



California Chicano/Latino Intersegmental Convocation

November 8 – 11, 2007 San Francisco Airport Hyatt Regency

Exhibit Dates: Thursday, Nov. 8th through Saturday, Nov. 10th, 2007

July 31, 2007

Prospective Exhibitor/Vendor
12345 Anywhere St
Anywhere, CA 90001

Dear Prospective Vendor/Exhibitor:

The *California Chicano/Latino Intersegmental Convocation* cordially invites you to be an Exhibitor/Vendor at its State-wide Conference to be held November 8 – 11, 2007, at the Hyatt Regency San Francisco Airport Hotel. Chicano/Latino Educational leaders, throughout the state, will meet to share ideas and address unmet educational needs.

The Conference will be a great opportunity to showcase your programs, services and products. Exhibitor/Vendor spaces will be available until all are contracted, or by the deadline noted below, so make your reservations as soon as possible. Premium spaces are available and are on a first come first serve basis. *Space is limited!*

FACTS ON EVENT

- Over 1,000 conference participants from throughout the state are expected to attend.
- Participants include Higher Education Professionals from the UC, CSU, Private Colleges, Community Colleges and High Schools throughout California.
- Daily contact with business and corporate leaders, community-based and non-profit Organizational leaders, including program managers and campus administrators.
- Exhibit booths will be located in the central traffic areas of the conference.

Please review the Exhibitor Information sheet, rules/regulations, and schedule of important dates and times. Sign up early! **Deadline for Exhibitor/Vendor Space Application, Contract and Waiver Form, photo of booth display and payment has been extended to Friday, September 21, 2007. Fee and materials must be received by this date.** For further information contact Gloria Ramos at (714) 564-6292 or cell phone at (562) 686-3691. General conference information is also located at: www.clic-policy.info.

Cordially,

Gloria Ramos-O
Gloria Ramos-O
Exhibitor Coordinator
ramos_gloria@sac.edu
(714) 564-6292

Alfred Herrera
Alfred Herrera
Conference Venue Coordinator
aherrera@college.ucla.edu
(310) 267-4440

CLIC 2007





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EXHIBITOR/VENDOR INFORMATION

Application Deadline: Extended to Friday, Sept. 21, 2007

Contract Rules, Regulations and Waiver Acknowledgement

***(Exhibitor/Vendor Acceptance Signature Required)

All Exhibitors/Vendors must abide by the Contract Rules, Regulations and Waiver Acknowledgement as stipulated by the **California Chicano/Latino Convocation (CLIC)**, and this document shall serve as the contract. This Contract/ Acknowledgement shall be signed and serves as confirmation of Exhibitor/Vendor acceptance of the following:

CONTRACT FOR SPACE

Applicants for exhibitor/vendor space are required to send a completed application, contract and waiver form to **CLIC** and a **photo of booth display**. **Application materials and fee must be received by Friday, Sept. 21st, 2007**. No contract will be considered unless accompanied by space fee. The formal notification of space assignment and acceptance by **CLIC** constitutes a contract for the right to use this space under rules/regulations of **CLIC**.

Initial Exhibit Set-up: Thursday, Nov. 8th from 11:00 am to 2:00 pm and/or on Friday, Nov. 9th from 6:00 am to 8:00 am. (Security will be provided **Thursday and Friday night only!**)

Exhibit Hours will be as follows: (All Exhibitors/Vendors must be set-up and ready to exhibit by starting time each day.)

Thursday	November 8, 2007	2:00 pm to 9:00 pm
Friday	November 9, 2007	8:00 am to 7:00 pm
Saturday	November 10, 2007	8:00 am to 5:00 pm

Exhibits must be attended at all times during exhibit hours by persons who are well prepared to effectively discuss all products and services. Also, all set-ups must be completed before designated Exhibit hours begin each day. Early dismantling will be assessed a 25% charge of original application fee, and/or future conference participation may be refused.

