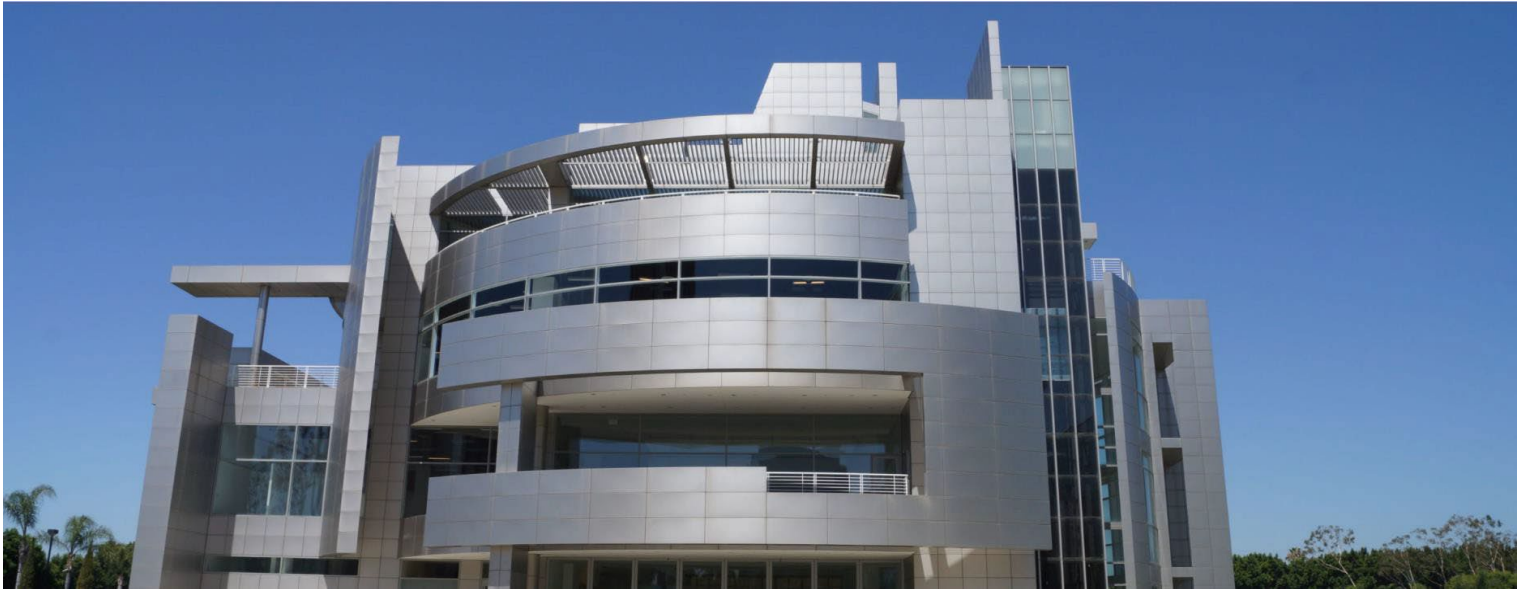


## International Association of Emergency Managers Region 9 2<sup>nd</sup> Annual Symposium



**WHEN:** February 28<sup>th</sup> - March 2<sup>nd</sup>, 2023

**WHERE:** Cultural Center 13280 Chapman Avenue, Garden Grove, CA 92840

**WHY EXHIBIT AT THE SYMPOSIUM?** The International Association of Emergency Managers (IAEM) Region 9 is a professional organization that supports over 500 emergency management professionals in the states and territories of America Samoa, Arizona, California, Hawaii, Nevada, and Pacific Trust Islands. Its purpose is to promote mutual support and cooperation while planning, training, responding and recovering from all hazard events among government, private sector, non-governmental organizations, and the public. IAEM Region 9 is part of the global organization and has strong representation and trust in the industry of homeland security, emergency management, and public safety.

Attendees include:

- Emergency managers (campus based, city, county, state, federal, other), Disaster planners, homeland security professionals
- Communications system specialists
- Crisis and risk managers
- Contingency planners
- Environmental response professionals
- Executive officers/commanders
- Fire personnel & chiefs
- Police personnel & chiefs
- Healthcare disaster professionals
- EM/terrorism educators

The symposium brings together those that work jointly to build effective preparedness, mitigation, response, and recovery strategies. When sponsoring and/or exhibiting at the IAEM Region 9 symposium, you will be provided with many opportunities to build and develop quality relationships with your current clients and prospects. You will meet with professionals, leaders and decision makers in all phases of emergency management.

Take advantage of being a sponsor or exhibitor at the symposium to gain exposure to board members, managers, and key personnel.



# SYMPOSIUM EXHIBITOR OPPORTUNITIES

## EXHIBIT SCHEDULE

**TUESDAY**, February 28, 2023

1:30 pm – 4:30 pm

Exhibit Set Up

**WEDNESDAY**, March 1, 2023

7:30 am – 5:00 pm

Exhibitor Area Open

**THURSDAY**, March 1, 2023

7:30 am – 5:00 pm

Exhibitor Area Open

## EXHIBIT TEAR DOWN

Any time after 5:00 pm on Thursday

**PLEASE NOTE:** All breakfasts, coffee and snack breaks will take place in the exhibit area.

## BOOTH FEES

### STANDARD

Includes two complimentary conference registration.

