



**13<sup>th</sup> Annual EARLY CHILDHOOD STEM CONFERENCE: *Putting Pieces Together***  
**The Children's Center at Caltech & Growing Place**  
**February 17 & 18, 2023 · Santa Monica, CA**

**EXHIBITOR CONTRACT**

<b>Name &amp; Title:</b>		
<b>Company/ Organization:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>E-mail:</b>		
<b>Daytime Telephone No.:</b>	<b>Website:</b>	

**EXHIBITOR TABLE**

Exhibitor Table	Cost:	Quantity:	Total:
<b>6 ft. Display table and 2 chairs</b>	\$400		
<b>6 ft. Display table and 2 chairs (non-profit rate)</b>	\$300		
<b>Additional 6 ft. Display table</b>	\$100		

Subtotal: \$ \_\_\_\_\_

**PROGRAM ADVERTISEMENT  
(Optional)**

Program Advertisement- (Colored)	Pick One:	Cost:
<b>1 Full Page..... 8 ½" x 11"</b>	<input type="checkbox"/>	\$600
<b>½ Page (horizontal)..... 8" x 5 ¼"</b>	<input type="checkbox"/>	\$450
<b>¼ Page (vertical)..... 3 ¾" x 5 1/8"</b>	<input type="checkbox"/>	\$300

Subtotal: \$ \_\_\_\_\_

**GRAND TOTAL**

\$ \_\_\_\_\_

**Ads must be emailed to**  
[ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu) **by Dec 2, 2022**

You may submit a check, payable to Children's Center at Caltech, with completed contract to the address below or contact Tiffany Chou - tiffanyc@caltech.edu to pay by credit card or Zelle.

Children's Center at Caltech  
 ATTN: ECSTEM Conference  
 1200 E. California Blvd.  
 Mail Code 1-133  
 Pasadena, CA 91125

For more information,  
 email or call:  
[ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu)  
 626.395.6860



I have read and agree to abide by all ECSTEM Exhibitor Rules and Regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use** Check No. \_\_\_\_\_ Date rec'd \_\_\_\_\_ Table # \_\_\_\_\_

# EXHIBITOR RULES & REGULATIONS

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## EXHIBIT SCHEDULE: (All Times subject to change)

Thursday, February 16, 2023

Exhibitor Registration and Set Up: 12:00 pm - 4:00 pm

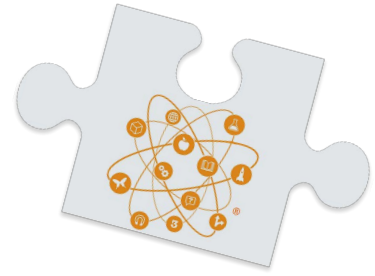
Friday, February 17, 2023

Exhibit Space Open: 8:00 am - 4:30 pm

Saturday, February 18, 2023

Exhibit Space Open: 8:00 am - 4:00 pm

Exhibitor Space Closed & Tear Down: 4:00 pm - 5:30 pm



**CONTACT:** [ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu) or Growing Place 310.434.3813 or Children's Center at Caltech 626.395.6860

**HOTEL ACCOMODATIONS:** A block of rooms have been reserved at the Hilton Santa Monica for the ECSTEM Conference. The special room rate will be available until the group block is sold-out. To reserve a room, contact the [Hilton Santa Monica](#) directly at 310.395.3332. Individuals must identify themselves as being with the group, EARLY CHILDHOOD STEM CONFERENCE, at the time that the reservation is made in order to receive the special group rate.

**PARKING:** The Hilton Santa Monica maintains a controlled parking lot. Parking rates are discounted for the ECSTEM Conference. Parking rates are as follows: Valet event parking is \$16. Valet overnight parking is \$28. Individuals must identify themselves as being with the group, EARLY CHILDHOOD STEM CONFERENCE, upon departure in order to receive the discounted rate. [Public Parking](#) is available at the Civic Center Parking Structure, across the street from Hilton Santa Monica, and is subject to availability. Parking rates are as follows: Weekday All Day: \$14. Weekend All Day: \$5.