INSTALLATION AND DISMANTLING

Installation and set-up will begin on Thursday, November 8, 2007 from 11:00 am to 2:00 pm, or Friday, November 9, 2007 from 6:00 am to 8:00 am. Any space not claimed and occupied by 8:00 am, Friday, Nov. 9th, or without written notice by exhibitor/vendor may be reassigned without refunding any portion of the space fee. Exhibitor/vendor expressly agrees not to dismantle the exhibit before 5:00 pm, Saturday, November 10, 2007. Any exhibitor/vendor failing to adhere to these rules may be refused to exhibit in the future and/or be assessed a 25% penalty fee. All exhibits/vendors must vacate space by 10:00 pm, Saturday, November 10, 2007 (unless changes are confirmed by the exhibitor coordinators).

LOCATION OF EXHIBITS

Exhibit placement is determined by the Conference Exhibitor Committee. The database of exhibits/vendors will be maintained and updated by the **CLIC** Conference Exhibitor Committee.

GIVEAWAYS, DRAWINGS, AND DISTRIBUTION OF GIFTS

No sample food or beverage products may be distributed without written authorization by management of conference property and/or Conference Exhibitor Committee.

CARE OF BUILDING AND EQUIPMENT

Exhibitor/Vendor or their agents must not damage or deface the walls, floors or tables of the property. If damage or defacement occurs; the exhibitor/vendor is liable to the owner of the property for cleaning and/or repairs. All materials used in decoration must be flameproof/fire retardant. **NO BALLOONS ALLOWED!** Electrical wiring must conform to the National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the Exhibit areas.

BOOTH EQUIPMENT

CLIC strives to produce professionally designed and coordinated exhibits and vendor displays. Hotel facilities will provide table skirts and tables; and any other display equipment must be pre-approved by **CLIC**. **CLIC** will distribute booth assignments and provide tent card signs to identify exhibitor/vendor space.

SECURITY

Security will be provided to monitor exhibit areas overnight – Thursday and Friday from 7:00 pm to 7:00 am the following day, but exhibitor/vendor is solely responsible for his/her own exhibit/vendor materials and should assure proper insurance to cover exhibit/vendor against loss or damage.

FIRE PROTECTION

Exhibits may not have closed ceiling. All flammable material as well as decorations must be flame retardant. All hangings must clear the floor space. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations or otherwise incurs fire hazards, **CLIC** reserves the right to cancel all or such part of the exhibit as may be out of compliance. Exhibits must comply with city/county fire regulations.

CANCELLATION

If Exhibitor/Vendor chooses to terminate contract, notice must be received by **CLIC** on or before October 1st, 2007. Applicant shall be refunded the space fee minus 30% of fee that **CLIC** shall be entitled to as a service charge to cover expenses that **CLIC** has incurred. If the termination notice is received by **CLIC** after October 1, 2007, applicant shall forfeit all rights to the return of the space fee, and **CLIC** shall be entitled to retain the space fee in its entirety as liquidated damages for the expenses and losses caused by the termination. If this occurs, original assigned space will be reassigned.

LIABILITY AND INSURANCE

Exhibitor/Vendor agrees to protect and hold **CLIC** and *conference properties* harmless for any damages or charges imposed for violation of any law or ordinance, as well as to comply strictly with the application terms and conditions contained in the agreement between the *conference properties* and **CLIC**. Exhibitor/Vendor shall at all times protect and hold harmless the *conference properties* and **CLIC** from all loss, cost, or liability arising from or by reason of the exhibitor/vendor’s occupancy and *se* of the exhibition premises or any part thereof. **CLIC** may exercise an option under each circumstance to request a certificate of insurance from the exhibitor/vendor. Neither **CLIC** or its officers nor staff members will be responsible for the safety of the property of the exhibitors/vendors from theft, damage by fire, accident, or other causes, but will use reasonable care and take security measures to protect the exhibitors/vendors from such loss. No responsibility is assumed for unpacked materials left in the exhibit area after the closing of the Convocation.

