

**San Diego Association of Health Underwriters  
Annual Sales Convention and Expo  
January 17, 2019  
“Make Insurance FUN Again!”**

Town and Country Resort Hotel ▪ 500 Hotel Circle North ▪ San Diego 92108

Dear Exhibitor,

Enclosed is the **Exhibitor Application** for SDAHU’s 31st Annual Convention and Expo. Be sure to respond by January 5, 2019 to take advantage of the *Early Bird* pricing of a single or double booth at a cost of \$800 or \$1500 respectively. Please complete and mail, fax or email back to as soon as possible to secure your booth. With over **450 in attendance last year**, we encourage you to participate as one of our esteemed exhibitors!

**Hall Layout**

The floor layout for the Expo is enclosed. Review, and note your booth location preference on the **Exhibitor Application**. Booths will be assigned on a first-come, first served basis. Please note that some booths are already reserved for our corporate sponsors.

*Please note this is a preliminary exhibit hall layout, the attached layout could change. Should the final layout change, we will do our best to keep you in the booth/area you requested.*

**Booth Decorations:** Our theme is “Make Insurance Fun Again!”, show colors are yet to be determined.

**Agenda**

The exhibit hall will open at 7:30 a.m. and close at 3:30 p.m. There will be approximately 2-1/2+ hours of exhibit face-to-face time during the Expo. We will also be providing a sit-down lunch, which is included in the cost of your exhibit booth or sponsorship.

**Raffle & Booth Prize Drawings**

The “Grand Prize Raffle” will only be for the attendees that are present and have registered to win. Attendees will be given a raffle card to qualify for the drawing. In addition, each booth representative will come up to the main stage, draw a winner, and award their booth prize (if one is brought). This allows your company maximum exposure presenting your booth prize to an agent or broker during the grand finale of the show.

Grand Prize Raffle Rules

- Only non-exhibitor, registered attendees are eligible for the Grand Prize
- Winner must be present to claim prize

**Exhibitor Setup, Shipping Booth Displays and Materials**

The location of the Sales Expo is located at the Town and Country Resort Hotel, 500 Hotel Circle North in San Diego, CA 92108; phone (619) 219-7131. Setup in the **Atlas Ballroom** is scheduled for Wednesday, January 16th; time of set-up TBA or on Thursday, January 17th between 6:00 and 7:30 a.m.

**DO NOT** ship displays or materials directly to the hotel. An exhibitor kit with shipping, drayage information, additional tables, etc. is included in this packet. Electrical will be coordinated directly through the Town and Country’s contracted electrical services department; Edlen Electrical. Information will be sent to you prior to January 4, 2019.

# THE SAN DIEGO ASSOCIATION OF HEALTH UNDERWRITERS ANNUAL SALES CONVENTION AND EXPO

## 2019 Exhibitor Application

This application is made on the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2018 / 2019 between:

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(Print the **name** of the proposed **exhibitor** in the space provided above)

The above-named company (herein called Exhibitor) and the San Diego Association of Health Underwriters (herein called SDAHU) upon the terms and conditions below.

1) **BOOTH RENTAL FEES:** In consideration of the Fees paid to, and upon acceptance of this application by SDAHU, booth rental space shall be provided to the above referenced Exhibitor for the SDAHU Annual Sales Convention and Expo, scheduled to be held at the Town and Country Resort Hotel, 500 Hotel Circle North, San Diego, CA 92108 on Thursday, January 17, 2019 pursuant to the Rules and Regulations published by SDAHU.

2) **BOOTH LOCATION:** Booths will be assigned on a first-come, first served basis. Attached is a floor plan of the booth spaces. Please choose first, second and third space. If all the spaces you requested are filled, you will be automatically assigned to the nearest available booth space to those chosen. SDAHU reserves the right to assign space as deemed appropriate.

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

SDAHU understands that certain vendors prefer booth space near certain vendors, or away from certain vendors. Should this be a consideration for you, please complete the items below:

I prefer to be near: \_\_\_\_\_.

I prefer not to be near: \_\_\_\_\_.

3) **YOUR OFFICIAL IDENTIFICATION:** Exhibitor agrees to let the Conference and SDAHU use the name of the Exhibitor in any advertising by SDAHU. Exhibitors with names longer than 30 characters including spaces may be shortened at the discretion of SDAHU tradeshow managers.

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(In the space above, print the name of your company, as you would like it to appear in all printed materials related to this tradeshow. This is also how the 7" x 44" booth sign will read.)

4) **BOOTH FEATURES:** It is understood that the Exhibit Fee for each approximate 10 x 10 booth space includes:

- Conference registration for two company representatives
- One eight-foot draped table and two chairs
- Draped 10' back wall with 36" draped side rails.
- A 7" x 44" booth identification sign (one line only)

### OPTIONAL FEATURES:

Exhibitors may request a double space, subject to availability – see page 5.

One 500-watt electrical outlet is available for a fee – see page 5.

**Please Note: Exhibitors will be responsible for additional furnishings, additional signs, special lighting, etc. Exhibit drayage kit, included here.**

5) **INSTALLATION/BREAKDOWN:** Exhibitor shall be responsible for delivery and removal of equipment and display material to and from the exhibit area. Exhibitors must always have a representative at the booth. **DO NOT ship displays or materials directly to the hotel.** An exhibitor kit with shipping and drayage information is included here. For a modest fee, the trade show decorating company will receive your shipment and deliver it to your booth space on Wednesday, January 16th. **Information included in this packet.**

6) **ACCEPTANCE OF EXHIBIT:** A copy of the Exhibit Order Form and Contract will be returned to the exhibiting company upon receipt and acceptance of the exhibit order. SDAHU reserves the right to reject any application for exhibit space.