**REGISTRATION:** The registration fee for commercial exhibitors is \$400. Nonprofit's registration fee is \$300 with proof of 501 (C) 3 status. Registration includes one 6' table, two chairs and lunch for Saturday, February 18, 2023. Additional tables may be purchased for \$100 each. Request for additional 6' table is subject to availability. As these are tables and not booths, the space for each exhibit is dependent on the size of the table. The Exhibit Space will be located at the Growing Place Lab School.

**PAYMENT TERMS:** Full payment must be included with a complete "Exhibitor Contract" form to secure space and must be received prior to submission of advertisement (if applicable). Ads and logos must be submitted no later than December 2, 2022. Make checks payable to **The Children's Center at Caltech**. For additional information, please email [ECSTEM@caltech.edu](mailto:ECSTEM@caltech.edu). Any point not specifically covered in these regulations is subject to the decision of the ECSTEM Committee, whose decision shall be final.

**CANCELLATION AND REFUND:** Notice of cancellations must be made in writing to the ECSTEM Committee. Cancellations received on or after to November 23, 2022 will result in the ECSTEM Committee retaining 50% of the full rental cost of exhibit space. No refunds for cancellations will be granted after December 2, 2022. The ECSTEM Committee shall not be liable for any interest on the amount refunded.

**PACKAGE SHIPPING AND RECEIVING:** Exhibitors are responsible for all arrangements and all expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Growing Place. The Growing Place must be notified in advance (Contact: Chelsea McCants, Program Coordinator,

310.434.3813) and any consignments shipped to the Growing Place should be addressed: Growing Place, 1802 4<sup>th</sup> Street, Santa Monica, CA 90401, Attn: ECSTEM Conference. The Growing Place and the ECSTEM Conference Committee, and its organizations are not responsible for damage or loss of any items delivered to the Growing Place prior to the event, or of any items or packages left on the property after group departs.

**EXHIBITOR SPACE:** Notice of your space is designated the day of setup and is indicated with a company name card on each table. We make a strong effort to organize tables with ample visibility to our attendees.

**EXHIBIT PROTOCOL:** Exhibits must be staffed at all times while the exhibit area is open. Interviews, sales, distribution of literature, samples and networking should take place within the designated table area to avoid infringing of rights and privileges of other exhibitors.

**SETUP AND CLEANUP:** Setup of exhibits begins at 12 PM on Thursday and dismantling will begin at 4 PM on Saturday. Exhibitors are responsible for keeping the exhibit area clean and organized, including clear passageways. When dismantling your exhibit, exhibitors must take all their materials and leave the area in the same condition as it was given.

**STORAGE OF BOXES AND CRATES:** Exhibitors will not be permitted to store boxes or packing crates in or behind tables. Boxes and crates must be removed from the exhibit floor one hour prior to the exhibition opening and will be placed in storage provided they are properly labeled for storage. Those not so labeled will be removed and destroyed as refuse.

**SALE OF PRODUCTS:** Sales of products are permitted within an exhibitor's designated booth space. Obtaining the appropriate licenses/permits as required by law, collecting and remitting sales tax, and any other legal requirements associated with product sales are the sole responsibility of the exhibitor. A copy of the California Sales Permit must be provided to the ECSTEM Committee by December 2, 2022. For more information on the permit, contact California State Board of Equalization at (800) 400-7115 or [www.boe.ca.gov](http://www.boe.ca.gov).

**CONDUCT:** Exhibitor agrees to conduct the exhibit in an orderly manner in full compliance with applicable laws, regulations and Growing Place rules. Exhibitor assumes full responsibility for the conduct of self in attendance and for any damage, loss or liability incurred. In the event the conduct of the exhibitor at the Event is determined, in the ECSTEM Committee's sole discretion, not to be orderly or in full compliance with applicable laws, regulations and/or Growing Place rules, exhibitor at the Event must leave the premises when instructed to do so.

**LIABILITY AND INSURANCE:** Exhibitors assume the entire responsibility for losses, damages or injury arising from exhibitor's displays, equipment, or other property on the premises of the Growing Place. The exhibitor shall indemnify and hold harmless The Children's Center at Caltech, The Growing Place, and any of its authorized representatives, agents or employees from any and all losses or claims.

**SECURITY AND INSURANCE:** The event hosts do not guarantee against loss or damage of any kind. Exhibitors wishing to insure their exhibit materials, goods and/or wares on exhibit against theft, damage by fire, accident or loss of any kind must do so at their own expense.