I, _____, AS EXHIBITOR/VENDOR HEREBY

ACKNOWLEDGE AND ACCEPT THE **CONTRACT RULES, REGULATIONS AND WAIVER**

ACKNOWLEDGEMENT. STIPULATIONS NOTED ON PAGE 1 AND 2 OF THIS SAME DOCUMENT;

AND ALSO ACCEPT GUIDELINES NOTED ON **SPACE APPLICATION, and EXHIBITOR/VENDOR**

FACT SHEET.

EXHIBITOR/VENDOR (PLEASE PRINT): _____

AUTHORIZED REPRESENTATIVE (please print): _____

TITLE (please print): _____

Signature of representative: _____ Date: _____

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Exhibitor Schedule

(www.clic-policy.info)

➤ Thursday, November 8, 2007

9:00 am – 3:00 pm	Student Leadership Pre-Conference
5:00 pm – 8:00 pm	Convocation Registration
11:00 am – 2:00 pm	Exhibitor/Vendor Set Up only
2:00 pm – 9:00 pm	<i>Exhibits Open</i>
7:00 pm – 9:00 pm	Opening Reception

➤ Friday, November 9, 2007

6:30 am – 8:00 am	Exhibitor/Vendor Set Up only
8:00 am – 7:00 pm	<i>Exhibits Open</i>
7:00 pm – 9:00 pm	Dinner & Program

➤ Saturday, November 10, 2007

8:00 am – 5:00 pm	<i>Exhibits Open</i>
6:00 pm – 10:00 pm	Exhibit Dismantle & Exhibitor Move-out (Saturday only)
5:00 pm – 7:00 pm	Pending event

As an Exhibitor, you must have previously submitted a completed Exhibitor/Vendor Application, Contract Rules, Regulations and Waiver Acknowledgement form, photo of booth display and payment of fees prior to conference. The address for the hotel is:

***San Francisco Hyatt Regency Hotel
1333 Bayshore Highway, Burlingame, CA 92010
(650) 347-1234.***

Exhibitors/Vendors will report to the conference registration area to pick up their official registration package that will include Space Application Contract materials, payment receipt and assigned space information. Additional exhibitor hours may be available, and exhibitors will be notified in a timely manner during the event. Questions contact Exhibitor/Vendor representative noted on your application materials.





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EXHIBITOR/VENDOR SPACE APPLICATION

Application Deadline: Extended to Friday, Sept. 21st, 2007

1. Exhibitor/Vendor Information

Name of Exhibitor/Vendor: _____

Institution/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

2. Contact Information

Contact Person: _____

Contact Telephone No.: _____

Contact Email Address: _____

Telephone No.: _____ Email: _____

3. Exhibitor/Vendor Options

Type of Venue: Corporate Business Technology/Educational Software/Hardware Educational Institution
 Art Display Arts/Crafts Small Business Non-Profit Exhibit

Description of Exhibitor/Vendor Space: _____

Electrical outlet(s) yes no Additional needs: _____
 (Additional fees may be charged)

Item	Qty	Rate	Total
-Corporate Business Exhibitor Full Booth (8 X 10 ft space)		\$600 X ____	
-Educational Institution Exhibitor Full Booth (8 X 10 ft space)		\$400 X ____	
-Small Business/Non-Profit Exhibitor Full Booth (8 X 10 ft space)		\$200 X ____	
Total payment made:			

4. Payment Information

Make checks payable to:
CHICANO/LATINO CONVOCATION

Please send to:
 c/o Gonzalo Rojas
 439 Camino Elevado
 Bonita, CA 91902

Cancellation must be made by October 1st, then space fee will be returned minus processing fee of 30% of vendor fee reserved.

5. Payment Application Process

Exhibitor Space Application Form, Contract Rules/Regulations and Waiver Form Acknowledgement, payment and photo of display booth must be received by Sept. 21st, in order to reserve your space. After review of application materials and payment received, notification of application status will be faxed or emailed by Oct. 1st, 2007.

Office Use: Int Appl No. Payment Recd. Documents Rec'd.