7) **PLACE AND NATURE OF EXHIBIT:** Display booths and other exhibits shall not be displayed in a way that interferes with other exhibits. No exhibits that violate any municipal, or state laws, rules or regulations, including safety codes, will be allowed. The use of a heater or any heat-producing device as part of the exhibit is forbidden unless a special permit is first obtained from the local fire department and a copy of the permit is placed in the files of SDAHU. Approval must first be obtained from the local fire department for the use, operations or presence of electrical, mechanical, of chemical device, which in the opinion of the local fire department or the official exhibit contractor might be hazardous in a public place.

8) **USE OF EXHIBIT SPACE:** All demonstrations, interviews, or other activities must be contained within the limits of your exhibit booth. No exhibitor shall sign, sublet, or apportion the whole or any part of the space allotted to him without the knowledge and consent of the SDAHU exhibit coordinator. Aisles must be kept clear. Exhibits must be arranged so that exhibitors will inside the rented space.

9) **NOISY OR OBNOXIOUS EQUIPMENT:** If the operation of any equipment or apparatus produces noise of sufficient volume or odors found to be annoying to neighboring exhibitors or guests, it will be necessary to discontinue such operation.

10) **RESTRICTION AND LOCATION OF EXHIBITS:** SDAHU reserves the right to require any exhibitor to remove any part thereof, which in the sole judgment of SDAHU is not in keeping with the general character of the exhibition or is not in the best interest of the conference, and to remove or relocate any booth as be needed for the good of the conference and its exhibits. The restriction includes any persons, things, conduct, printed material or anything of character, which may be objectionable to the exhibit. In the event of such restriction or eviction, SDAHU is not liable for any refunds or rentals or other exhibition expenses.

11) **BOOTH PAYMENT AND CANCELLATION:** It is hereby agreed to that an exhibit space may be reserved by Exhibitor at a fee of \$800 for a single booth or \$1,500 for a double booth if postmarked by 1/04/2019 or \$900 for a single booth and \$1700 for a double booth if postmarked after 1/04/2019. Electrical orders are made directly through our tradeshow decorating vendor. Payment in full must be submitted to reserve exhibit space. If this contract is canceled by the Exhibitor, in writing, prior to midnight January 4, 2019, processing fee of \$250 will be retained by SDAHU. Thereafter, **NO REFUNDS** will be made. All cancellations must be in writing and sent via email or through the U.S. Postal Service or by some form of express mail, either public or private. It is further agreed that in the event Exhibitor fails to perform in accordance with the terms and conditions set forth in the contract and within the Rules and Regulations of Exhibit, SDAHU, as its election, may cancel the contract and retain the full contract fee.

12) **SHOW CANCELLATION:** Should any situation beyond the control of SDAHU prevent the opening of the exhibit show, SDAHU shall not be held liable for any expenses incurred by the exhibitor except the rental cost of the booth space.

13) **EXHIBIT PERSONNEL:** Each booth rental includes two (2) exhibitor registrations, except those exhibitors renting more than one space will receive four (4) exhibitor registrations. Additional exhibitors must register at least three days prior to the show. Please refer to section 23 below. All exhibit personnel must be the employees of the exhibitors.

14) **FAILURE TO OCCUPY SPACE:** Any space which is not occupied by the exhibiting company January 17, 2019 by 8:00 AM will be forfeited by the exhibitor and the space may be resold or used by SDAHU without refund, unless previous arrangements for delayed occupancy have been made in writing to SDAHU.

15) **EXHIBITOR SPONSORED ACTIVITIES:** Hospitality Suites and/or entertainment activities are not permitted to operate during the hours of the Exhibit Hall. Arrangements for any exhibitor-sponsored activities and hospitality suites must be made with SDAHU at least 30 days prior to opening exhibits.

16) **LIABILITY AND INSURANCE:** SDAHU, Raphael's Convention Services, and the Town and Country Resort Hotel employees and or representatives thereof, and other organizations and persons connected with this Conference shall not be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to exhibitors or their employees from any cause whatsoever, prior to, during or after the period covered by the exhibitor contract. Exhibitors should place their own insurance to cover all contingencies. The exhibitor agrees to indemnify those listed above against any claims for such loses, damage or injury upon signing the contract. The exhibitor expressly releases the foregoing institutions, individuals and committees for all claims of loss, damage or injury. This also includes the

period of storage prior to and following the Conference. Small or casually portable articles of value should be properly secured or removed for safekeeping during the hours the exhibits are closed. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend the losses and damages to persons or property. Governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal or maintenance occupancy, or use of the exhibition premises or a part thereof. In addition, the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

17) **PROTECTION OF EXHIBIT FACILITY PROPERTY:** Exhibitors will be held responsible for any damage done to the building by them or their employees. No nails, tacks, or screws shall be driven into the woodwork or floor of the building. No gasoline, kerosene, acetylene candles, or other flammable or explosive substance will be permitted in the building.

18) **SALES:** Any exhibitor that wishes to sell or take orders on the premises of the show for exhibited products or services must first notify in writing the conference coordinator of all items, products or services for approval. The exhibitor further agrees that SDAHU shall be the sole judge of what constitutes sale order taking activities and may order the exhibitor to cease such activity on the premises of the show on penalty of expulsion from the show.

19) **LITERATURE AND DISTRIBUTION:** Printed information may be distributed by exhibit representatives from the exhibit space only.

20) **EXHIBITOR REGISTRATION:** All exhibitor representatives must register for the show. Badges may be picked up at the registration desk in the circular entrance area.

21) **BADGES:** Badges for your exhibit personnel will be made from the list you submit to SDAHU. Conference badges identify you and are in evidence always during the show. Should the names of the attendee's change, to assure a printed badge, the exhibiting company must notify SDAHU in writing at least three (3) days prior to the exhibit opening.

