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Tabletop Show Exhibitor Agreement – Thursday, March 13, 2025
The Westin Anaheim Resort, Anaheim, California
(Revised July 29, 2024)

Company		
Address		
City	State/Province	Zip Code
Telephone		
Show Contact		
Show Contact Email		
Show Contact Job Title		

Please list any companies that you **would not** want to be located near your exhibit space:

Exhibit space is not confirmed until the paperwork has been filed and fees paid.

Completion of this form gives your company (also known as Exhibitor) the right, license, and privilege of renting one six-foot tabletop exhibit space on Thursday, March 13, 2025, 3:00 to 7:00 pm, during the Pacific-West Fastener Association 2025 Spring Conference at The Westin Anaheim Resort, Anaheim, California.

Everyone representing your company at the Tabletop Show must also be registered to attend.

In the event your company fails to occupy the exhibit space reserved, Pac-West reserves the right to occupy the space or turn the space over to another exhibitor.

You may not, without prior written consent of Pac-West, assign or sublet your exhibit space, or any part thereof.

Final approval of your exhibitor agreement is at the discretion of Pac-West.

Sign the following rules and regulations document and send with your registration.

**2025 Pac-West Tabletop Show
Rules & Regulations**

1. **CHARACTER OF EXHIBITS:** Pac-West may rent and license space for any exhibit of industry or of educational value. Each exhibitor's space will be provided with one (1) six-foot covered and skirted table, identification sign and two (2) chairs. All exhibits must be designed, constructed, and operated in good taste and in accordance with the best interest of the Pac-West Tabletop Show, which management, in its sole discretion, shall have the right to decide. Displays shall be constructed and arranged so that they do not obstruct the general view or hide adjacent displays from the normal line of sight. No draping around the perimeter is allowed. Display components can be no wider than 6 feet (the length of your table) and cannot extend more than 3 feet behind your table. All sales, publicity and promotional activities conducted by the Exhibitor must be confined to their space. Carnival tactics and use of amplification systems are forbidden. Only registered Exhibitors will be allowed to distribute promotional materials within the exhibit hall. Pac-West will prohibit the installation and operation of any exhibit not meeting Pac-West approval. Pac-West, in their sole discretion, may prohibit the conduct of any activity whatsoever which is deemed in the best interest of the Pac-West Tabletop Show. Pac-West will attempt to keep all competitor booths as far apart as practical. A booth may be occupied only by one company or by one manufacturer's representative displaying or promoting only such lines that are being purchased, stocked and invoiced by said rep.
2. **INSURANCE AND LIABILITY:** Insurance, if desired, must be obtained by Exhibitor at their own cost and expense. Pac-West assumes no risk, and by the acceptance of this agreement, Exhibitor expressly releases Pac-West of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said space by Exhibitor and agrees to hold and save Pac-West harmless of and from any loss or damage by reason thereof. Pac-West assumes no responsibility whatsoever for any property placed in the Pac-West Tabletop Show building and Pac-West is hereby released and discharged from any and all liability from any loss, injury or damages to persons or property that may be sustained while at the Pac-West Tabletop Show.
3. **SETTING UP OF EXHIBITS:** All exhibits must be completed and in place by 2:30 pm, March 13, 2025. Exhibitors will have access to the exhibition hall between the hours of 12:00 pm and 3:00 pm for set up of exhibits.
4. **CARE OF EXHIBITS:** Pac-West is responsible for cleaning all aisle space; therefore, Exhibitors must cooperate by not throwing refuse on the floor, or any other material, which will endanger public safety or inconvenience other Exhibitors during show hours. All Exhibitors must clean their space prior to move out.
5. **UTILITIES:** Electrical power will be available for an additional fee on a limited, first come-first serve basis. Contact the Pac-West office for details. Any exhibitors requiring electrical power will need to have their exhibit along the perimeter of the exhibit space. Any electrical or mechanical apparatus must be muffled so that noise does not disturb other exhibitors.
6. **DISPLAYS:** Pop-up and roll-up displays are permissible. Displays must be no more than six feet wide and no more than 10 feet high. If placed on your table, the combined height of the table and your display may not exceed 10 feet. Floor displays with graphics on both sides will not be allowed.
7. **REMOVAL OF GOODS:** No exhibit, or portion thereof, may be removed during the show without the prior written consent of Pac-West. Removal of goods from the Pac-West Tabletop Show area must be affected through the shipping entrance. Pac-West will not assume any shipping fees for Exhibitors' display material, either to or from the hotel, or while on the hotel property; such fees are the sole responsibility of the Exhibitor. Exhibits must be dismantled and removed by 8:00 pm on March 13, 2025. Exhibits cannot be dismantled before the show ends at 7:00 pm.
8. **AMENDMENTS:** These rules, regulations and conditions have been drawn for the purpose and intention of providing a well-balanced, regulated, attractive and successful Pac-West Tabletop Show, in an effort to provide the greatest good to the greatest number. Pac-West shall have full power to interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire Pac-West Tabletop Show and any and all amendments of the foregoing rules, regulations and conditions shall bind the Exhibitor.

Company _____

Signature _____

Date _____