

EXHIBITOR KIT

29th
ANNUAL

AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS



CALIFORNIA ORANGE COUNTY

2018

DESIGN
EXPO

**THURSDAY
APRIL 19th**

The Duke Hotel
Newport Beach

CAOC.ASID.ORG/EVENTS/EXPO

EXHIBITOR PRICING

	10 X 5 Table Top	10 x 10 Booth
Early Bird Before Jan. 31 ASID Member Price	\$675.00	\$1075.00
Early Bird Before Jan. 31 Non- Member Price	\$975.00	\$1375.00
ASID Member Price After Jan. 31	\$775.00	\$1175.00
Non-Member Price After Jan. 31	\$1075.00	\$1475.00
Additional 10 x 10 Space	\$925.00	\$1100.00
Wi-Fi per Connection	\$95.00	
Electrical Per Booth	\$50.00	

RESERVE YOUR BOOTH TODAY TO SAVE
E-MAIL COMPLETED AGREEMENT TO ADMINISTRATOR@CAOC.ASID.ORG

INCLUDED IN BOOTH RENTAL:

- ♦ 8' Table with Black Tablecloth and 2 Chairs
- ♦ Booth size: 10' x 10' or 10' x 5' Table Top (booths can be merged for larger space)
- ♦ 10 x 10 Booth includes 3 vendor wristbands
10 x 5 Table includes 2 vendor wristbands
Additional Tickets available for Purchase
- ♦ Company listing on all marketing material and on the ASID Chapter website.

NOT INCLUDED:

- ♦ Additional Furniture for Booth
- ♦ Load In or Load Out Labor
- ♦ Pipe/Drape Walls
- ♦ Booth Carpet/Floor Cover
- ♦ Pre-show Freight Handling
- ♦ Electricity or Wi-Fi (available for a Fee)

CANCELLATION POLICY

- ♦ Cancellation request submitted via e-mail to administrator@caoc.asic.org and received by March 16, 2018 will be refunded all payments minus a cancellation fee equal to 50% of the total fee.
- ♦ No cancellation refunds will be made after March 16, 2018