22) **VIOLATIONS:** It is expected that exhibitors who violate these regulations will respond to SDAHU requests for correction. Eviction from the Conference exhibit may result from violations of these rules and regulations as determined solely by SDAHU. In the event of such eviction, SDAHU is not liable for any refunds of rentals or other exhibition expenses.

23) **REGISTRATION & NAME TAGS:** Please list all company representatives who will be attending the conference and representing your company at your booth. Please list any additional representatives or guests as additional attendees below for nametags and conference registration and information. Be sure to include \$40 for each additional exhibitor registered January 4, 2019. Registration after January 4, 2019 will be \$50 for each additional exhibitor. **Lunch is included.**

AUTHORIZED SIGNATURE OF EXHIBITOR: \_\_\_\_\_  
(I have read, understand and agree to the rules and regulations regarding the SDAHU exhibit program)

**Questions? Contact:**

**Gail James Clarke, Executive Director at (858) 883-2486 or sdahu1@yahoo.com**

## SDAHU 2019 EXHIBTOR FEE SCHEDULE PAGE

*Please Print or Type:*

EXHIBITOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

Exhibitor booth sign should read: \_\_\_\_\_

(In the space above, print the name of your company as you would like it to appear on the sign over your booth.)

**FEE SCHEDULES (Check Appropriate Line):**

Place number of Units Ordered In  
Blank & Multiply for total.

**Exhibit Booth (single)**

Postmarked by January 4, 2019 \$800 X \_\_\_\_\_ = \_\_\_\_\_.

Postmarked after January 4, 2019 \$900 X \_\_\_\_\_ = \_\_\_\_\_.

**OR Double Booth**

Postmarked by January 4, 2019 \$1500 X \_\_\_\_\_ = \_\_\_\_\_.

Postmarked after January 4, 2019 \$1700 X \_\_\_\_\_ = \_\_\_\_\_.

**Electrical Outlet** (Reserved and paid directly to Trade Show Electrical (Town and Country's contracted electrical vendor. Information will be emailed prior to January 4, 2019.

**Additional Equipment** – information included here at end of packet.

**Balloon Decorations (For order information contact: Nancy Kerst at Absolutely Balloons; phone: 619-460-6402.)**

**ADDITIONAL EXHIBITOR REGISTRANTS** (Two included with booth at no additional charge.)

Postmarked by January 4, 2019 \$40 X \_\_\_\_\_ = \_\_\_\_\_.

Postmarked after January 4, 2019 \$50 X \_\_\_\_\_ = \_\_\_\_\_.

**TABLE OF 10 Discount** (Purchase 10 seats @ \$30 per seat) \$30 X \_\_\_\_\_ = \_\_\_\_\_.

**SPONSORSHIP** (Please see attached sponsorship list for pricing): = \_\_\_\_\_.

**PROGRAM ADVERTISING** (Please see attached ad page for pricing): = \_\_\_\_\_.

**TOTAL AMOUNT ENCLOSED:**

\$ \_\_\_\_\_.

**Booths will be assigned "First Come, First Served".**

**EXHIBITORS (Included in single booth fee): - Print Names Neatly Please!**

1) \_\_\_\_\_ 2) \_\_\_\_\_

(Included in double booth fees)

1) \_\_\_\_\_ 2) \_\_\_\_\_

ADDITIONAL EXHIBITOR REGISTRANTS (\$40 each through January 4, 2019 and \$50 thereafter).

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

**Paying with a check? Please include the Application, Fee Schedule and check made payable to SDAHU and mail to:**  
SDAHU • 10601-G Tierrasanta Boulevard, PMB 403 • San Diego, CA 92124

**Paying with a Credit Card?**  Amex  MasterCard  Visa

Printed Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_

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

Fax the Application, Fee Schedule (including credit card) to: 858-630-3793.

**2018 Annual Sales Conference and Expo Program Advertisement Rates and Specs**

<b>Ad Size</b>	<b>Fees</b>
Full Page (Color- 8 x 10')	\$550.00
Half Page (Color - 8 x 5' horizontal)	\$400.00
Quarter Page (Color - 4 x 6' vertical)	\$175.00
Business Card	\$125.00

All ads are to be COLOR, or Hi-Res PDF or JPG file.  
***The ads must reach the Association office ([sdahu1@yahoo.com](mailto:sdahu1@yahoo.com))  
no later than Friday, December 21, 2018.***

