

2020 CHILD ABUSE AND FAMILY VIOLENCE SUMMIT
RED LION HOTEL on the RIVER, JANTZEN BEACH
909 N Hayden Island Drive
Portland, OR 97217
April 21-24, 2020

CONTRACT FOR EXHIBITOR SPACE

This Contract for Exhibitor Space (Contract) is between Clackamas County and _____ (Exhibitor).
This Contract is for exhibitor space at Red Lion Hotel on the River, in Portland, OR.
Clackamas County's contact person for this event is:
Julie Bitz, 12700 SE 82nd Ave, Clackamas, OR, 97015, (503) 794-8064 or
jbitz@clackamas.us

FIRM NAME/BILLING CONTACT _____

BILLING ADDRESS _____

CITY/STATE/ZIP _____

CONTACT PERSON _____

AUTHORIZED BY/TITLE _____

PHONE/FAX _____

EMAIL _____

BRIEF EXPLANATION OF EXHIBIT _____

*Please note: Exhibitors are not entitled to general conference admission. Exhibitor badges allow access to exhibitor areas only outside of educational sessions.

Fee: \$250 for profit exhibitor space, \$125 not-for-profit exhibitor space (must present a copy of your 501c3 certificate), \$50.00 for take one table (for each type of brochure/flyer up to 500 copies). Flyers may be sent to the Clackamas County Sheriffs Office 12700 SE 82nd Ave, Clackamas, OR, 97015 c/o of Julie Bitz, Conference Coordinator. Material should arrive at the Clackamas County Sheriffs Office no later than March 31, 2020.

Exhibitor Contract

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 RED LION HOTEL on the RIVER, JANTZEN BEACH
 909 N Hayden Island Drive
 Portland, OR 97217
 April 21-24, 2020
 Phone (503) 283-4466

Location

The conference will be held at the Red Lion Hotel on the River, in Portland, Oregon.

The vendor displays will be located prominently in the ballroom and lower level foyers.
 Tuesday, April 21st, 2020, 7:00 a.m. - 5:00 p.m.
 Wednesday, April 22nd, 2020, 7:00 a.m. - 5:00 p.m.
 Thursday, April 23rd, 2020, 7:00 a.m. - 5:00 p.m.

Charges for space

\$250.00 for profit exhibitor space
 \$125.00 not-for-profit exhibitor space (must provide a copy of your organizations 501c3 certificate)
 \$50.00 for exhibitor space on the "Take One" resource table (for each type of brochure/flyer up to 500 copies)

The following items are included in the booth rental price for profit and not-for-profit exhibitors:

- 6 foot x 30 inch draped table with box drape, 2 chairs, waste and recycling receptacles.
- 18 inch x 24 inch Exhibitor signage with your company/organization name.
- Access to the meeting breaks food and drink. Lunch will not be provided for vendors.

Assignment of booths

Conference Coordinator will make assignment of booths.

Exhibit Move -In/Move- out

Exhibitors will be permitted access to the exhibit area for set up after 4:00 p.m. on Monday, April 20th, 2020. Exhibits must be set up no later than April 21st, 2020 at 7:00 a.m. Exhibit space must be completely cleaned and cleared from the Hotel no later than 8:00 p.m. Thursday, April 23rd, 2020. No exhibit shall be packed, moved, or dismantled prior to 5:00 p.m. on Thursday, April 23rd, 2020 without prior consent from the Exhibitor Coordinator.

If the Exhibitor acts in breach of this provision it shall pay in compensation for the distraction to the conference the amount of \$100.00.

Staffing of Exhibiter Booth

Exhibitors are expected to staff their booths during conference hours from 8 a.m.- 5p.m. unless they have arranged with the exhibitor coordinator to have an “unmanned booth.” A max of four individuals is allowed to staff exhibitor booths.

Delivery of Exhibit Items

The Red Lion Hotel does not have any storage space for exhibit items available prior to the conference.

Compliance with the Law

EXHIBITOR shall comply and is charged with the knowledge of all federal, State, and local laws and regulations while performing under this contract including but not limited to copyright laws, health regulations, fire prevention, public safety, American with Disabilities Act (ADA), business licensing, sales tax remittance, and workers compensation laws.

Subletting of Space

Exhibitors may not assign, sublet, or apportion the whole or part of the space allotted to them without permission from the Exhibit Coordinator.

Care of Exhibit Space

The exhibitors must neatly maintain and keep in good order the exhibit space for which they have contracted.

Space Limitations

Exhibits will be confined to the special limits of the respective space(s). All materials must conform to applicable local building, electrical, fire & safety and other regulations. Prohibited Activities and Exhibits

1. Exhibitor shall not exhibit any merchandise other than that specified in the Vendor Application completed by the Exhibitor, which is incorporated herein by reference.
 2. Exhibitor may not distribute food or beverage products
 3. Exhibits, sales, circulars, promotional materials etc. are confined to the limits of the Exhibitor's space.
 4. Noise from exhibits may not annoy or disrupt adjacent Exhibitors or their patrons or guests of the Hotel
 5. No wiring, installation or other electrical work shall be done without permission of the Hotel.
 6. The Hotel is a smoke free facility. Smoking and exhibits using smoke are prohibited.
- Liability

EXHIBITOR understands that neither Clackamas County nor the Red Lion Hotel on the River are responsible for the safety of the property of the EXHIBITOR from theft, damage by fire, accident, vandalism, or other causes, and the exhibitor expressly waives and releases any claim or demand it may have against the hotel or Clackamas County by reason of any damage to or loss of any property of the EXHIBITOR.

2020 Child Abuse and Family Violence Summit Exhibitor Contract Clackamas County Sheriff's Office or Red Lion Hotel on teh River will not provide security.

Insurance

EXHIBITOR understands that neither Clackamas County nor the Red Lion Hotel on the River will carry any insurance coverage for loss or damage of EXHIBITOR'S property. EXHIBITOR may carry its own insurance for its property and exhibits, but it is not required to insure.

Indemnification and Hold Harmless

EXHIBITOR assumes the entire responsibility and liability for costs, expenses, attorney fees, demands, actions, losses, damages, and claims of every kind arising out of EXHIBITOR'S activities under this contract and on the Hotel premise and will indemnify, defend and hold harmless the Hotel, Clackamas County, their agents, servants, and employees from any and all such losses, damages, costs, expenses, demands, and claims.

General

All matters and questions not covered by these regulations are subject to the decision of the Child Abuse and Family Violence Summit Executive Committee. The Committee may amend regulations at any time, and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations. In the event of any amendments or additions to these regulations, the Committee will give written notice to all exhibitors who may be affected by them.

Cancellations

Assignment of exhibit space will not be made without payment and a signed contract. Cancellations in writing will be accepted through April 15, 2016. Clackamas County Sheriff's Department will refund payment less \$75 administrative fee. No refunds will be issued after that date.

Application is hereby made for assignment of _____ space(s) for display of merchandise and/or services at the conference noted above. The Exhibitor hereby agrees to abide by all accompanying exhibit terms and general regulations required by the management, provided these latter do not materially alter the Exhibitor's contractual rights. This contract shall become valid when signed by the Exhibitor and received together with payment by the Clackamas County Sheriff's Office. Applications must be submitted by March 31, 2020.

SIGNED _____

DATE _____