



Exhibitor Rules & Regulations

All exhibitors participating in the 2024 California Statewide Homeless Education Conference must abide by the following rules and regulations:

CONFERENCE MANAGEMENT: The California Statewide Homeless Education Conference (CALHEC) is produced and managed by partners from the California Department of Education (CDE), Los Angeles County Office of Education (LACOE), the California Homeless Education Technical Assistance Centers (HETACs) and SchoolHouse Connection (SHC). Rulings by the CALHEC Conference Management team and their representatives shall in all instances be final, with regard to the use of any exhibit space and any interpretation and application of these rules and regulations. All matters and questions not covered by these rules and regulations are also subject to the discretion of the CALHEC Conference Management team.

TABLETOP EXHIBIT SPACE CONTRACT SUBMISSION AND SPACE ASSIGNMENT: All space assignments are made on a first-come, first-served basis, established by the date the contract was submitted and the payment was received.

Once a contract has been submitted, it is understood that the exhibitor and CALHEC Conference Management have entered into a legal, binding contract with respect to quantity and size of exhibit space requested and the use thereof and all other matters included in the contract. Preliminary space assignments requested in the contract will be placed on hold and, if payment is not received according to the payment policy, the preliminary space assignment will be released back into general inventory for other companies to select. The exhibitor is still responsible for the quantity and size of space requested on the contract and will be required to select new space assignments when payment is received, based on current availability at that time. Exhibit space contract terms are not voided in the event of nonpayment.

CALHEC Conference Management reserves exclusive rights to allocate exhibit space in a manner most appropriate to the objectives of its conferences/conventions. However, CALHEC Conference Management reserves the right to alter the space assignments due to unforeseen circumstances. Special considerations will be given with regard to the date CALHEC Conference Management receives a signed exhibitor contract. All decisions will be final and binding. Special requests cannot be guaranteed.

PAYMENT POLICY: The full tabletop exhibit fee is due within 30 days of the submission of the exhibit space contract. For space reserved after April 1, 2024, the full exhibit fee is due upon receipt.

TABLETOP EXHIBIT CANCELLATION POLICY: Tabletop exhibit cancellations must be submitted to CALHEC Conference Management in writing (education@cahomelesseducation.com), and based on the date such notification is received by CALHEC Conference Management, the following cancellation fees will apply.

- Between January 1, 2024 and March 31, 2024: 50% of total exhibit rental
- After April 1, 2024: 100% of exhibit rental

EXHIBIT SPACE REDUCTION POLICY: All requests to reduce the size of contracted tabletop exhibit space must be submitted to CALHEC Conference Management in writing (education@cahomelesseducation.com) and will be subject to the terms outlined below. Space reductions may also result in the reassignment of space.

- Between January 1, 2024 and March 31, 2024: Exhibitor is responsible for 75% of the tabletop exhibit rental for the original space contracted.
- After April 1, 2024: Exhibitor is responsible for 100% of the original tabletop exhibit space rental fee. No refunds will be issued.



TABLETOP EXHIBIT DESIGN AND USE: Each tabletop exhibit package includes one 6’ skirted table, 2 chairs and a wastebasket. Exhibitors may bring in their own tabletop display or backdrop. Tabletop displays set on the table must not exceed 8’ in height (including the height of the table) and full-size backdrops must not exceed 8’ in height and be placed behind, so as to not obstruct the view of exhibitors next to them. Exhibits not conforming to these specifications will be prohibited.

CALHEC Conference Management reserves the right to reject any booth deemed objectionable by CALHEC Conference Management standards. CALHEC Conference Management also reserves the right, in the best interest of the exhibition, to relocate exhibitor space.

EXHIBIT STAFF REGISTRATION: Each tabletop exhibit package includes one full exhibitor conference registration, which grants access to all educational sessions, networking events, and meals. Additional exhibitor conference registrations are available for purchase. Exhibitors are required to pre-register all exhibit staff by April 22, 2024. Instructions will be sent in the Exhibitor Guide. Payment must accompany your registration. Refunds will not be issued for any no-shows.

HOSPITALITY EVENTS/MEETINGS: Exhibitors wishing to hold receptions, staff meetings, focus groups, or other small gatherings may do so, but the timing of these functions must not conflict with educational sessions, exhibit hall hours, or official evening social events. CALHEC Conference Management must approve all requests for ancillary events. Requests made directly to the official hotel will not be accepted without CALHEC Conference Management approval. An affiliate event fee may also be assessed.

EXHIBITOR ELIGIBILITY: CALHEC Conference Management shall determine the eligibility of any company, product, or service. CALHEC Conference Management may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of CALHEC Conference Management. In the event an application is not accepted, any paid space rental fees or deposits will be returned. The agreement is binding upon receipt and acknowledgement by CALHEC Conference Management.

GENERAL CONDUCT: The following practices are prohibited by decision of CALHEC Conference Management:

- Noisy mechanical or electrical equipment that will interfere with other exhibitors
- Canvassing or distributing any material outside an exhibitor’s own space
- Subleasing of an exhibit space
- The use of billboards, advertisements, or the display of signs outside the exhibit area
- Mass entertainment activities sponsored by exhibiting companies, away from the headquarters hotel
- Publicizing or maintaining any extracurricular activities, inducements, demonstrations, or displays outside the exhibit area, during exhibit hours
- Entry into another exhibitor’s booth without permission
- Photographing, video recording, or examining another exhibitor’s equipment without permission
- The use of live or recorded music in an exhibitor’s booth

DIGNITY: It is intended that the California Statewide Homeless Education Conference (CALHEC) shall be a serious and dignified offering. Unethical conduct, including but not limited to entry into another exhibitor’s booth without permission, or infraction of rules on the part of exhibitors or their representatives, could lead to CALHEC Conference Management taking any action it deems appropriate, including expulsion or suspension of an exhibiting company. It is agreed that if such action is taken, no refund shall be made by CALHEC Conference Management, and no demand for redress will be made by the exhibitor or his representatives. It is also agreed that disregard for any rule stated here is considered a just reason for CALHEC Conference Management to prohibit an exhibitor from attending all future CALHEC Conference Management activities.



LIABILITY: The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and leave CALHEC Conference Management and their partners and agents blameless in all claims or fines and attorney's fees arising out of or caused by the sole negligence of the convention center/hotel, its employees, or agents. In addition, the exhibitor acknowledges that CALHEC Conference Management, their partners and agents, and the hotel do not maintain insurance covering the exhibitors' property and that it is the sole responsibility of the exhibitor to obtain such coverage. The exhibitor assumes all responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought on the convention center/hotel premises and shall indemnify and leave blameless the convention center/hotel and agents and employees in any and all such losses, damages, and claims unless losses are the direct result of the convention center or hotel's negligence.

INSURANCE: Exhibitors are urged to take out a portal-to-portal rider, available for a nominal fee, on their own insurance policies, protecting them against loss, theft, fire damage, etc. To avoid damage to equipment, please remain with your exhibit until crates are provided and requested labor is available. Watchmen are appointed; however, CALHEC Conference Management, their partners and agents, and the hotel will not assume any responsibility for loss or damage to exhibits, equipment, personal belongings, etc. No volatile or flammable substances or materials of any nature that are prohibited by local ordinance, the fire prevention bureau, or insurance carriers may be used in any booth. The use of any crepe or corrugated paper is prohibited.