# Sales Expo Sponsorship List

November 16, 2018

Sponsorship		Price	Check Here
<b>Grand Sponsor</b>	Logo & recognition on all promotional material and advertisements; your banner displayed at registration; special recognition at event; single exhibit booth and registration for 2; preferred booth placement; Inside front cover ad in program. <b>**only 1 available**</b>	\$5,000.00	<input type="checkbox"/>
<b>Happy Hour Sponsor</b> <i>Word &amp; Brown</i>	Logo & recognition on all promotional material and advertisements; your logo or company name on drink tickets; signage & recognition at event; single exhibit booth and registration for 2, preferred booth placement; full page ad in program. <b>**only 1 available**</b>	\$4,000.00	<b>SOLD!</b>
<b>Conference Bag Sponsor</b> <i>EaseCentral</i>	Logo & recognition on all promotional material and advertisements; your logo or company name on conference bags; signage & recognition at event; single exhibit booth and registration for 2, preferred booth placement; full page ad in program. <b>**only 1 available**</b>	\$3,500.00	<b>SOLD!</b>
<b>Parking Sponsor</b> <i>MediExcel Health Plan</i>	Logo & recognition on all promotional material and advertisements; signage & recognition at event; all attendees visit your booth to obtain parking validation; single exhibit booth and registration for 2; preferred booth placement; Inside back cover ad in program <b>**only 1 available**</b>	\$3,000.00	<b>SOLD!</b>
<b>Key Note Speaker Sponsor</b>	Logo & recognition on all promotional material and advertisements; special recognition at event; signage on podium; single exhibit booth and registration for 2; preferred booth placement; full page ad in program. <b>**only 1 available**</b>	\$3,000.00	<input type="checkbox"/>
<b>Continental Breakfast Sponsor</b>	Logo & recognition on all promotional material and advertisements; special recognition at event; your logo'd table cloth on breakfast table; logo'd breakfast napkins, single exhibit booth and registration for 2; preferred booth placement; full page ad in program. <b>**only 1 available**</b>	\$3,000.00	<input type="checkbox"/>
<b>Morning Coffee Sponsor</b>	Logo & recognition on all promotional material and advertisements; special recognition at event; your logo'd table cloth on coffee table; logo'd coffee cups/lids, single exhibit booth and registration for 2, full page ad in program <b>**only 1 available**</b>	\$3,000.00	<input type="checkbox"/>
<b>Attendee Program Sponsor</b>	Logo & recognition on all promotional material and advertisements; signage & special recognition at event, single exhibit booth and registration for 2; preferred booth placement, outside back cover ad. <b>**only 1 available**</b>	\$2,750.00	<input type="checkbox"/>
<b>Lunch Sponsor</b> <i>Warner Pacific</i>	Logo & recognition on all promotional material and advertisements; Special recognition & signage at lunch; single exhibit booth; preferred booth placement, half-page ad in program, optional giveaway for place settings. <b>**only 1 available**</b>	\$2,500.00	<b>SOLD!</b>
<b>Grand Prize Sponsor</b>	Logo & recognition on all promotional material and advertisements; special recognition at event; signage on podium; your company presents the Grand Prize that all attendees enter to win; your logo on the entry sheet; single exhibit booth and registration for 2, half-page ad in program <b>**only 1 available**</b>	\$2,500.00	<input type="checkbox"/>
<b>Audio /Visual Sponsor</b>	Logo & recognition on all promotional material and advertisements; special recognition at event; your logo on all slides in the rolling sponsor PPT loop, exhibit booth and registration for 2, half-page ad in program. <b>**only 1 available**</b>	\$2,500.00	<input type="checkbox"/>

<b>Name Tag Sponsor</b> <i>AmCheck</i>	Logo & recognition on all promotional material and advertisements; your logo on attendee name badges; signage & recognition at event, exhibit booth and registration for 2, half-page ad in program. <b>**only 1 available**</b>	<b>\$2,500.00</b>	<b>SOLD!</b>
Speaker Sponsor <i>TASC</i>	Signage & special recognition in program; 15% exhibit booth discount, option to introduce a speaker.	\$1,000.00	<b>SOLD!</b>
Mailing Sponsor <i>Anthem Blue Cross</i>	Recognition on all mailings; signage & recognition at event, recognition in program <b>**only 1 available**</b>	\$750.00	<b>SOLD!</b>
Decorations Sponsor <i>Rogers Benefit Group</i>	Name recognition on each table with decorations; signage & recognition at event, recognition in program	\$750.00	<input type="checkbox"/>
Registration Sponsor <i>Senior Market Sales</i>	Special signage at registration; recognition at event, recognition in program	\$500.00	<b>SOLD!</b>
Printing Sponsor	Signage & recognition in program	\$500.00	<input type="checkbox"/>
Refreshment Sponsor	Special signage at refreshment table; recognition at event, recognition in program	\$500.00	<input type="checkbox"/>
Friends of SDAHU	Recognition in program	\$250.00	<input type="checkbox"/>

**Please complete and return with Exhibitor Registration form and payment.**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

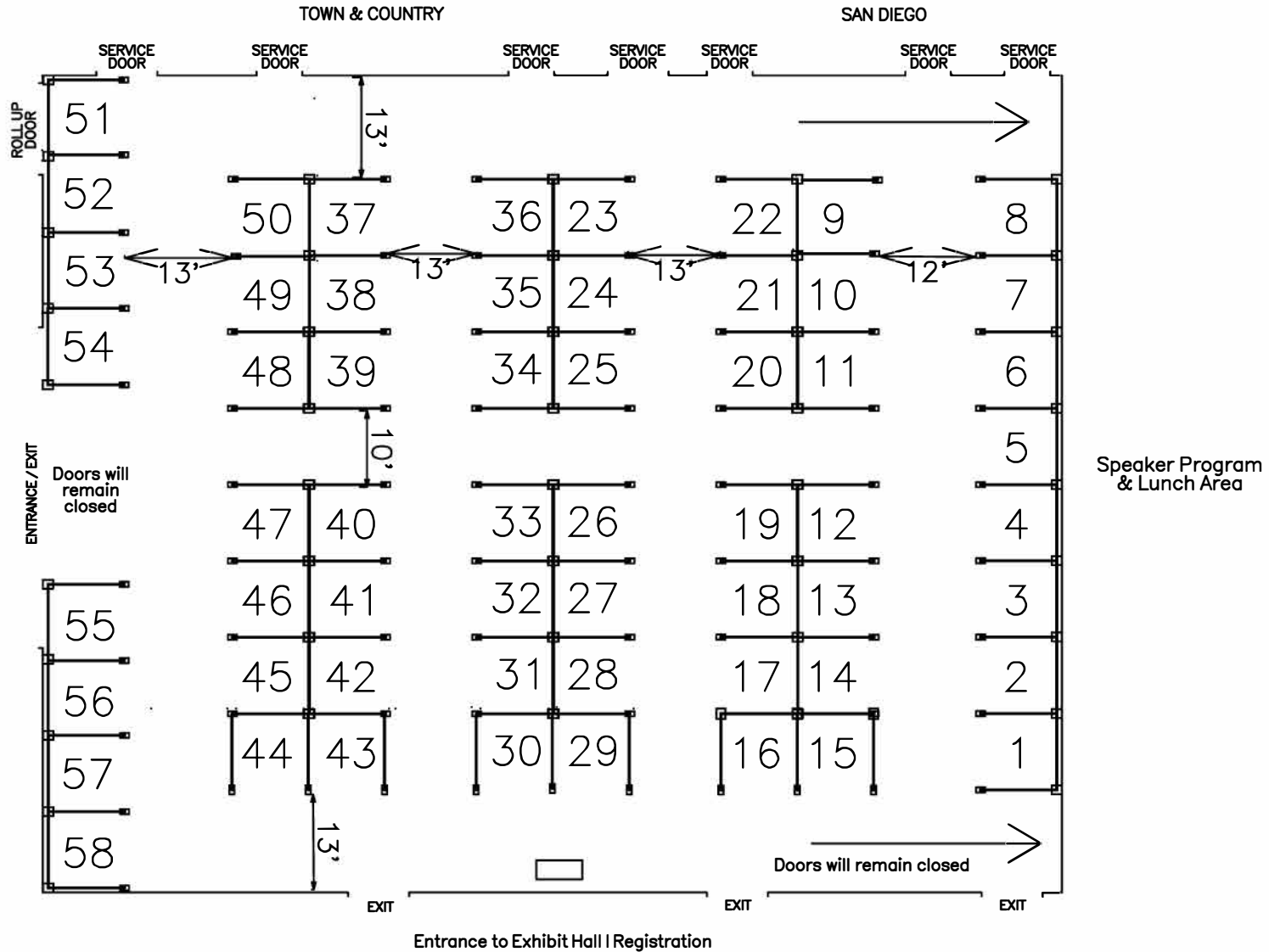
City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_





