

**NOTARY SYMPOSIUM – OCTOBER 5, 2019**  
**UNIVERSITY COMMUNITY CENTER, IRVINE**  
**Mini Trade Show Table Agreement**

<b>Company</b> (as it should appear in published materials)	<b>Trade Show Contact</b>
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 September 20.** Make checks payable to Notary Symposium. Checks may be mailed to 520 13<sup>th</sup> 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 September 5, and 50% will be refunded if you cancel between September 5-28. Cancellations must be via email, not verbal. No refunds after September 28. Address any cancellation emails to [biewer@sbcglobal.net](mailto:biewer@sbcglobal.net).

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 SoCal 2019 Notary Symposium is at 1 Beech Tree Lane, Irvine, CA – in the University Community Center.
- This is a non-smoking facility; smoking is permitted only in designated areas.
- 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.