



A complete list of rules and regulations can be found on pages 3-5 in the CCFC 2019 Exhibitor Agreement portion of the Prospectus. [Click here to download.](#)

1. How much is it to exhibit?

\$1,900/booth

A \$500 Non-Member Premium applies to the above if the exhibiting company is not a member of CCFC. For CCFC membership information, [click here](#).

2. Are there any additional fees?

Attendance at Monday's Networking Dinner is \$85/person.

The fee to attend the education sessions varies by type of registration and details will be posted to the [CCFC event page](#) when registration opens in July.

Exhibitors have the option to upgrade their company listing on the events page to a hyperlink for \$100.

3. What is the size of the booth?

Booths are 8' deep x 10' wide and are equipped with standard framing materials, 8' high flameproof drapery back wall and 3' high side dividers.

4. What is included with the booth fee?

- 8' deep x 10' wide Exhibit Space, standard pipe and drape
- Standard Booth Sign
- 6' draped table (1)
- Chairs (2)
- Electricity (500 watt)
- Listing in printed Conference Program
- Two Exhibit-Only Badges per booth space purchased
- One list of Conference Attendees in electronic format (name, company, location only)

5. What is not included with the booth fee*?

- Attendance to any other part of the Conference besides the Trade Show
- Janitorial Service
- Installation of Displays
- Furnishings, carpeting, wi-fi
- Material Handling Freight

** This is only a partial list of items not included. All items that must be purchased separately are in the Exhibitor Service Kit provided by the general services contractor STL, LTD.*

6. Are there any display restrictions or restricted activities?

Each exhibitor is entitled to a reasonable sight line from the aisle, regardless of the number of booth spaces purchased. Exhibit displays shall not exceed 8' in height in the back and shall not exceed 4' in height beyond 3' from the back wall. If your display does not meet these specifications, contact CCFC for approval of any exceptions. Pop-up banners are not allowed to be displayed on table tops.



Exhibit signs, materials or displays are limited to the assigned space and shall not be permitted in any public space or elsewhere in the meeting facility. All exhibits and demonstrations are to be within the bounds of the assigned exhibit space and shall not interfere with aisle space or be outside of the exhibit hall.

Exposed, unfinished sides of exhibit backgrounds must be draped or covered to present an attractive appearance. Back walls shall be 8' high, and sidewalls shall be 4' maximum height. No part of an exhibit or its signage may be nailed, taped or otherwise attached to columns, walls, doors or floors in such a manner as to deface or destroy them. If the premises of the facility are defaced or otherwise destroyed by the exhibitor, its agent or representatives, the exhibitor will be liable to the facility for the amount necessary for restoration to its previous condition.

All exhibit material must be flame-proofed and fire resistant to conform to local fire ordinances and regulations and insurance carriers.

All aisles and exits shall be kept clear at all times. Fire extinguisher equipment shall not be covered or obstructed in any manner.

CCFC provides for cleaning of the aisles and common areas. Exhibitors must maintain their assigned spaces in good order.

The playing of live or prerecorded music in your booth may require an individual licensing agreement signed by a representative of your company with either BMI, ASCAP (musical licensing associations), or both. Call either association to check on your particular liability. Any exhibit producing sound at a volume that is objectionable to other exhibitors will be asked to lower the volume. If this cannot be done to the satisfaction of all, sound production will have to cease.

No interviews, demonstration, solicitation or distribution of literature will be permitted except in the exhibitor's space. Samples or souvenirs may not be sold, and only those which relate directly to merchandise in the exhibitor's booth may be distributed. No sideshows, raffles or lotteries which distract from the dignity of the exposition may be held. Exhibitors may not solicit attendees at any time other than the trade show. Violators may be asked to leave the show and will forfeit the right to exhibit at future shows.

Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space only. Orders for merchandise may be taken; however, no sales (cash or credit card) are permitted.

Exhibitors may not assign or sublet any portion of their booth(s), nor may they display or advertise goods or services other than those provided by them in the regular course of their business.

Exhibitors may not nail, staple, tack or otherwise affix anything to the ceilings, walls, painted surfaces, fire sprinklers, columns, or windows. No balloons, glitter or confetti are allowed in the exhibit hall or booths. Any banners or signs must be professionally made. Hand-made signs are not permitted. All equipment must comply with federal, state and local electrical codes, and must be UL-approved.

7. Is education session attendance included in the booth fee?

No. The fee to attend the education sessions varies by type of registration and details will be posted to the [CCFC event page](#) when registration opens in July.



8. What are the move-in, exhibit, and move-out dates and hours?

- November 11, 2019 Exhibitor move-in, 1 p.m. – 5 p.m.
- November 12, 2019 Trade Show open, 9 a.m. – 6 p.m. (closed for lunch)
- November 12, 2019 Exhibitor move-out, 6 p.m. – 8 p.m.

