



54th ANNUAL CONFERENCE

February 7 – February 9, 2024
Palm Springs, California

EXHIBITOR INFORMATION

EXHIBITOR REGISTRATION & TABLE SELECTION:

We are asking all exhibitors to **EMAIL** their **registration intent** to info@cafaa.com beginning at **12:01am** on **November 01, 2023**.

The email can either:

- note your registration type; i.e. Exhibit Table + 1 attendee, Gold Exhibitor, or Silver Exhibitor, indicate whether electrical power to your table is needed,
- OR, you can complete and attach the (fillable) registration form and attach it to your email message.

Exhibit table selection(s) will be based on the order of email receipt. You will receive confirmation of your place in the table selection process. After you select your table, you will receive confirmation of that selection.

There will be a total of 53 tables in the Horizon Ballroom, 24 tables will have electrical power. There will be a charge by the hotel for the electrical power, you can elect to have power or no-power if you select one of the 25-power-enabled tables. Please specify your power need in your email.

We will contact you to gather any missing registration information. After CAFAA enters your registration information into the system, your attendee(s) will receive a confirmation and an invoice.

You do not need to have your fees paid to select your table; however, they must be paid within 30 days of registration, but no later than January 15, 2024.

HOTEL GUEST ROOMS @ THE HILTON

Guest rooms at the event-guaranteed rate of \$189/night can be reserved by calling Hilton Reservations 1.760.320.6868

INCLUDED IN YOUR EXHIBITOR REGISTRATION FEE:

- One 3x6 foot exhibit table, tablecloth, and skirt.
- Inclusion in conference communication on the list of Exhibitors
- A Commercial General Liability policy, in effect from setup to the breakdown of your table(s). The company named on your registration form will be named as the Insured on the policy. The Certificate of Liability Insurance will be e-mailed to the first named Attendee's email address on the Registration form, just prior to the event. You do not need to prepare and/or sign any forms; coverage will be automatic. You will not be able to Opt-Out of this coverage. If you have current liability insurance, you will not be required to name CAFAA as an additional insured. Should there be an incident, there will be no rate impact on your current liability insurance policy.

AT THE CONFERENCE:

This will be a split venue event. Thursday's meeting will be at the Palm Springs Convention Center (PSCC) and all other meetings and events will be at the Hilton Palm Springs.

There will be two vendor exhibits: one in conjunction with the Presidential Reception on Wednesday Feb 7th from 5:00-7:00pm, and the second on Thursday, Feb 8th from 5:00-7:00 pm. On Friday, attendees will be able to walk through the exhibit area and to sit at tables that will be set up in the exhibit area.

Exhibitor tables will be set up in the HORIZON Ballroom at the Hilton Palm Springs Hotel. The tables will be labeled with the selected table number(s); copies of the Selection Layout document will be available so that you will be able to locate your table(s).

Set up may begin on Tuesday Feb 6 starting at 2pm through Wednesday Feb 7 at 5pm for the Reception on Wednesday evening. Setup will continue until the reception at 5pm on Thursday Feb 8. Breakdown must be completed by Friday Feb 9 at 4pm.

IMPORTANT DATE/TIME INFORMATION:

Nov. 01, 2023	Wednesday	12:01 am	EXHIBITOR REGISTRATION BEGINS BY EMAIL (for all exhibitors)
Feb 06, 2024	Tuesday	2pm	EXHIBIT TABLE SETUP BEGINS IN HORIZON BALLROOM
Feb 07, 2024	Wednesday	6am - 7:30am	GOLF TOURNAMENT – REGISTRATION & SHOTGUN START
Feb 07, 2024	Wednesday	8am - 5pm	EXHIBIT TABLE SETUP CONTINUES IN HORIZON BALLROOM
Feb 07, 2024	Wednesday	5pm - 7pm	PRESIDENTIAL & VENDOR RECEPTION IN HORIZON BALLROOM
Feb 08, 2024	Thursday	5pm - 7pm	VENDOR RECEPTION IN HORIZON BALLROOM
Feb 08, 2024	Thursday & Friday	7pm	EXHIBIT TABLE BREAKDOWN BEGINS; MUST COMPLETE BY FEB 08 4PM

BUSINESS SERVICES

If you wish to ship material to/from the hotel, please note the following:

To **SHIP TO THE HOTEL**: label your box(es) as follows:

Your Name ('Hold for Show' or 'Deliver to Room')
Hilton Palm Springs
400 E. Tahquitz Canyon Way
Palm Springs, CA 92262
CAFAA Annual Conference Feb. 07 - Feb 09, 2024
Conference Manager – Jerry Aldoroty

