

**NOTARY SYMPOSIUM - NOVEMBER 16, 2019
CITY HALL, RANCHO CORDOVA
Mini Trade Show Table Agreement**

Company (as it should appear in published materials)	Trade Show Contact
Co. _____	Name _____
Website _____	Cell # _____
Address _____	Email _____
C/S/Z _____	

Products / Services to be displayed/exhibited/sold _____

You are renting table space at a conference for Notaries Public. One folding chair will also be provided. Placement of your table is coordinated by the Notary Symposium Leadership team; on a first-come, first-paid basis, and who will make every effort to place you away from competitors, should there be any.

Table Size: Circle one

6' Table Space (\$35) 8' Table Space (\$55) Table Fee Waived*

Please note that Tables are not skirted; all decoration and signage needs to be supplied by you. Feel free to use color, fun decorations, giveaways. *Some Sponsor Levels include waived table fee.

Do you need electricity? Yes / No Purpose: _____

Exhibit Hours: Choose one (no discount if you don't stay all day)

All Day: _____ (you must be set up by 8:30am the day of, doors open at 7:30, tear down is at 5pm)

Morning only: _____ (set up by 8:30am, doors open at 7:30, tear down at the lunch hour TBD)

Afternoon only: _____ (set up during the lunch hour TBD, tear down is at 5pm)

Rental payment is required to be paid in full by October 31. Make checks payable to Notary Symposium. Checks may be mailed to 520 13th St, Modesto CA 95354. Credit card payments can be handled by calling Kerri Marvel at 925-858-6220.

Cancellation: If you need to cancel, you'll receive a full refund if you cancel by October 31, and 50% will be refunded if you cancel by November 8. Cancellations must be via email, not verbal. No refunds November 9 and later.

No special insurance is required from you at this time.

You have read and agree with the Exhibitor R&R's on page 2. _____ Initials

Signature _____ Date _____

Printed Name _____ Phone _____

Email _____

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Exhibitor Rules and Regulations**

Location

- The location of the NorCal 2019 Notary Symposium is at the City Hall building, at 2729 Prospect Park Place, Rancho Cordova, CA - in the “American River Rooms, North and South”
- City Hall is a non-smoking facility; smoking is permitted only in designated areas.
- You may park in the front or back of the building (the back is slightly closer to the rooms).
- There are no stairs/elevators to navigate; everything is on one floor.

Rental Space

- Your table space is not transferable to another company or individual without prior written consent of Event Leadership personnel.
- Your table space can not be shared with a second company.
- You give consent to be photographed or videographed for future marketing purposes.
- During all breaks and lunch time, Exhibitor is expected to be manning their table.
- Exhibitor’s attire is expected to be Business Casual.
- Exhibitor is expected to be set up, and torn down, on time, according to the schedule of exhibit hours they have chosen. (all day, morning or afternoon only)
- Exhibitor will not affix anything to walls or windows, nor deface or damage the property in any way.
- Exhibitor shall use only the space to which they were assigned (no spillover with boxes, cartons etc). Empty boxes/cartons may be placed under their table, or coordinate with event staff where to store.
- Exhibitor display may not make noise, as the Mini Trade Show may be in the same room as the Symposium speakers.

Lunch

- If you are not otherwise covered for lunch, please advise if you would like to purchase a boxed lunch from our caterer (\$15) by calling Kerri Marvel at 925-858-6220. You must advise us by November 8, 2019, so we may include you in our order.