

AMERICAN  
SOCIETY OF  
INTERIOR  
DESIGNERS



CALIFORNIA ORANGE COUNTY

# EXPO

a Multi Design Sector Event

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## Thursday May 2, 2019

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THE RENAISSANCE HOTEL | NEWPORT BEACH

[CAOC.ASID.ORG/EVENTS/EXPO](http://CAOC.ASID.ORG/EVENTS/EXPO)

EXHIBITOR KIT

# EXHIBITOR PRICING

	10 X 5 Space	10 x 10 Space
Early Bird Before Feb. 28		
ASID Member Price	\$775.00	\$1175.00
Early Bird Before Feb. 28		
Non- Member Price	\$1075.00	\$1475.00
ASID Member Price After Feb. 28	\$875.00	\$1275.00
Non-Member Price After Feb. 28	\$1175.00	\$1575.00
Additional 10 x 10 Space	\$1025.00	\$1200.00
Electrical Per Space	\$50.00	\$50

RESERVE YOUR SPACE TODAY TO SAVE  
E-MAIL COMPLETED AGREEMENT TO [ADMINISTRATOR@CAOC.ASID.ORG](mailto:ADMINISTRATOR@CAOC.ASID.ORG)

## INCLUDED IN SPACE RENTAL:

- ◆ 8' Table with Black Tablecloth and 2 or more Chairs as needed.
- ◆ Space sizes: 10' x 10' or 10' x 5' (Spaces can be merged for larger space)
- ◆ 10 x 10 Space includes 3 vendor lanyards  
10 x 5 Space includes 2 vendor lanyards  
Additional Tickets available for Purchase
- ◆ Wi-Fi Connection

## NOT INCLUDED:

- ◆ Additional Furniture for Booth
- ◆ Load In or Load Out Labor
- ◆ Pipe/Drape Walls
- ◆ Floor Covering
- ◆ Pre-show Freight Handling
- ◆ Electricity / Outlet (available for a Fee)

## CANCELLATION POLICY

- ◆ Cancellation request submitted via e-mail to [administrator@caoc.asic.org](mailto:administrator@caoc.asic.org) and received by April 11, 2019 will be refunded all payments minus a cancellation fee equal to 50% of the total fee.
- ◆ No cancellation refunds will be made after April 11, 2019.

# FACILITY



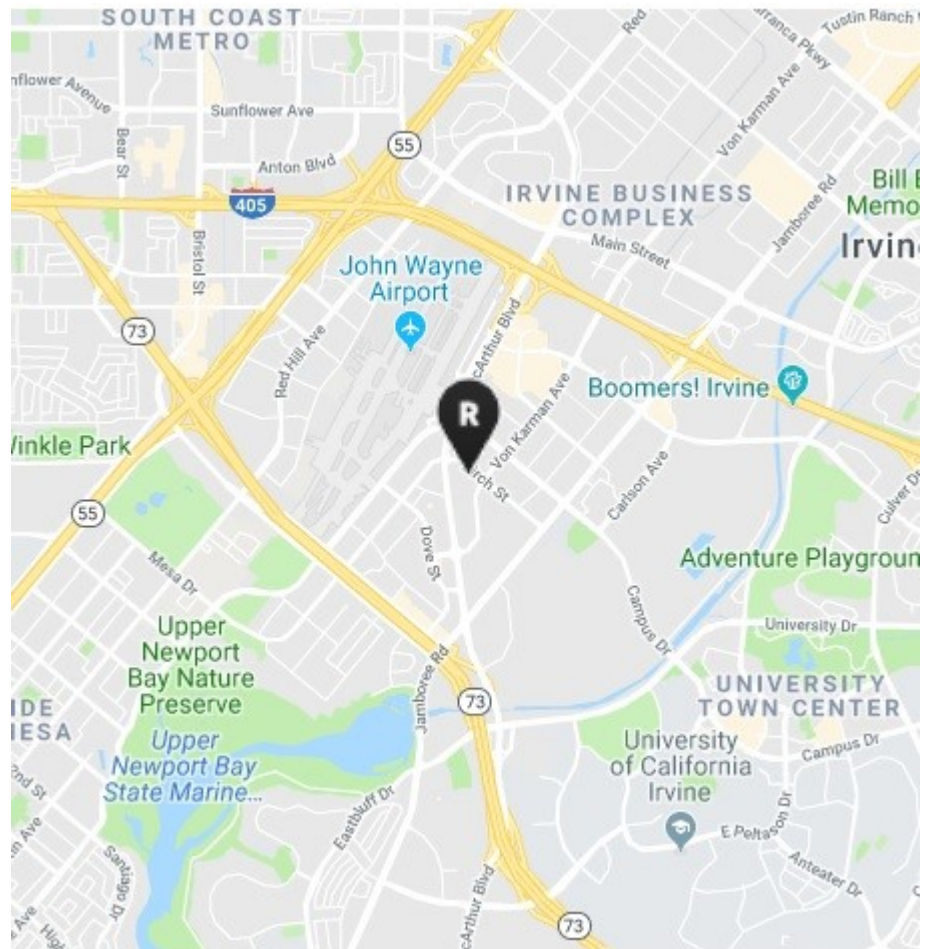
## Renaissance Newport Beach Hotel

📍 4500 MacArthur Boulevard, Newport Beach, California 92660 USA ☎ +1 949-476-2001

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

Exhibitors will receive loading instructions for the day of along with lanyards for exhibitor 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.
- ◆ Space Assignments will be made based on the discretion of ASID OC.
- ◆ Buffet and Bar stations will be placed throughout.
- ◆ The Key Note Presentation and Job Fair will take place inside the interior Hall of Exhibits.