# San Diego Association of Health Underwriters January 2019

Town & Country Hotel  
Atlas Ballroom  
(58) 10x10 Booths





# San Diego Association of Health Underwriters 31<sup>st</sup> Annual Sales Expo

January 17, 2019

Town & Country San Diego

500 Hotel Circle North

San Diego, CA 92108



Return to: Raphael's Convention Services  
Katherine Vergara-Peterson | [Katherine@Raphaels.com](mailto:Katherine@Raphaels.com)  
P: 858-689-7368 x122 | M: 619-247-5315 | F: 858-689-8040



31<sup>st</sup> Annual Sales Expo | Town & Country San Diego | January 17, 2019

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Return to: Raphael's Convention Services  
Katherine Vergara-Peterson | [Katherine@Raphaels.com](mailto:Katherine@Raphaels.com)  
P: 858-689-7368 x122 | M: 619-247-5315 | F: 858-689-8040

All orders are governed by the RCS Terms & Conditions of Contract and Payment Policy in this Exhibitor Manual



31<sup>st</sup> Annual Sales Expo | Town & Country San Diego | January 17, 2019

## SHOW INFORMATION

### RAPHAEL'S CONVENTION SERVICES INFORMATION

Contact Information: Katherine Vergara-Peterson      Email | Katherine@Raphaels.com  
Phone | 858-689-7368      Fax | 858-689-8040

### IMPORTANT DATES

1/10/2019	Discount pricing deadline for furniture orders
1/15/2019	Last day for delivery of advance shipments to RCS warehouse
1/16/2019	Exhibitor Move-In: 4:00-8:00 PM
1/17/2019	Exhibitor Move In: 7:00 AM – 7:45 AM Show Open: 8:00 AM – 3:00 PM
1/18/2019	First day for pick-up of shipments from RCS warehouse

### SHIPPING INFORMATION

Warehouse Location:	Warehouse Hours:	<i>*RCS accepts no responsibility for items shipped directly to/from venue</i>
8606 Miramar Road San Diego, CA 92126	Monday – Friday 9:00 AM – 4:00 PM	

### BOOTH INFORMATION

Included with Booth:	Pipe & Drape, 8ft Skirted Table, (2) Chairs, (1) Waste Basket, (1) Exhibitor Sign
Backwall Draping:	Black
Sidewall Draping:	Black



Return to: Raphael's Convention Services  
Katherine Vergara-Peterson | Katherine@Raphaels.com  
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31<sup>st</sup> Annual Sales Expo | Town & Country San Diego | January 17, 2019

## MATERIAL HANDLING INFORMATION

### MATERIAL HANDLING – WHAT IS IT?

Material handling charges apply when RCS' assistance is required in moving your materials to / from your location or the venue loading dock to / from your booth. This charge is separate from the actual shipping costs, which remain between the exhibitor and their freight carrier. We accept shipments to our advance warehouse up to 2 weeks prior to the event and will store them for up to 2 weeks after the event. Shipments sent directly to / from the venue will be also be accepted / released by RCS, with transportation to / from your booth being included in the material handling charges. Please note, however, that RCS is not a shipper and does not make the shipping arrangements for exhibitors.

### HOW TO FACILITATE THE DELIVERY / RETURN SHIPMENT OF MATERIALS

#### Shipping to RCS Advance Warehouse

1. Materials will be accepted up to 2 weeks prior to the show and delivered by RCS directly to your booth.
2. Complete both the Material Handling Order Form & the Credit Card Form , fax / email to RCS.
3. Ensure your materials are properly labeled with show name, company name & booth number. Please see attached labels on last page.
4. *Shipments received without a completed material handling order and credit card payment form will not be delivered until payment is received.*

#### Return Shipping from RCS Advance Warehouse

1. See show information page in this exhibitor packet for acceptable dates / times for scheduling the pick-up of materials from our Warehouse.
2. Ensure your shipment is properly labeled with destination name and address.
3. Attain a completed Bill of Lading or appropriate pre-paid shipping label (UPS / FedEx) from your freight carrier. Attach 1 copy to your shipment and provide 1 copy to RCS. RCS will have blank Bills of Lading available on-site if needed. We are not responsible for unlabeled materials or materials left without a Bill of Lading.
4. RCS will pick up your shipment from the booth and transport to our warehouse. *If there is any equipment left on the show floor once clean up has been completed, it will be brought to the RCS warehouse and it will not be released until we receive credit card payment.*
5. Call your freight carrier and schedule the pick- up. RCS does not make these arrangements.
6. Ensure that your carrier knows whose items they are picking up (your company name) when they arrive at RCS' warehouse. Materials will not be released to a carrier without this information.

