



2019 CALIFORNIA HOSPITAL VOLUNTEER Leadership Conference

February 11 - 13, 2019 | Hyatt Regency Sacramento



VOLUNTEERISM: Community Partnerships in a Complex World

Exhibitor Details and Policies

Make a Meaningful Connection at One of the Most Respected Conferences on Hospital Volunteerism

Categories

The exhibitor event showcases hospital-related products in the following categories:

- Apparel/uniforms/logo
- Convenience
- Fundraising
- Gift
- Health & wellness
- Equipment
- Promotional items
- Technology

Participation

Exhibitor participation is subject to approval by California Association of Hospitals and Health Systems (CAHHS) Volunteer Services. Participation criteria include:

1. Company website.
2. Products available for online purchase.
3. Willingness and ability to participate as subject matter expert in workshops and activities.
4. "Meet and Greet" customer service approach.
5. View a special pre-conference web session created for registered exhibitors.

Location

Hyatt Regency Sacramento
1209 L Street
Sacramento, CA 95814
(916) 443-1234

<https://sacramento.regency.hyatt.com>

Hotel Room Reservations

- Single and double occupancy rooms are available at a special discounted rate of \$189 per night, plus applicable taxes.
- Additional special discounted rate rooms outside the room block dates are subject to hotel availability.
- Online reservations: www.calhospital.org/CAHHS-2019-hotel
- To make your room reservations by phone call (888) 591-1234 and use reference name 2019 California Hospital Volunteer Leadership Conference and location Sacramento.
- Discounted sleeping room deadline is **January 21, 2019**.
- Hotel check-in time is 3 p.m. and check-out time is Noon.

Table Package

- 1 – 6'x30" draped table
- 2 chairs
- 1 company identification sign
- 2 exhibitor representatives name badges
- Wireless internet access
- Basic power
- Box handling for 2 boxes up to 50 lbs. each (*Additional shipments handled by Hyatt Regency staff are subject to a \$5 per envelope and \$10 per box fee. An \$85 handling fee will apply for all pallets delivered to the hotel.*) See shipping package information below.

Hotel Loading and Unloading

Exhibitors can load and unload at the front drive of the hotel. Ask for the bellman to assist moving your items to the meeting room (Hyatt Regency Ballroom Subcorridor). Should you have items that require a large cart, contact CAHHS immediately at 916-552-7544. *Guests should not unload from K Street or 13th Street. Unless a valid parking permit is provided, guests may be ticketed and will be asked to move their vehicles by Hyatt Security*

Event Schedule

| Date | Event | Time |
|-------------------------------------|---------------------|--|
| Monday, February 11 | Exhibitor Set-Up | 11 a.m. – 2 p.m. |
| | Exhibitor Event | 2 p.m. – 4:30 p.m. 6 p.m. – 7:30 p.m. |
| Tuesday, February 12 | Exhibitor Event | 9 a.m. – 3:30 p.m. |
| | Exhibitor Tear Down | 3:30 p.m. – 6 p.m. |
| <i>Cash and carry is permitted.</i> | | |

Availability

CAHHS assigns tables using the following criteria: sponsor level, order in which full-payment is received, number of tables purchased, location suitability and availability. A total of 25 exhibit tables are available.

Evaluation

A conference exhibitor show evaluation will be available at the end of the conference. A link to the online evaluation will be emailed to the registered representative. Please complete the online evaluation by March 31, 2019. Your input is invaluable and guides the development of future CAHHS events.

Conference Program Advertisement Opportunities

Your company name, address, phone and fax numbers, website address, logo and name(s) and email(s) of your on-site exhibitor representative(s) will be listed in the conference program. Based on level, sponsors receive one free advertisement. If you wish to provide further details about your company, advertising space is available in our conference program for an additional fee —half page \$200; full page, \$300; inside back or inside front cover, \$750; and back cover, \$1,000. Program advertisement details are available on our conference website at www.calhospital.org/2019-volunteer-conference.

