

EXHIBITOR BOOTH TERMS & CONDITIONS FOR THE 805 BOOK EXPO, PRESENTED BY THE WRITERS & PUBLISHERS NETWORK (WPN)

- ◆ Exhibit space is sold for one day or the full weekend (two days). The Exhibitor selects the day(s), their preferred section of exhibit floor — Section A, B or C — and then the correct payment amount.
 - ◆ Individuals may share a table with another exhibitor. Should an exhibitor want a full table, they must select the full table option on the registration form and pay the appropriate fee.
 - ◆ Access to an electrical outlet is limited to only a few tables closest to the wall. You must bring your own extension cord. Expo management will supply an electrical drop for the Section A tables, but each exhibitor must bring their own extension cord.
 - ◆ You may bring a small table sign no larger than 11 x 17 inches and one sign no larger than 24 x 30 inches to display behind your table. Or, if your booth is on the perimeter of the expo floor, you may use a retractable sign.
 - ◆ The Crowne Plaza does not allow us to put anything on the walls. No tacks, nails, or tape of any kind permitted.
 - ◆ Parking validation is valid only in the City of Ventura structure to the east of the hotel. All exhibitors will be allowed one validation per day, which you must get from the conference registration desk in the area outside of the expo floor. Parking in the hotel parking lot or anywhere else will be at exhibitor's expense.
 - ◆ No food from outside may be brought into the exhibit hall except for store-bought wrapped candy and mints. You may bring food purchased in the hotel's dining rooms to your booth to be consumed only at your table, though we highly discourage this.
 - ◆ You must have a valid California Seller's Permit to sell merchandise from your booth. For information, go to the State Board of Equalization's website: www.boe.ca.gov.
 - ◆ Only material and books appropriate to an audience consisting of children and adults of all ages may be displayed and/or sold. WPN reserves the right to prohibit and remove any items it deems unsuitable.
 - ◆ Exhibitor shall indemnify, defend, and hold harmless WPN and the Crowne Plaza at Ventura Beach, their employees, representatives, and agents from claims, liabilities, costs and charges (including attorney's fees) for injury, loss or damage to property or persons arising out of Exhibitor's activities in connection with the Event, or any breach of representation, warranty or covenant in this contract. WPN does not assume responsibility for any merchandise or property that may become lost, stolen, or damaged.
- CANCELLATION POLICY:** There is a 50% cancellation penalty. No refunds will be given after October 10, 2021. All cancellations must be in writing and emailed by October 10 to Kathleen@kathleenkaiser.com. The online notice from PayPal acts as your receipt.
- FORCE MAJEURE:** The performance of this Agreement by either party is subject to acts of God, government authority, disaster, strikes, civil disorders, the Pandemic, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for the Event. The performance of such party shall be excused for such reasonable time as may be required to resume performance following cessation of such cause. If unable to resume performance, it is provided that this Agreement may be terminated without liability for any one or more of such reasons by written notice from one party to the other. All prepaid deposits will be refunded.
- GOVERNMENT MASK POLICY.** The Conference and Book Expo will follow the requirement of the State of California and the County of Ventura with regard to mask policy effective the date of the event. All participants must be vaccinated and provide QR Code for proof, not the CDC card.
- SETUP.** All Exhibitors with space on Saturday may set up your table after 8 a.m. on Saturday, November 6, 2021. Those Exhibitors coming only Sunday will set up after 8 a.m. that day. All tables are preassigned and you will receive a map with your location two weeks before the show. The exhibit hall is the San Miguel Room B on the first floor of the Crowne Plaza Hotel. Please give yourself plenty of time to set up so that you will be ready when the Expo opens at 10 a.m. Unload your vehicle in the parking structure; there are ramps throughout the structure, in the area between the structure and the hotel, and at the entrance to the hotel. It is suggested you have a cart to wheel all of your materials or a suitcase on wheels.
- PACKING UP.** Please do not begin to pack up until the official closing time of 4:30 p.m.