#### Shipping to/from Venue

1. RCS is not responsible for any equipment shipped directly to the venue. We cannot guarantee that it will make it to your booth for the event day.
2. Materials that require RCS to transport them to /from your booth will result in material handling charges.

#### **RCS IS NOT RESPONSIBLE FOR ANY ITEMS LEFT UNATTENDED ON THE SHOW FLOOR**



Return to: Raphael's Convention Services  
Katherine Vergara-Peterson | Katherine@Raphaels.com  
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31<sup>st</sup> Annual Sales Expo | Town & Country San Diego | January 17, 2019

## MATERIAL HANDLING ORDER FORM

Company Name	Email	Booth #		
Address	City	State	Zip	Country
Phone	Fax			
Contact	Cell			

\* Material handling charges also apply to shipments sent direct to venue. Items received by RCS without a completed material handling order and credit card payment form will be held until payment is received.

\* Exhibitors are responsible for all freight charges.

**\* Please note that there is a 200 lb. Minimum charge for material handling.**

PLEASE ESTIMATE THE NUMBER OF PIECES YOU ARE SHIPPING AND THE APPROXIMATE WEIGHT OF THE SHIPMENT. EXACT WEIGHT WILL BE CALCULATED BY YOUR CARRIER AND ORDER SHALL BE REVISED ACCORDINGLY WHERE NECESSARY.

QTY	DESCRIPTION	WEIGHT

*For ONE WAY handling, please indicate which way  
RCS can expect to handle your materials*

IN     OUT

Total Weight	
ONE WAY Rate (per lb)	\$0.75
TWO WAY Rate (per lb)	\$1.50
Total Price	\$



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## FURNITURE ORDER FORM

Company	Email	Booth #
---------	-------	---------

ITEM	DISC PRICE	SHOW PRICE	QTY	TOTAL
------	------------	------------	-----	-------

### CHAIRS

Plastic Folding Chair	\$8.00	\$14.00		
Blue Ballroom Chair	\$20.00	\$28.00		
Wood Barstool	\$20.00	\$28.00		
Black/Chrome Barstool	\$36.00	\$45.00		
White Bella Barstool	\$36.00	\$45.00		
Acrylic Adjustable Barstool	\$42.00	\$50.00		

### RECTANGULAR TABLES (LxWxH)

**\*Includes cover and skirt**

4' x 30" x 30" Table	\$51.00	\$60.00		
6' x 30" x 30" Table	\$63.00	\$70.00		
8' x 30" x 30" Table	\$69.00	\$77.00		
4' x 30" x 40" Table	\$63.00	\$72.00		
6' x 30" x 40" Table	\$74.00	\$83.00		
8' x 30" x 40" Table	\$79.00	\$89.00		
6 x 18" x 30" Table	\$69.00	\$78.00		
8 x 18" x 30" Table	\$74.00	\$83.00		

#### SPECIFY SKIRT COLOR

White  Black  Red  Blue  Teal  No Skirt

\* Tables are available without skirt & cover at half price listed

\* If no skirt color is chosen, table will be provided with a white skirt.

\* Any swaps as a result will be at a 100% cancellation fee

**\*\*Customer is responsible for rental items from the time they are delivered until they are picked up by RCS\*\***

**\*\*Discount Price is valid until one week prior to show date\*\***



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 Katherine Vergara-Peterson | Katherine@Raphaels.com  
 P: 858-689-7368 x122 | M: 619-247-5315 | F: 858-689-8040

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## FURNITURE ORDER FORM

Company	Email	Booth #
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ITEM	DISC PRICE	SHOW PRICE	QTY	TOTAL
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### ROUND TABLES

**\*Marble round table tops**

**\*No skirt included**

24" Round	\$43.00	\$54.00		
36" Round	\$45.00	\$55.00		
24" Belly Bar (40" high)	\$49.00	\$59.00		
36" Belly Bar (40" high)	\$51.00	\$60.00		

### TABLECLOTH

**\*Polyester**

**(Please Advise Color: \_\_\_\_\_)**

90" Round	\$35.00	\$40.00		
120" Round	\$40.00	\$45.00		
130" Round	\$55.00	\$59.00		
60 x 120 Banquet	\$35.00	\$40.00		
90 x 132 Banquet	\$41.00	\$46.00		
90 x 156 Banquet	\$42.00	\$47.00		

### MISCELLANEOUS

Table Skirt (Advise Color)	\$20.00	\$27.00		
Velon Table Cover	\$4.50	\$8.00		
Aluminum Easel	\$20.00	\$26.00		
Wastebasket	\$8.00	\$14.00		
Leg Extenders (4)	\$9.50	\$14.00		

\*\*\*Additional furnishings available upon request

\*\*Customer is responsible for rental items from the time they are delivered until they are picked up by RCS\*\*

**\*\*Discount Price is valid until one week prior to show date\*\***



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## FLOORING ORDER FORM

Company	Email	Booth #
---------	-------	---------

ITEM	DISC PRICE	SHOW PRICE	QTY	TOTAL
------	------------	------------	-----	-------

### CARPET

10x10 Carpet	\$110.00	\$128.00		
10x20 Carpet	\$220.00	\$256.00		
10x30 Carpet	\$330.00	\$384.00		