Liability Agreement

It is mutually agreed that the CAHHS and the Hyatt Regency Sacramento (Hyatt) will not be liable to an exhibitor for the exhibitor's property or injuries to his person, employees or agents, resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. This agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between CAHHS and exhibitor. Exhibitor hereby agrees to defend, indemnify and hold harmless CAHHS and the Hyatt, its owners, managers, directors, officers, agents, employees, subsidiaries and affiliates, from and against any and all claims, demands, costs, expenses (including attorney's fees), actions and liabilities arising directly or indirectly from any intentional or negligent act or omission by exhibitor or any of its officers, employees or agents. CAHHS reserves the right to prohibit any display or exhibit or any part of a proposed exhibit which it judges not suitable or in accordance with the acceptable professional ethics of CAHHS.

Compliance

The exhibitor assumes responsibility for compliance with all pertinent ordinances, regulations and codes of duty authorized by local, state and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and or owners of the hotel. It is further agreed that the exhibitor will abide by and comply with the rules and regulations concerning local unions having jurisdiction in the hotel or with authorized contractors employed by CAHHS.

Social functions sponsored by exhibitors must not be scheduled during exhibit hours or during the CAHHS programming hours. Any function not approved by CAHHS that would compete for attendees' time, either during the hours of the exhibit event or CAHHS programming hours, is prohibited.

Fire and Safety

All flammable materials must be flame-proofed before being placed in the exhibit area. All materials and installations are subject to the fire and safety regulations in force by state and/or city fire authorities. Exhibitors must provide certification of flame proofing if requested by show management or the fire department. Volatile or flammable fluids, substances or materials of any nature are prohibited at your table.

Photo Release

Consent to use photographic images and recordings: Registration and attendance at, or participation in, CAHHS meetings and other activities constitutes an agreement by the registrant to CAHHS for use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotape of such event and activities.

Americans with Disabilities Act

If you require special accommodations pursuant to the Americans with Disabilities Act, contact CAHHS at (916) 552-7544.

**HYATT REGENCY SACRAMENTO
EXHIBITOR PACKAGE SHIPPING POLICY**

Packages may be sent to the following address:

Hyatt Regency Sacramento
1209 L Street
Sacramento, CA 95814

All packages must contain a label giving the following information:

1. Return Address
2. Name of Meeting/Conference (2019 California Hospital Volunteer Leadership Conference)
3. Meeting/Conference Dates (February 11-13, 2019)
4. Room Name to where boxes should be delivered (Subcorridor)
5. Booth Number (if applicable) (Please use company name)
6. Group Catering/Convention Services Contact (Becky Wolfe)
7. Name of Person that will claim package (On-Site Representative)
8. Date of that person's arrival

Handling Fees for (2) boxes up to 50 lbs each are included for each exhibitor. Form does not need to be filled out if Exhibitor is shipping (2) or less boxes to Hotel.

For all additional items shipped to the Hotel, a \$10.00 per box or \$100.00 per pallet handling fee will apply. The Hyatt Regency Sacramento will only accept pre-paid packages. Any packages delivered COD will be refused by the Hotel and no notification will be made by the Hotel to the shipper.

The Hyatt Regency Sacramento shall not be liable for safe or timely arrival of any packages sent to the Hotel by or for the Group. It is the Group's responsibility to check on the arrival of any packages and to check to insure that the contents are intact. The Hotel accepts no liability for lost, stolen, or damaged good.

The Hotel prefers to receive shipments no more than three (3) days prior to Group's events.

**Please complete below if you are shipping additional boxes.

Payment Method

MasterCard AMEX Discover Visa

Card Number: _____ Exp. Date: _____

I authorize the Hyatt Regency Sacramento to utilize my credit card for the billing as noted above.

Signature: _____ Date: _____

**Please return this completed form to the address above or fax to 916-321-3788, to the attention of
Becky Wolfe**