- \$750.00

### NONPROFIT & GOVERNMENT

Includes two complimentary conference registration

- Please contact [iaem.r9secretary@iaem.com](mailto:iaem.r9secretary@iaem.com).

**Applications will not be accepted after February 18, 2023**

**COMPLIMENTARY REGISTRANTS:** In addition to registering for a booth, you must also register each attendee manning the booth. Additional Vendor Meal tickets are available at \$150 each. All vendor registrations must be completed no later than February 3, 2023.

**YOUR EXHIBIT FEE INCLUDES:** • Two complimentary symposium registration per one booth. All booths are required to register online.

**YOUR 10x10 BOOTH INCLUDES:** • One 6' draped table • Two chairs • Wireless internet access in the exhibit room. Please note: These are tabletop exhibits; There is no pipe and drape. For Additional booth needs, please fill out Event Services Check List and send it to [iaem.r9secretary@iaem.com](mailto:iaem.r9secretary@iaem.com).

**REFUNDS AND CANCELLATIONS:** All requests for refunds and cancellations of exhibit booth fees and sponsorships must be in writing to IAEM Region 9 [iaem.r9secretary@iaem.com](mailto:iaem.r9secretary@iaem.com) by February 20, 2023. There will be no refunds after this date. All promotional materials, logo, and company name will be removed from all materials and website.

**HOTEL ACCOMMODATIONS AND TRAVEL ARRANGEMENTS:** The symposium will be held at the Christ Cathedral Cultural Center in Garden Grove, CA. All conference attendees and exhibitors are responsible for making their own travel and hotel reservations. Once you have paid for your booth you will receive a confirmation with a link to our preferred hotel partners.

**HOW DO I BECOME AN EXHIBITOR OR SPONSOR AT THE 2023 ANNUAL CONFERENCE?** All contracts for exhibiting or sponsoring must be completed on the IAEM Region 9 Conference Registration website at [www.iaem.or](http://www.iaem.or) By completing the online registration, the company is agreeing to the exhibitor and sponsor contract rules contained in this brochure. Payments may be made by check or credit card. If paying by check, payment must be received within 30 days of receipt of invoice otherwise booth assignment and all associated benefits and opportunities will be subject to cancellation. Your booth is not confirmed until you have received an email confirmation from IAEM Region 9. If any questions, please contact her at [iaem.r9secretary@iaem.com](mailto:iaem.r9secretary@iaem.com)



# SYMPOSIUM EXHIBITOR OPPORTUNITIES

## 2023 Symposium Exhibitor Rental Space & Sponsors Rules and Regulations

**MULTIPLE BOOTHS:** Exhibitors may purchase multiple booths; however, booths may not be shared with another company.

**SHIPPING AND HANDLING:** Shipping of materials and installation fees are not included in the exhibit booth fee. Arrangements for shipping and storage of displays and materials must be directed to The Christ Cathedral Cultural Center and marked IAEM Region 9 Exhibitor. Boxes may not arrive prior to February 27, 2023. Additional instructions will be sent to exhibitors in February 2023.

**CONTRACT FOR SPACE:** The exhibit contract and booth space application, the formal notice of space assignment and the full payment of exhibit booth fees together constitute a contract between IAEM and the exhibitor for the right to use the assigned booth space and to comply with these rules and regulations. Exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by IAEM.

**SPACE ASSIGNMENT:** Space assignment priority is given according to sponsorship level. IAEM Region 9 will make every effort to place exhibitors in the areas of their choice, and once a space is paid for, confirm that space to the exhibitor. However, IAEM does reserve the right to place, move or relocate any exhibitor in case of necessity for the total benefit and operation of the show.

**EXHIBIT BOOTH SETUP:** Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear. Exhibits should be arranged so that company representatives will be inside of the space assigned. Materials used to decorate shall be of flame-retardant material. Safety exits and equipment must be always left accessible and in full view.

**BOOTH PAYMENT** Each exhibitor MUST submit a signed application with full payment to reserve a booth. Payment must be received within 30 days of invoice, or the booth may be forfeited.

**CANCELLATION** If an exhibitor cancels a booth space contract prior to February 18, 2023, all fees paid will be returned. If an exhibitor rents a booth, pays in full, but does not attend the conference, there will be no refund of the booth rental fee. In addition, cancellation of a booth on or after February 21, 2023, will result in a full forfeiture of fees.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**REPRESENTATIVE FEES** The exhibit fee for each booth includes two conference registrations for the designated company representative. Additional registration may be purchased for \$150 per person via the IAEM Region 9 conference registration site.