FACILITY



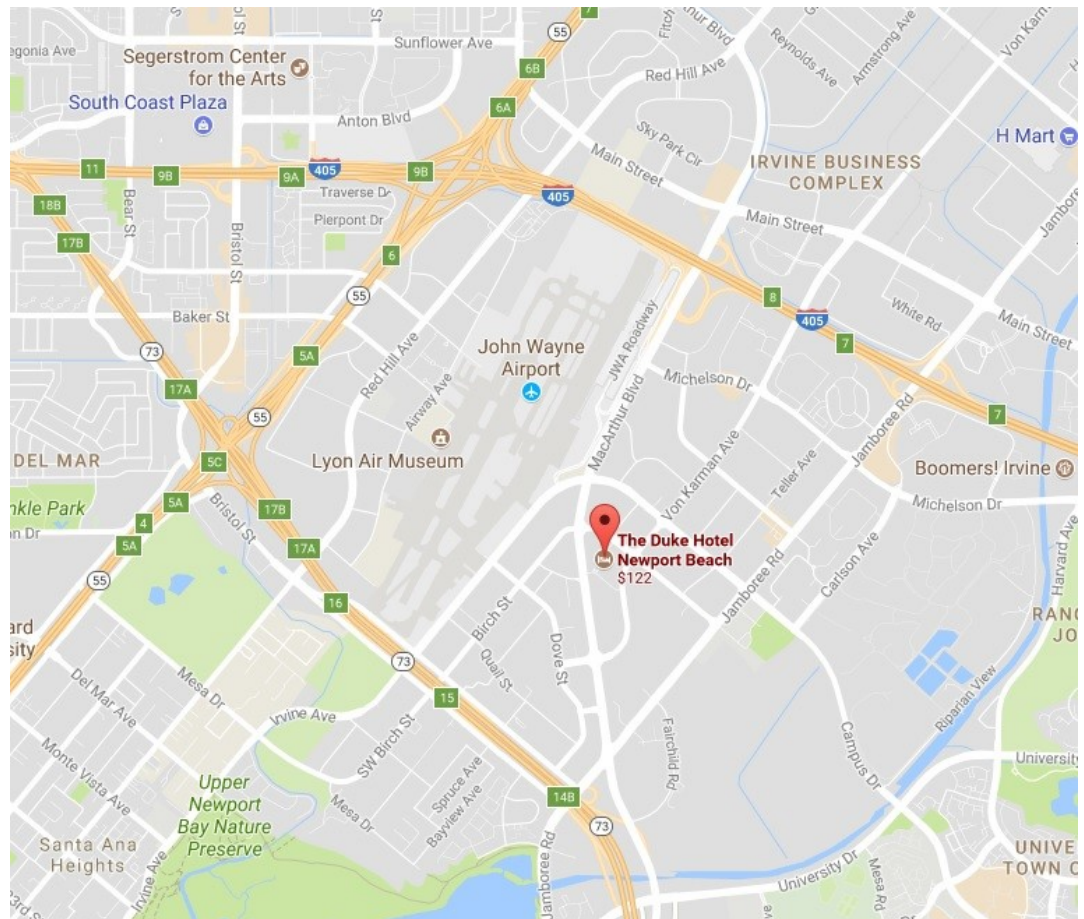
The Duke Hotel Newport Beach

4500 MacArthur Boulevard Newport Beach California 92660

☎ +1-949-476-2001

Parking on sight is Valet Only and will be validated the day of the event by ASID OC.

Exhibitors will receive loading instructions for the day of along with wristbands for booth reps. These must be worn at all times by exhibitors as they serve as your ticket for the event.



- ♦ Exhibitor Spaces will be placed inside and outside of the Bamboo Garden Meeting Space.
- ♦ Booth Assignments will be made based on the discretion of ASID OC.
- ♦ Buffet and Bar stations will be placed throughout .
- ♦ The Key Note Presentation will take place inside with three Town Hall Discussions taking place at varied locations around the Exhibit area ensuring even distribution of guests.

BOOTH INFORMATION

Each 10 x 10 booth and 10 x 5 Table will be set with an 8' table with a black tablecloth and 2 chairs. Additional furnishing is at exhibitors discretion.

EXHIBIT HALL

Interior Floor is carpeted, Booth Space will be taped off on the floor and numbered.

Exterior Floor is concrete, spaces will be marked and Umbrellas will be provided for shade as needed.

EARLY BIRD PRICE DEADLINE

Take advantage of discount pricing by ordering before January 31, 2018. E-mail your completed agreement with payment to administrator@caoc.asid.org.

LABOR

Exhibitors are free to load -in and load-out their own exhibit items. Labor staff will not be provided but can be brought in at the exhibitors expense.

LOADING DOCK

Per the info provided from the Duke Hotel

SCHEDULE

INSTALLATION HOURS

Thursday, April 19, 2018

9:00 am to 1:00 pm

Final Installation must be completed by 1:00pm for Inspection.

No Advance Loading/ pre shipping will be allowed.

EXHIBIT HOURS

Thursday, April 19, 2018

2:00pm to 8:00 pm

Will include 3 Town Hall Discussions (20 minutes each) at various locations around the exhibit hall taking place at 3:00pm, 4:00pm, and 5:00pm and One Keynote Speaker in the early evening.*

DISMANTLE

Thursday, April 19, 2018

8:00pm to 10:00pm

REHEARSAL

April 12, 2018

5:30 to 7:00 pm

We will have a brief presentation on how to get the most bang for your buck during the Expo, going over best practices for displaying your product in a Booth or Table Spaces and answering any questions you may have prior to the event. Please plan to send at least one representative to this informative event. An invitation will be sent prior with exact details.

*Speaker times are approximate and may change for scheduling purposes

RULES AND REGULATIONS

INTRODUCTION

It is understood and agreed by each exhibitor that ASID OC hosts the Design Expo for the purpose of servicing and educating their members and other industry members. To this end, each exhibitor agrees as follows:

1. The distribution of any promotional materials is limited to your contracted booth space and the aisle space directly in front of it. You are not allowed to distribute any promotional materials of any kind in the main aisles, aisle intersections, common areas
2. The use of loud speakers, recording equipment, TVs and radios or the use of operating machinery, which is of sufficient volume to annoy neighboring exhibitors will not be permitted. Exhibitors using audio systems and or live entertainment must keep amplification at a conversational level. Management reserves the right to prohibit any exhibitor or party thereof, which in its sole opinion violates the agreement described herein or is in other ways not suitable to and in keeping with the character and spirit of ASID Orange County or Design Expo 2018, we further reserves the right to change the show dates or the floor plan, without prior notice, if in its absolute discretion it deems it necessary to do so provide, in its judgment, a more satisfactory, attractive and successful conference and exposition.

INSURANCE

All property of the exhibitor is understood to remain under its custody and control in transit to and from and within the confines of the exhibit area and the exhibitor shall maintain insurance covering the exhibitor's property. Exhibitor shall also carry commercial general liability coverage: \$1,000,000 for Each Occurrence, \$1,000,000 Aggregate, Worker's Compensation: Statutory Limits, Employers Liability: \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee and \$1,000,000 Disease-Policy Limit

The policy should hold ASID OC and The Duke Hotel as secondary insured and indemnified against all responsibility.

A copy of the title page must be supplied to ASID OC by e-mail or post prior to April 1, 2018. Exhibitors will not be allowed to set up without a copy on file.