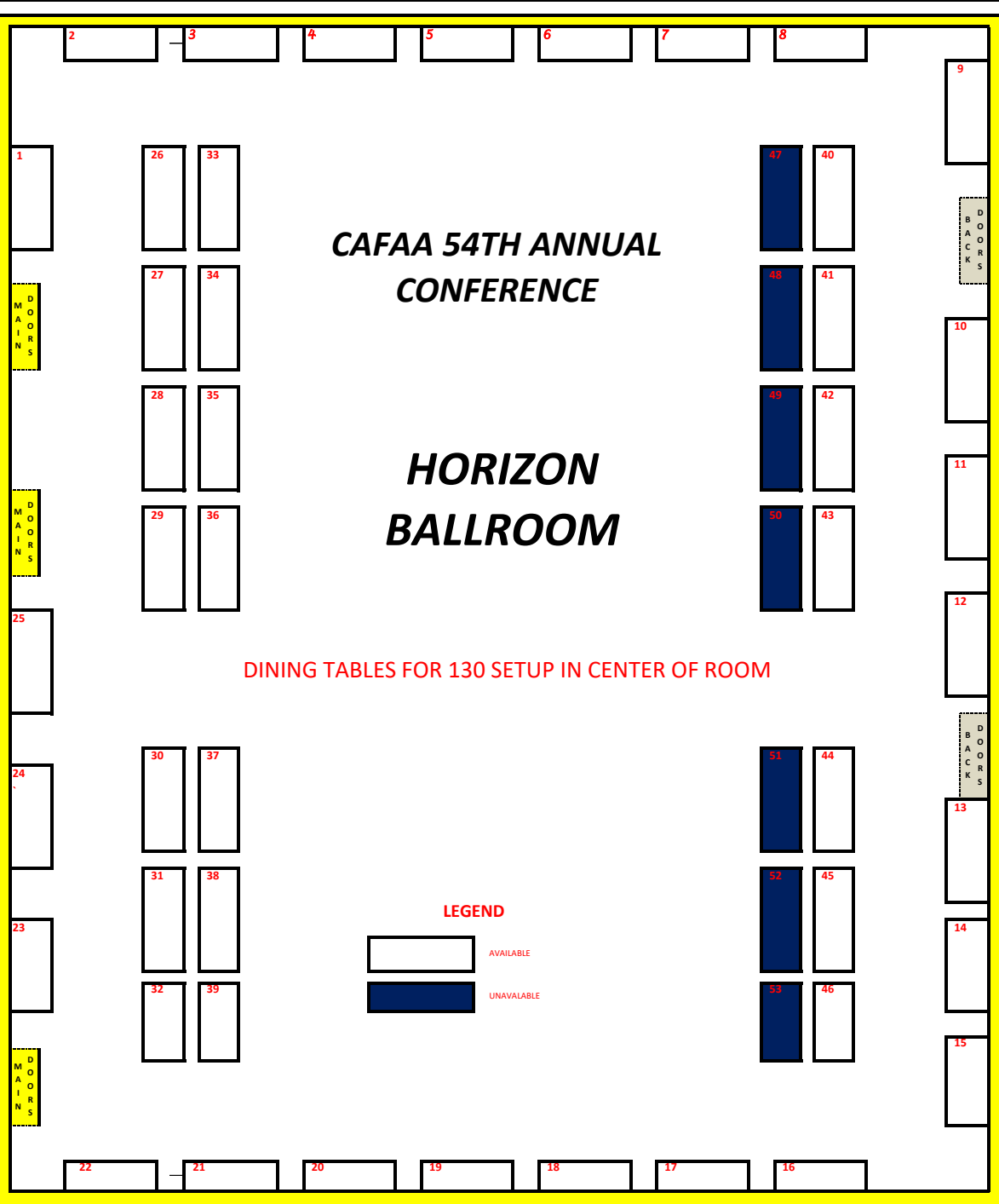
Next to your name, indicate whether it is either: **'HOLD FOR SHOW' -or- 'DELIVER TO ROOM'**

- If you are having the material delivered to your room, show the registered guest's name.
- If you are having the material held for the show, the Hilton’s Shipping department will need to be contacted in order for your shipment to be brought to the Horizon Ballroom.

NOTE: The Hilton charges for Shipping and Handling to/from the hotel. Please note that if items are held for 7 days or more there will be a per day fee charged.

ORDER #	COMPANY	REGISTRATION RECEIPT DATE/TIME	EMAIL?	FAX?	US MAIL?	PAID?	WHO SELECTED	SELECTION		POWER ?	SELECTED TABLE
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HORIZON BALLROOM FOYER



* The Exhibitions will be held in the Horizon Ballroom separate from the Annual Meeting

* Tables 1-25 can have electrical power; on the Conference Registration indicate your need for power to your exhibit table. The hotel charge for electrical power is \$35 per day/per table, or \$70 for the duration of the exhibit

* All tables are 3x6 feet and include a tablecloth and skirt.

* In order of conference registration/payment, you will be added to the list above. The order will be determined by the date/time of REGISTRATION (with or without PAYMENT). Payment must be received within 30 days of Registration.

* If payment is not received within 30 days, your selected table will go back into the available pool. You will re-select after payment

* You will be sent an email message, in the order of the list, and will be asked to select your exhibit table(s).

* You must select your table(s) in the requested timeframe so that the table selection process can complete in an orderly fashion.

* If you are unable to select your table in the requested timeframe, you will lose your place in the selection & placed in the next available selection position.

* Food for the Friday breakfast and the two vendor receptions will be setup in the foyer directly outside of the exhibit area

* The Reception will be held from 5:00 pm-7:00 pm on Wednesday Feb 7 and Thursday Feb 8, 2024

* There will be seating in the Horizon Ballroom for attendees to sit down to eat and to informally meet.

* You may setup your exhibit starting at 2 pm on Tuesday February 06, 2024

* Exhibit breakdown can begin as early as 8:00 pm on February 7, or after breakfast on Friday February 9

* Exhibit breakdown must be complete by Friday February 9 at 4:00 pm.