**ALL COMPANY REPRESENTATIVES WORKING IN THE EXHIBIT HALL MUST BE REGISTERED FOR THE CONFERENCE**  
All exhibitors must check in at the registration area upon arrival at the conference for a badge and conference information. Please register all persons in your booth so that a badge can be made in advance. Admission shall be by badge and badges are not transferable. Rights of an exhibitor shall not be assignable to any other firm or person.

**EXHIBITOR'S RESPONSIBILITIES** IAEM will not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. IAEM will not be responsible for loss or disappearance of the exhibitor's materials after some have been delivered to the exhibitor's booth. Similarly, IAEM cannot be responsible for disappearance of the exhibitor's materials before the materials are picked up from the exhibitor's booth for loading after the conference.

**PRIZES** Representatives from the companies' exhibiting at the conference are not eligible to win prizes. Prize winners will be eligible to win more than one prize. Individual exhibitors may determine if the prize winner needs to attend the time of the drawing. Exhibitors accept responsibility for delivery of their prizes to the winner.

**SOCIAL MEDIA:** We would strongly encourage sponsors and exhibitors to tag @iaemr9 on all social media event promotion.

**INSURANCE AND LIABILITY** Exhibitor agrees to protect, save, and keep IAEM and Christ Cathedral Cultural Center forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by negligence of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between Christ Cathedral Cultural Center and IAEM regarding exhibition premises. Further, exhibitor shall always protect, indemnify, save, defend and



# SYMPOSIUM EXHIBITOR OPPORTUNITIES

hold harmless IAEM and Christ Cathedral Cultural Center against and from any and all loss, costs (including attorney fees), damages, liability, or expense arising from or out of or by reason of any accident or bodily injury or any other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. Additionally, IAEM shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty or other causes similar or dissimilar, beyond the control of IAEM. Insurance liability and requirements from the Cultural Center can be found [here](#).

**CA EXHIBITORS' PROPERTY** IAEM (and its conference host facilities) cannot assume responsibility for the safety of the property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident, or other causes, but will use all reasonable care to protect them against such loss. Occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants always have representatives in attendance when the exhibits are open and when exhibits are being set up or dismantled, to protect against loss. IAEM (and its host conference facilities) cannot be responsible for any item left unattended or left in the Exhibit Area during the times the exhibits are closed.

**RULES AND COMPLIANCE** Exhibitors agree to comply with rules and regulations as specified in this exhibitor package.

**NONCOMPLIANCE WITH EXHIBITOR RULES AND REGULATIONS** Each exhibitor and all its employees agree to abide by the rules and regulations given herein and by subsequent amendments and additions considered by IAEM Region 9 management to be in the best interest of all exhibitors. Upon noncompliance with the rules formulated, IAEM management reserves the right to prohibit, reject, or eject any exhibitor, exhibitor's representatives, or exhibit in whole or part, with or without giving cause. If cause is not given, IAEM's liability shall not exceed the return to the exhibiting company of the rental unearned at the time of ejection. If an exhibitor is ejected for violation of these rules, or for any other reason, no return of the monies received shall be made.

**ADDENDUM TO RULES** These rules, regulations and conditions have been drawn up for the purpose and intention of providing a well-balanced, well-regulated, attractive, and successful exposition. All matters or questions, not specifically covered by the preceding rules and regulations shall be subject solely to the decision of IAEM management. To provide the greatest good to the greatest number, IAEM Region 9 shall have full power to so interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire exposition and all amendments of the foregoing rules shall bind the exhibitors.

**I understand the 2023 Symposium Exhibitor Rental Space & Sponsors Rules and Regulation**

Signature: \_\_\_\_\_ Date \_\_\_\_\_



# SYMPOSIUM EXHIBITOR OPPORTUNITIES

IAEM Region IX  
2<sup>nd</sup> Annual Conference

IAEM Waiver and Release of Liability for Communicable Disease

[Click here to read the policy](#)

I have read the waiver and release of liability for communicable disease, and I agree with it.

Contact [iaem.r9secretary@iaem.com](mailto:iaem.r9secretary@iaem.com) to further discuss exhibitor opportunities.

IAEM COVID-19 Code of Conduct

[Click here to read the policy](#)

I have read the IAEM COVID-19 Code of Conduct and I agree with it.

COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE : \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ SOCIAL MEDIA \_\_\_\_\_

**EXHIBITOR**     **Standard**     **Nonprofit**     **Government**     **Other**

DESCRIPTION: \_\_\_\_\_

## EXHIBITOR IN ATTENDANCE

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Payment by Credit Card:**  VISA                       MasterCard                       American Express

To make a payment with credit card, a member of IAEM staff will contact you directly to process the payment.

For payment questions, please contact [John Osborne](#).

**Payment by Check:** Make check payable to IAEM and send to

IAEM, 201 Park Washington Court

Falls Church, VA 22046

Memo: IAEM Region 9 2023 Symposium Exhibitor

**Please e-mail your application and/or if you have any questions about exhibiting at the Symposium to [iaem.r9secretary@iaem.com](mailto:iaem.r9secretary@iaem.com)**