9. Do you have sponsorship opportunities?

Yes. Sponsorships are open to CCFC members only. For available options, [click here](#).

10. Are we required to provide a Certificate of Insurance (COI)?

The exhibitors, their independent contractors, and their agents of every kind agree to obtain a certificate of insurance to CCFC for the following insurance coverage during the dates of the CCFC conference (including move-in and move-out days):

(a) Comprehensive general liability coverage including protective and contractual liability coverage of a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$1,000,000 per incident for fire damage. Such coverage shall extend to the acts and omissions of exhibitor, its employees, and servants, independent contractors, and agents of every kind; (b) employer liability insurance with minimum limits of \$1,000,000 per accident; (c) workers' compensation/occupational disease coverage in full compliance with federal and state laws; (d) comprehensive general automobile liability insurance covering owned, non-owned, and hired vehicles, including loading/unloading hazards with bodily injury limits of a minimum of \$1,000,000 per incident. CCFC must be listed as the Certificate Holder and the Hyatt Regency Sacramento and CCFC shall both be named as additional insureds on all such insurance. Claims made policies are not acceptable. Such policies may not be cancelled without 30 days' notice to CCFC and the Hyatt Regency Sacramento. The exhibitor will be required to furnish proof of coverage to CCFC by means of a Certificate of Insurance (COI).

11. Who is the general services contractor?

STL, Inc. provides general services to our exhibitors and the online Exhibitor Kit will be available at the end of July. STL can be reached at expo@stltd.com or (916) 447-5000.

12. What important Dates and Times should we know about?

- August 12, 2019 Last day to cancel booth – NO REFUNDS THEREAFTER
- September 13, 2019 Application, bio and logo due for inclusion in the printed program and other conference materials.
- October 18, 2019 Sheraton Grand cut-off to reserve sleeping room at group rate.
- October 21, 2019 Hyatt Regency cut-off to reserve sleeping room at group rate.
- November 11, 2019 Exhibitor move-in, 1 p.m. – 5 p.m.
- November 11, 2019 Networking dinner at Hyatt, 5 p.m. – 6:30 p.m.
- November 12, 2019 Trade Show open, 9 a.m. – 6 p.m. (closed for lunch)
- November 12, 2019 Exhibitor move-out, 6 p.m. – 8 p.m.

13. Where can we book a hotel room?

Please [check the CCFC website](#) and e-mail communication for current room block information or contact us at the information below (#20). Discounted sleeping rooms at the Hyatt Regency and Sheraton Grand will be available for booking July 2019.

14. How many attendees are at the CCFC Annual Conference?

The over 500 attendees represent a cross-section of administrators and decision-makers,



including college chancellors and presidents, chief business officials, and facilities directors, representing over 70% of all statewide community college districts.

15. Do you provide a list of attendees' contact info?

CCFC follows GDPR regulations and only provides company/attendee name and location. No email or phone number. You're welcome to utilize our lead retrieval provider [PENDING] for those services.

16. What is your cancellation policy?

All cancellations for confirmed booths must be received in writing. You may email your cancellation notice to akerstner@m-w-h.com or on company letterhead mailed to CCFC at 1303 J Street, Suite 520, Sacramento, CA 95814. No refunds will be made after booth assignment if booth(s) remains unsold. Full refunds are available (less a \$500 administrative fee) if the booth is resold prior to August 12, 2019. No refunds will be made after August 12, 2019.

17. Can we use food & beverage to drive traffic to our booth?

The Hyatt Regency retains the exclusive right to provide, control and maintain all food and beverage services within the exhibit hall. Please note that no food or beverages of any kind, (including bottled water, homemade items and unwrapped candies – only snack sized candies are allowed) may be brought into the exhibit hall by any exhibitor. The provision of alcoholic or non-alcoholic beverages, snacks or treats are included under these exclusive rights. All food and beverage samples brought into these premises must have the approval of and/or be coordinated with the Hyatt Regency in writing prior to the event and adhere to any guidelines. For more information, please contact the Hyatt directly at (916) 443-1234.

18. Can we hold a raffle or prize drawing at our booth?

Each exhibitor will be responsible for conducting their own drawings in their booths and informing CCFC staff of the winners via the form in your exhibitor packet (provided at check-in).

19. Who should I contact for exhibits and sponsorship questions?

Alex(andra) Kerstner
Trade Show, Sponsorship and Membership Manager
Community College Facility Coalition (CCFC) (916) 446-3042
1303 J Street, Suite 520, Sacramento, CA 95814
akerstner@m-w-h.com

CCFC staff will be in the foyer of the exhibit hall at all times during set-up and hall hours, in addition to the STL personnel.