SPECIFY CARPET COLOR

Black  Red  Blue  Gray

### ASTROTURF

10x10 AstroTurf	\$65.00	\$75.00		
10x20 AstroTurf	\$130.00	\$150.00		
10x30 AstroTurf	\$195.00	\$225.00		

SPECIFY TURF COLOR

Black  Red  Blue  Green  
 Blue/Black

### PADDING

10x10 Carpet Padding	\$105.00	\$150.00		
10x20 Carpet Padding	\$210.00	\$300.00		
10x30 Carpet Padding	\$315.00	\$450.00		

*\*\*\*Custom sizing available upon request*

**\*\*Customer is responsible for rental items from the time they are delivered until they are picked up by RCS\*\***

**\*\*Discount Price is valid until one week prior to show date\*\***



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## CREDIT CARD PAYMENT

### COMPANY INFORMATION

Company Name		Email			
Address	City	State	Zip	Country	
Phone		Cell			
Contact Name		Contract #			

### PAYMENT POLICY

**Payment for Services** – RCS requires payment in full at the time services are ordered. RCS accepts MasterCard, Visa, Amex, and Discover.

**Discount Prices** – To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

**Adjustments and Cancellations** – Cancellation of any order once delivered or rendered will result in a 100% cancellation fee. Additions to existing orders will be charged at the time the order is placed.. If the total listed differs from the calculated total, adjustments will be made to card on file.

If you have any questions about our payment policy, please contact us at 800-564- 7755.

### CREDIT CARD INFORMATION

Credit Card Number

Grand Total

Expiration Date

CVV

Cardholder's Name

Phone

Address

City

State

Zip

X \_\_\_\_\_  
Authorized Signature (Cardholder) Date

X \_\_\_\_\_  
Please Print Name Total



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## TERMS & CONDITIONS

### I. Definitions

RCS: Raphael's Convention Services dba RCS their employees  
Agents: RCS agents, subcontractors, carriers and the agents of each  
Customer: Exhibitor or other party requesting services from RCS  
Carrier: Motor carrier, van line, air carrier or air or surface carrier / freight forwarder  
Shipper: Party who tenders goods to carrier for transportation  
Goods: Exhibits, property and commodities of any type for which RCS is requested to perform services  
Cold Storage: Holding of goods in a climate controlled area  
Accessible Storage: Holding of goods in an area from which goods may be removed during shows  
Services: Warehouse, transportation, drayage, supervised or unsupervised labor and/or related services  
Show Site: The venue or place at which an exposition or event takes place  
Supervised Labor: Union labor that is provided to a customer to install or dismantle a booth or exhibit space and is supervised and/or directed by RCS  
Unsupervised Labor: Union labor that is provided to a customer to install or dismantle a booth or exhibit space and per customer's election is not supervised or directed by RCS. Customer assumes responsibility for the work of union labor when customer elects to use unsupervised labor

### II. Scope

These terms and conditions shall be binding upon customer, RCS and their respective agents and representatives, including but not limited to customer contracted labor such as customer appointed contractors and Installation and Dismantle companies and any other party with an interest in the goods. Each shall have the benefit of and be bound by all provisions stated herein including but not limited to time limits and limitations of liability  
By acceptance of services from RCS or agents, customer and any other party with an interest in the goods agree to these terms and conditions.

### III. Customer Obligations

Payment for Services: Customer shall be liable for all unpaid charges for services performed by RCS or agents. Customer authorizes RCS to charge its credit card directly for services rendered on its behalf after departure, by placing an order online, via fax or phone or through work order on-site  
Credit Terms: All charges are due before services are performed unless other arrangements have been made in advance. RCS has the right to require prepayment or guarantee of the charges at the time of requesting services. A failure to pay timely will result in customer having to pay in cash in advance for future services. If a credit card is provided to RCS, RCS is authorized to bill to such credit card any unpaid charges for services provided to customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

### IV. Mutual Obligations

#### Indemnification

Customer to RCS: Except to the extent of RCS' own negligence and/or willful misconduct, customer shall defend, hold harmless and indemnify RCS from and against any claims, lawsuits, demands, liability and costs or expenses, including reasonable attorney fees and court costs resulting from an injury to or death of persons or damage to property relating to or arising from performance under this agreement. Customer agrees to indemnify and hold RCS harmless for any and all acts of its representatives and agents, including but not limited to customer appointed contractors and installation and dismantle companies, any subtenant or other user of its space or any agents or employees engaged in business on its behalf of customer or present at customers' invitation. →

RCS to Customer: To the extent of RCS' own negligence and/or willful misconduct, and subject to the limitations of liability below, RCS shall defend, hold harmless and indemnify customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney fees and court costs resulting from any injury to or death of persons or damage to property other than goods. RCS assumes no liability for bodily injury resulting from customer's presence in areas which have been marked as off limits to exhibitors and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

### V. No Liability for Consequential Damages.

Under no circumstances will any party be liable for special, incidental, consequential or punitive damages, including but not limited to loss of profits or income

### VI. RCS Liability for Loss or Damage to Goods

Negligence Standard: RCS shall be liable, subject to limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of RCS.

Condition of Goods: RCS shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. RCS shall not be liable for ordinary wear and tear in handling of goods or for damage to shrink wrapped goods. All goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes or dollies. It's the customer's responsibility to ensure that goods are packaged correctly prior to shipment or movement on or off the show floor.

Receipt of Goods: RCS shall not be liable for goods received without receipts, freight bills or specified unit counts on receipt or freight bills. Such goods shall be delivered to booth without guarantee of piece count or condition.

