



Exhibitor Request Form
Spring 2019 Convention: February 22 – 24, 2019
Hyatt Regency Sacramento and Sacramento Convention Center

Individuals and organizations wishing to sell merchandise, collect signatures, distribute literature, or provide information to convention attendees must use this form to request an exhibitor booth at the CRP convention. **Space is extremely limited at the hotel. Submitting a request is not a guarantee for a booth.**

All requests must be received by January 18, 2019. The CRP will review all requests and will provide confirmation information by January 25, 2019.

Due to security concerns, all exhibitors must have either an exhibitor badge or be a registered attendee at convention. **One exhibitor badge is complimentary with your booth;** any additional individuals at the booth must be registered convention attendees. Additionally, all exhibitors must read, agree to, and sign the CRP Exhibitor Policy. The CRP will enforce this policy at the convention.

Along with the form and policy acknowledgement, please fill out the credit card authorization form, which will be charged upon approval. **Exhibitor booths are \$500 per booth for the weekend. CRP Chartered Volunteer Organizations receive a discounted \$250 rate per booth. Requests will not be processed without credit card information being included.** In addition to your booth space, this fee also covers inclusion of the event flier in the attendee registration bags, if desired.

TriCord Expo Services will again be providing exhibitor services. Each booth space will include pipe and drape, a single 6-foot table, standard linen, two chairs, display sign and a waste basket. If you require additional space or have special space needs, please indicate so on the request form. Please note that the exhibitor booth costs do not include "pre and post" event storage, receiving, packaging, shipping, or audio/visual costs. Please visit the shipping portion of the CRP convention website for more information.

The hours of operations for exhibitors are:

Set-Up: Friday, February 22: 9:00am – Noon
Exhibit Hours: Friday, February 22: Noon – 8:00pm
Saturday, February 23: 8:00am – 8:00pm
Sunday, February 24: 7:00am – Noon
Tear-Down: Sunday, February 24: Noon – 3:00pm

Email completed request form to the CRP Convention Team by January 18, 2019
convention@cagop.org

Exhibitors: Request Form

Complete the exhibitor information below.

Contact Information

Contact Name:

Name of Company/Organization:

Please check here if organization is a CRP Chartered Volunteer Organization:

Street Address: _____

City, State, Zip: _____

Phone: _____ On-site phone, if different: _____

Email: _____

Exhibitor Details

Organization Name:

Website:

Exhibitor Category: Vendor (sales) Candidate/Campaign Issue/Organization Other

Booth Name (as listed on signage):

Exhibitor Description

Please note below what you will be presenting at your booth, including if you are selling any products, and what those products are.

Exhibitors: CRP Exhibitor Policy

Please read and sign the exhibitor policy below. No applications will be accepted without this acknowledgement.

The California Republican Party (CRP) will extend the privilege to distribute literature or to sell merchandise at CRP conventions. This privilege is extended at the discretion of the CRP and may be revoked at any time by the CRP for violation of this policy or any action that is disruptive of the convention activity or otherwise inconsistent with the CRP policy.

1. Distribution of literature or sale of merchandise at a CRP convention is a privilege, which may be granted and revoked by the CRP at its sole discretion.
2. Persons or groups that may be authorized to distribute literature or sell merchandise include licensed commercial exhibitors/vendors; CRP chartered volunteer groups and clubs; Republican nominees for election to public office; committees that support or oppose statewide ballot propositions, and non-profit organizations.
3. CRP will establish the time, place and manner of distribution of literature and sale of merchandise at its sole discretion.
4. CRP will require prior approval of any literature, displays, signage, or merchandise to be distributed or sold by authorized distributors. CRP convention staff will review each exhibitor booth upon set-up. Permission to distribute literature or sell merchandise may be revoked by the CRP at any time for distribution or sale of unauthorized literature or merchandise, for distribution of such materials in unauthorized locations, for disorderly conduct or for the conduct of demonstrations without prior approval.
5. CRP will require any person or group to submit an application for permission to distribute or sell merchandise. An exhibitor request form and subsequent approval shall serve as this permission.
6. Any questions about the actions of the CRP convention personnel concerning the enforcement of this policy should be referred to the CRP Chief Operating Officer and the CRP Convention Director.
7. Exhibitors are required to stay within the confines of the space as assigned by the CRP.
8. Once an exhibitor table request has been approved by the CRP and payment has been processed, **absolutely no refunds will be issued.**
9. The CRP will not be responsible for lost or stolen items.

I acknowledge that I have read and agreed to abide by the CRP Exhibitor Policy.

Signature

Printed Name

Today's Date

Exhibitors: Payment Information

No charges will be placed until exhibitor booth is confirmed and you are notified accordingly. All information on this form is required.

I authorize the California Republican Party to charge the credit card listed below for the exhibitor booth(s) I request at the Spring 2019 Convention.

Booth Name: _____

Total Amount \$ _____

Cost per booth for CRP Chartered Volunteer organizations is a discounted \$250. All other exhibitors pay full \$500/booth rate.

Card Type: Corporate Card Personal Card

Credit Card Company: _____

Credit Card #: _____

Exp. Date: _____ Security Code: _____

Name on Card: _____

Billing Address: _____

City, State, Zip: _____

Signature of Cardholder

Today's Date

<p>Paid for by the California Republican Party • 1001 K Street, 4th Floor, Sacramento, CA 95814 Mario A. Guerra, Treasurer. State ID# 810163 Federal ID# C00140590 Not authorized by any federal candidate or committee.</p>
