



## 53<sup>rd</sup> ANNUAL CONFERENCE

February 1<sup>st</sup> – February 3<sup>rd</sup>, 2023

Palm Springs, California

### EXHIBITOR INFORMATION

#### EXHIBITOR REGISTRATION & TABLE SELECTION:

We are asking all exhibitors to **EMAIL** their registration intent to [info@cafaa.com](mailto:info@cafaa.com) beginning at **12:01am** on **November 01, 2022**.

The email can either:

- note your registration type; i.e.. Exhibit Table + 1 attendee, Gold Exhibitor, or Silver Exhibitor,
- or-
- you can complete and attach the (fillable) registration form to the email message.

The Exhibit table selection will be based on the order of email receipt. You will receive confirmation of your place in the table selection process.

CAFAA will enter your registration into the system. Your attendees will receive a registration confirmation and an invoice.

You do not need to have your fees paid in order to select your table; however, they must be paid within 30 days of registration, but no later than January 15, 2023.

#### AT THE CONFERENCE:

Exhibitor tables will be setup in the PLAZA Ballroom at the Palm Spring Hilton Hotel, while the annual meeting will be in the HORIZON Ballroom.

For Exhibit Table setup: the tables will be labeled with the selected table number(s); copies of the Selection Layout document will be available so that you will be able to find your table. The tables are 3' x 6'. All tables will have a black skirt.

The attendee registration tables and the breakfast buffet(s) will be setup in the foyer outside of the PLAZA Ballroom.

While the actual vendor exhibit is scheduled for Thursday, Feb 2<sup>nd</sup> from 5:00-7:00 pm, attendees will be able to walk through the exhibit area starting with the breakfast buffet on Feb 2<sup>nd</sup> and Feb 3<sup>rd</sup> and to sit at tables that will be setup in the exhibit area.

### **IMPORTANT DATE/TIME INFORMATION**

November 01, 2022	12:01 AM	EXHIBITOR REGISTRATION BEGINS
February 01, 2023	8:00AM	GOLF TOURNAMENT
February 01, 2023	5:00 – 7:00 PM	PRESIDENTIAL RECEPTION - POOLSIDE
February 01, 2023	2:00 PM	EXHIBIT TABLE SETUP BEGINS IN PLAZA BALLROOM
February 02, 2023	5:00 – 7:00 PM	VENDOR RECEPTION
February 02, 2023	7:00 PM	EXHIBIT TABLE BREAKDOWN BEGINS; MUST COMPLETE BY Feb 03 4PM

### **BUSINESS SERVICES**

If you wish to ship material to/from the hotel, please note the following:

To **SHIP TO THE HOTEL**: label your box(es) as follows:

*Your Name (see below)*  
*Hilton Palm Springs*  
*400 E. Tahquitz Canyon Way*  
*Palm Springs, CA 92262*  
*CAFAA Annual Conference Feb. 01 - Feb 03, 2023*  
*Conference Manager – Jerry Aldoroty*

Please make note that it is either: **'HOLD FOR SHOW' (or) 'DELIVER TO ROOM'**

- If you are having the material delivered to your room, show the registered guest's name.
- If you are having the material held for the show, show your name, your company name and the event name; i.e. 'CAFAA Conference'.

The Hilton charges for Shipping and Handling to and from the hotel. Please note that if items are held 7 days or more there will be a per day fee charged.

ORDER #	COMPANY	REGISTRATION RECEIPT DATE/TIME	EMAIL ?	FAX ?	US MAIL ?	PAID ?	WHO SELECTED	SELECTION		POWER ?	SELECTED TABLE
								START DATE	END DATE		
1											
2											
3											
4											
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- \* The Exhibition will be held in the Plaza Ballroom separate from the Annual Meeting held in the Horizon Ballroom.
- \* There will be a total of 38-44 exhibit tables in the Plaza Ballroom.
- \* Tables 1-26 can have electrical power; on the Conference Registration indicate your need for power to your exhibit table. The hotel charge for electrical power is \$35 per day/per table, or \$70 for the duration of the exhibit.
- \* All tables are 3x6 feet and are unadorned (i.e. no table skirts, cloths, etc.).
- \* In order of conference registration/payment, you will be added to the list above. The order will be determined by the date/time of REGISTRATION (with or without PAYMENT). Payment must be received within 30 days of Registration.
- \* If payment is not received within 30 days, your selected table will go back into the available pool. You will re-select after payment.
- \* You will be sent an email message, in the order of the list, and will be asked to select your exhibit table(s).
- \* You must select your table(s) in the requested timeframe so that the table selection process can complete in an orderly fashion.
- \* If you are unable to select your table in the requested timeframe, you will lose your place in the selection order & placed in the next available selection position.
- \* Conference registration, both breakfast(s) meals and the vendor reception will be occur in the foyer directly outside of the exhibit area
- \* The Reception will be held from 5:00 pm-7:00 pm on Thursday, February 02, 2023
- \* There will be seating in the Plaza Ballroom for attendees to sit down to eat and to informally meet.
- \* You may setup your exhibit starting at 2 pm on Wednesday February 01, 2023.
- \* Exhibit breakdown can begin as early as 8:00 pm on February 2, or after breakfast on Friday February 3
- \* Exhibit breakdown must be complete by Friday February 3 at 4:00 pm.

9/22/2022