Force Majeure: RCS shall not be liable for loss or damage that results from acts of God, weather conditions, act or default by customer, shipper or the owner of goods, inherent nature of the goods, public enemy, public authority, labor disputes and acts of terrorism or war.

Cold Storage: goods requiring cold storage are stored at customer's own risk. RCS assumes no liability or responsibility for cold storage

Accessible Storage: RCS assumes no liability for loss or damage to goods while in accessible storage. Storage charges are for the use of space and are not a form of insurance or a guarantee of security

Unattended Goods: RCS assumes no liability for loss or damage to unattended goods received at show site at any time from the point of receipt of inbound goods until the loading of the outbound goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own goods for any and all risk of loss

Labor: RCS assumes no liability for loss, damage or bodily injury arising out of customer's supervision of RCS provided union labor. If RCS supervises labor for a fee, RCS shall be liable only for actions or claims arising out of its negligent supervision. If customer elects to use unsupervised labor, then customer assumes all liability for the actions or claims that arise out of such work and shall provide RCS and show management with an indemnity, including defense costs, for any claim that results from customer supervision or failure to supervise assigned labor.

Empty Storage: RCS assumes no liability for loss or damage to goods or crates or the contents therein while containers are in storage. It is customer's sole responsibility to affix appropriate labels available at the RCS service desk for empty container storage. Damage that is the direct result of RCS' negligence shall be subject to the limitations of liability set forth on this document.

Continued on next page...



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## TERMS & CONDITIONS

**Forced Freight:** RCS shall not be liable for goods not picked up by customer's chosen carrier by the show deadline. It is customer's responsibility to complete accurate paperwork for shipping and insure its goods are appropriately labeled. Customer acknowledges that it is a lessee of space and as such has an obligation to remove its goods on or before the targeted time. If goods remain on the floor after this point, RCS has the right to remove them in order to restore the premises to its original condition for show management pursuant to the venue's lease with show management. In such cases RCS is authorized to proceed in the manner chosen by customer on the order for material handling services / straight bill of lading. Failure to select one of the provided options will result in re-routing at RCS' discretion and at customer's expense assuming the goods are labeled for return. RCS retains the right to dispose of goods left on the show floor without liability if left unattended or without labels.

**Concealed Damage:** RCS shall not be liable for concealed loss or damage, uncrated goods or improperly packaged or labeled goods.

**Unattended Booth:** RCS shall not be liable for any loss or damage occurring while goods are unattended in customers booth at any time, including but not limited to the time the goods are delivered to the dock until the time the goods are received by customers chosen carrier. All material handling forms and or straight bills of lading covering outgoing goods submitted to RCS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

**No Insurance:** RCS is not an insurance company and does not offer or provide insurance. It is the obligation of the customer to ensure goods are insured at all times. Loss or theft of the goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of the customer, unless it is shown that RCS performed in a manner that constitutes gross negligence in the performance of its services for the customer.

**Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to goods must be given to RCS or its agent within 24 hours of occurrence or delivery of goods, whichever is later.

**Filing of Claim:** Any claim for loss or damage to goods must be in writing, containing facts sufficient to identify the goods, asserting liability for alleged loss or damage and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate

party within the time limits specified below. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents do not constitute filing of a claim. Claims for goods alleged to be

lost, stolen or damaged at the show site must be received in writing by RCS within 60 days after the close of the show. Claims for goods alleged to be lost or damaged during transit must be received by the responsible party within 9 months of date of delivery of goods. RCS subcontracts the movement of goods to third party carriers. Claims for damage in transit should be made directly with the customer's carrier as shown on the material handling form or bill of lading. In the event of a dispute with RCS, customer will not withhold payment or any amount due RCS for services as on offset against the amount of the alleged loss or damage. Customer agrees to pay RCS prior to the close of show for all such charge and further agrees that any claim customer may have against RCS shall be pursued independently by customer as a separate action to be resolved on its own merits. RCS retains the right to pursue collection on amounts owed after show close without regard to any amount alleged to be owed for damage or loss.

**Filing of Suit:** Any action at law regarding loss or damage to goods must be filed within two years of the date of declination of any part of a claim. →

### VII. Jurisdiction / Choice of Forum

This agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of California. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of California.

### VIII. Advanced Warehousing / Temporary Storage / Long Term Storage

All terms and conditions relative to advanced warehousing / temporary storage / long term storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a storage agreement is not executed between the parties, the following shall apply with respect to RCS' liability for customer's goods.

The responsibility of RCS with respect to exhibit material is limited to the exercise of ordinary care and diligence in handling and storing of customer's goods. RCS shall be liable only for loss or damage to goods caused by RCS' sole negligence. RCS' liability is limited to sixty cents per pound of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. RCS is not responsible for any loss or damage to goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature as well as any other causes beyond RCS' immediate control. RCS is not responsible for the marring, scratching or breakage of glass or other fragile items. RCS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by RCS.. In no event shall RCS be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by RCS as to appropriateness of the conditions for exhibitors' material. The risk of loss remains the customers alone and RCS recommends the customer maintain insurance in amounts sufficient to cover its risk.



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**San Diego Association of  
Health Underwriters**

Town & Country San Diego  
January 17, 2019

C/O RAPHAEL'S  
CONVENTION SERVICES  
8606 MIRAMAR ROAD  
SAN DIEGO, CA 92126

COMPANY:

BOOTH #:

\_\_\_\_ of \_\_\_\_ pieces

**San Diego Association of  
Health Underwriters**

Town & Country San Diego  
January 17, 2019

C/O RAPHAEL'S  
CONVENTION SERVICES  
8606 MIRAMAR ROAD  
SAN DIEGO, CA 92126

COMPANY:

BOOTH #:

\_\_\_\_ of \_\_\_\_ pieces