

**14th Annual EARLY CHILDHOOD STEM CONFERENCE:
The Children's Center at Caltech & Growing Place
February 9 & 10, 2024 · Pasadena, CA**

EXHIBITOR CONTRACT

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

EXHIBITOR TABLE

Exhibitor Table	Cost:	Quantity:	Total:
6 ft. Display table and 2 chairs	\$500		
6 ft. Display table and 2 chairs (non-profit rate)	\$400		
Additional 6 ft. Display table	\$150		

Subtotal: \$ _____

**PROGRAM ADVERTISEMENT
(Optional)**

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

Subtotal: \$ _____

GRAND TOTAL

\$ _____

Ads must be emailed to

ECSTEM@caltech.edu by Dec 1, 2023

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.

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
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

EXHIBIT SCHEDULE: (All Times subject to change)

Thursday, February 8, 2024

Exhibitor Registration and Set Up: 5:00 pm

Friday, February 9, 2024

Exhibitor Hall Open: 8:00 am - 5:00 pm

Saturday, February 10, 2024

Exhibitor Hall Open: 8:00 am - 3:00 pm

Exhibitor Hall Closed & Tear Down: 3:00 pm - 5:00 pm

CONTACT: ECSTEM@caltech.edu or Children's Center at Caltech 626.395.6860

HOTEL ACCOMODATIONS: A block of rooms have been reserved at the Hilton Pasadena 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 Pasadena](#) directly at 626-577-1000 or click the link <https://www.hilton.com/en/attend-my-event/pasphhf-914-addc35ed-2729-4da5-846a-abf22512fcd1/> 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 Pasadena maintains a controlled parking lot. Parking rates are discounted for the ECSTEM Conference. Parking rates are as follows: Valet event parking is \$18. Valet overnight parking is \$24. To receive discount, please get your parking ticket validated at the registration table.

REGISTRATION: The registration fee for commercial exhibitors is \$500. Nonprofit's registration fee is \$400 with proof of 501 (C) 3 status. Registration includes one 6' table, two chairs and lunch for Friday, February 9th and Saturday, February 10th, 2024. Additional tables may be purchased for \$150 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 exhibitor hall will be located at the Hilton Pasadena.

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 1, 2023. Make checks payable to **The Children's Center at Caltech**. For additional information, please email 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 22, 2023, 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 1, 2023. 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 of any other items to and from the Hotel. The Hotel must be notified in advance (Contact: Valerie Lehman, Event Services Manager, 626.584.3108) and any consignments shipped to the Hotel should be addressed: Hilton Pasadena, 168 South Los Robles Avenue, Pasadena, CA, 91101, Attn: Valerie Lehman, Hold for ECSTEM Conference 2/8-22/2023.

Storage rental fees may be imposed if the items are delivered prior to 48 hours before the event, or the volume or bulk is considered excessive as determined in the Hotel's sole discretion. The hotel and the ECSTEM Conference Committee and its organizations are not responsible for damage or loss of any items delivered to the hotel prior to the event, or of any items or packages left on the property after group departs. Upon request, items left on the premises after departure will be returned to exhibitor at exhibitor's expense. Please fill out the Hilton's Exhibitor Credit Card Authorization Form and email back to Valerie.lehman@hiltonpasadena.com by January 11, 2024.

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 5 PM on Thursday and dismantling will begin at 3 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 1, 2023. For more information on the permit, contact California State Board of Equalization at (800) 400-7115 or www.boe.ca.gov.

CONDUCT: Exhibitor agrees to conduct the exhibit in an orderly manner in full compliance with applicable laws, regulations and Hilton Pasadena 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 Hilton Pasadena 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 Hilton Pasadena. The exhibitor shall indemnify and hold harmless The Children's Center at Caltech, The Hilton Pasadena, 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.