## SPACE INFORMATION

Each 10 x 10 and 10 x 5 space will be set with an 8' table with a black tablecloth and 2 or more chairs as needed. Additional furnishing is at exhibitors discretion and can be requested but is not guaranteed.

## EXHIBIT HALL

Interior Floor is carpeted, 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 February 28, 2019. E-mail your completed agreement with payment to [administrator@caoc.asid.org](mailto: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.

## LOAD IN PROCESS

Loading area is located to the side behind the hotel with direct access to the outdoor display hall for ease of access. A parking attendant will direct you to the correct area.

## SCHEDULE

### INSTALLATION HOURS

Thursday, May 2, 2019

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, May 2, 2019

2:00pm to 8:00 pm

Will include one Keynote Speaker in the early evening and a Job Fair running concurrent to the Expo. Each exhibitor will receive a complimentary ticket if they provide a participant in the job fair.

### DISMANTLE

Thursday, May 2, 2019

8:00pm to 10:00pm

### REHEARSAL - EXPO 101

Date TBD

5:30 to 6:30 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 Space 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 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 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, or common areas.
2. The use of loud speakers, recording equipment, TV's and radios or the use of operating machinery, which is of sufficient volume to annoy neighboring exhibitors will not be permitted. Exhibitors using a/v or live entertainment must keep amplification at a conversational level.
3. ASID OC reserves the right to prohibit any exhibitor or party there of which in its sole opinion violates the agreement described here in or is in other ways is not suitable to and in keeping with the character and spirit of ASID OC or the Expo.
4. ASID OC 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 judgement, a more satisfactory, attractive and successful Expo.

## 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 exhibitors property. Exhibitor shall also carry commercial general liability coverage: \$1,000,000 for each occurrence, \$1,000,000 Aggregate, Workers Compensation: statutory limits, Employers Liability: \$1,000,000 Each Incident, \$1,000,000 Disease-Each Employee and \$1,000,000 Disease Policy limit.

The Policy should hold:

ASID OC

23807 Aliso Creek Road #205

Laguna Niguel, CA 92677

And

The Renaissance Hotel

4500 Macarthur Blvd

Newport Beach, CA 92660

As secondary insured and indemnified against all responsibility.

**A copy of the title page must be submitted to ASID OC ([administrator@caoc.asid.org](mailto:administrator@caoc.asid.org)) prior to April 16th, 2019. Exhibitors will be denied entry and not allowed to set up without a copy on file.**

## 30<sup>th</sup> Annual ASID OC EXPO 2018 Exhibitor Agreement

As an ASID OC Expo 2019 Exhibitor, I agree to provide items or services according to the items selected below.  
The ASID OC Design Expo 2019 will take place on:

**MAY 2, 2019 at the Renaissance Hotel Newport Beach**

	<b>10 x 5</b>	<b>10 x 10 Space</b>	<b>Select Item (s)</b>
<b>Early Bird Before Feb. 28 ASID Member</b>	<b>\$775</b>	<b>\$1175</b>	
<b>Early Bird Before Feb. 28 Non ASID Member</b>	<b>\$1075</b>	<b>\$1475</b>	
<b>ASID Member After Feb. 28</b>	<b>\$875</b>	<b>\$1275</b>	
<b>Non Member After Feb. 28</b>	<b>\$1175</b>	<b>\$1575</b>	
<b>Additional 10 x 10 space</b>	<b>\$1025</b>	<b>\$1200</b>	
<b>Electrical Connection</b>	<b>\$50</b>	<b>\$50</b>	

I agree to the following:

1. I want to participate as an ASID OC Expo 2019 Exhibitor, I have until April 11, 2019, 2:00 pm to submit this completed Promissory Agreement directly to the ASID OC Chapter Administrator.
2. ASID OC Expo 2019 spaces will be based on the submittal date/time of this completed Agreement.
3. I MUST pay for my Space either by credit card or check in full prior to April 11, 2019, 2:00 pm.
4. If I choose to pay by check, it must be received in the ASID office by **April 11, 2019, 2:00 pm.**  
**Early Bird Exhibitors must pay by Feb. 28, 2019.**
4. If I fail to pay in a timely manner, I will forfeit my Exhibit Space which will be made available to another vendor. If I do not follow these terms, my **priority space location\*** will be forfeited and I will be assigned a to-be-determined booth location upon re-application.
5. **Deadline to submit my Exhibitor Agreement and payment is April 11, 2019, 2:00 pm.**

### CONTACT INFORMATION: (please print or type)

Key Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Total to be paid: \_\_\_\_\_

### AUTHORIZATION:

I \_\_\_\_\_, am approved to make commitments on behalf  
Of \_\_\_\_\_ Printed Name

\_\_\_\_\_, and I understand the guidelines stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card #

Exp.

Sec/CVV

Zip

Please email this completed form by 2:00pm on **APRIL 11, 2019** to: [administrator@caoc.asid.org](mailto:administrator@caoc.asid.org) | 949-643-1549