County Welfare Directors Association of California (CWDA)
Sponsor / Exhibit Agreement

In reserving tabletop space for our organization, I understand that CWDA reserves the right to make changes but will do so as equitably as possible. I understand that exhibit fees must accompany this agreement in order to be able to make table selection(s).

TABLETOPS: Tabletop selection is based on sponsorship level and order received. Sponsor/Exhibitor will not be able to select their tabletop until sponsorship payment is received in full.

CWDA WILL PROVIDE: A 6' draped table(s) depending on venue. Sponsorship level determines the number of tabletops/chairs received. One 500-watt electrical outlet will be provided per sponsorship/exhibitor. **All items associated with the tabletop must stay within the confines of the designated area.**

CANCELLATIONS: Written cancellations received **prior to Friday, August 7th, shall be subject to a 10% service charge**. Cancellations received **after Friday, August 7th, but prior to Friday, September 11th, shall be subject to a 50% service charge. No refunds will be made for cancellations after Friday, September 11th, 2026.**

PRINTING DEADLINE: Sponsorship Commitments received after June 12th, 2026, may not make marketing/printing deadlines.

LIABILITY: It is agreed that CWDA and/or its partners will not be responsible for any loss, damage, or injury that may occur to the exhibitor, exhibitors' employees, or the exhibitors' property, from any cause whatsoever, prior to, during, or subsequent to the period covered by this agreement. There is no overnight security and valuable items should be taken with you each night.

IT IS THE ENTIRE RESPONSIBILITY OF THE EXHIBITOR to protect, indemnify, defend and hold harmless CWDA, its partners, and all related parties from all damages and claims resulting from the use of the exhibition premises except where the claim results from the negligence of CWDA, its partners, and all related parties. **Exhibitors acknowledge that they carry general liability insurance.**

REMOVAL: No part of the exhibit shall be removed during or prior to the end of the final exhibit session of the convention without specific written permission of CWDA.

DAMAGE: No signs or articles may be affixed, nailed or otherwise attached to walls, doors, or other hotel property. No attachments may be made to the floor by nails, screws, or other devices that would cause damage. All space is leased subject to these restrictions. Violations could result in voiding this contract and penalties by the venue.

EXHIBIT SALES: Sale of items from an exhibit tabletop is prohibited. You are welcome to take orders, but not exchange products for compensation.

SUITCASING POLICY: As defined by the International Association of Exhibitions and Events, suitcasing is a practice on the part of any attendee who is observed to be soliciting business in the aisles or other public spaces, and/or in another company's booth. All materials must be distributed from the booth and not in the public areas of the convention. Any person violating or suspected of violating this policy may be removed from the conference, prohibited from attending the remainder of the conference and prohibited from attending future CWDA conferences at the sole discretion of CWDA staff.

The following terms and conditions shall be part of the vendor's agreement to exhibit at the CWDA Annual Conference. These conditions are not negotiable. By registering to exhibit the vendor agrees and accepts these terms and conditions. Violation of the terms and conditions of this policy will result in review and action by CWDA including denial of exhibit or removal of exhibit in subsequent years.

1. Exhibits are to stay within the designated tabletop area. Tabletops are 6ft or 8ft depending on venue and the number of tables provided is based on sponsorship levels.
2. Exhibits are not to infringe on other vendors' space. This includes, but is not limited to, noise level, hanging props, etc.
3. Noise levels - Show Management reserves the right to cut the power of any offending mechanism, or other noise making mechanism. Any expenses incurred in this instance will be the sole responsibility of the exhibitor.
4. Only 1 exhibitor and/or vendor can exhibit per tabletop. No subleasing or sharing of sponsorships.
5. **Exhibitors/Sponsors are not to arrange, plan, or otherwise involve attendees, themselves or their company in any activities in conflict with the conference schedule. Any sponsor events in conflict violating this policy will be asked to leave the convention and may be put on probation (restricted from attending all CWDA functions) for a minimum of one or more years.** Examples of this are including but not limited to: planned parties/events in hotel suites, clubs and other venues on or off site during scheduled programming and without CWDA prior approval.
6. Vendors and their personnel are to treat all convention attendees, hotel staff, and CWDA personnel involved with the conference in a professional and courteous manner. Argumentative and disruptive behavior is unacceptable and will not be tolerated.
7. All promotional materials are to be distributed or handed out at the vendor's tabletop only. Vendors are not allowed to have employees stationed at any other location of the conference outside of the exhibiting space distributing their material or handouts.
8. Vendor tabletops shall always be occupied when the exhibit area is open. All vendor representatives must be registered in order to represent and attend the conference. Vendors are not to close their tabletop(s) prior to the designated time.
9. Vendors shall follow all rules and adhere to all restrictions communicated by CWDA or the facility management group.
10. **PHOTO, RECORDING, AND SHARING OF INFORMATION POLICY** - CWDA Events Disclaimer: During the CWDA Annual Conference attendees/speakers may be photographed and/or recorded by the CWDA organization and/or its vendors. By presenting, I hereby authorize and grant the County Welfare Directors Association (CWDA), the right to:
    a. Record all participants via screenshots, film, and/or video, for audio and visual production. Edit the recording into a photo gallery/short film/webinar (which may include other recordings and material).
    b. Use the name and likeness, voice, or other information concerning all participants; and screen or place the recording/materials online, including social media.

    These photos, videos, and recordings may be used for the promotion of CWDA and/or its vendors. By registering for the CWDA Conference, attendees understand that sponsors may contact them via email.

By completing and submitting your company's Sponsor/Exhibit Commitment Form, you understand and agree to uphold the CWDA Sponsor/Exhibitor Agreement and the benefits associated with your sponsorship as outlined.