunteers to assist in bringing lunch to you.

SETUP AND CLEANUP: Setup of exhibits begins at 12 PM on Thursday and dismantling will begin at 4 PM on Saturday. Exhibitors are responsible for keeping the exhibit area clean and organized, including clear passageways. When dismantling your exhibit, exhibitors must take all their materials and leave the area in the same condition as it was given.

STORAGE OF BOXES AND CRATES: Exhibitors will not be permitted to store boxes or packing crates in or behind tables. Boxes and crates must be removed from the exhibit floor one hour prior to the exhibition opening and will be placed in storage provided they are properly labeled for storage. Those not so labeled will be removed and destroyed as refuse.

SALE OF PRODUCTS: Sales of products are permitted in the exhibit hall within an exhibitor's designated booth space. Obtaining the appropriate licenses/permits as required by law, collecting and remitting sales tax, and any other legal requirements associated with product sales are the sole responsibility of the exhibitor. A copy of the California Sales Permit must be provided to the ECSTEM Committee by December 7, 2020. For more information on the permit, contact California State Board of Equalization at (800) 400-7115 or www.boe.ca.gov.

CONDUCT: Exhibitor agrees to conduct the exhibit in an orderly manner in full compliance with applicable laws, regulations and Hotel rules. Exhibitor assumes full responsibility for the conduct of self in attendance and for any damage, loss or liability incurred. In the event the conduct of the exhibitor at the Event is determined, in the Hotel's sole discretion, not to be orderly or in full compliance with applicable laws, regulations and/or Hotel rules, exhibitor at the Event must leave the premises when instructed to do so.

LIABILITY AND INSURANCE: Exhibitors assume the entire responsibility for losses, damages or injury arising from exhibitor's displays, equipment, or other property on the premises of the Pasadena Hilton Hotel. The exhibitor shall indemnify and hold harmless The Children's Center at Caltech and any of its authorized representatives, agents or employees from any and all losses or claims.

SECURITY AND INSURANCE: The event hosts do not guarantee against loss or damage of any kind. Exhibitors wishing to insure their exhibit materials, goods and/or wares on exhibit against theft, damage by fire, accident or loss of any kind must do so at their own expense.