



FOR CCM USE ONLY

Firm Name: \_\_\_\_\_

Date \_\_\_\_\_ Booth \_\_\_\_\_

## 2023 CT Emergency Management Symposium

Tuesday, April 25, 2023

ARIA - Prospect, CT

### APPLICATION AND CONTRACT FOR EXHIBIT SPACE

By completing this application for exhibiting at the 2023 Connecticut Emergency Management Symposium, the applicant agrees to and shall abide by the accompanying Exhibit Terms and Conditions, as well as such additional rules and regulations as the Connecticut Conference of Municipalities (CCM), the Connecticut Division of Emergency Management & Homeland Security (DEMHS), and the Connecticut Department of Public Health (DPH) deem necessary to the success of the exposition. This application becomes a binding contract when signed by an authorized representative of your organization, returned to CCM along with full payment for the exhibit space and agreed to by CCM.

	<u>Location</u>	<u>Exhibit Space Size</u>	<u>Rate</u>
<input type="checkbox"/>	Outside Corridor - Premier Traffic Space	8 ft. x 8 ft.	\$1,195
<input type="checkbox"/>	Exhibit Hall B	8 ft. x 8 ft.	\$995
<input type="checkbox"/>	Exhibit Hall A	8 ft. x 8 ft.	\$795

Want to know about Trade Show Supporter/Sponsor packages? Contact Beth Scanlon at (203) 946-3782 or [bscanlon@ccm-ct.org](mailto:bscanlon@ccm-ct.org)

**Instructions**

1. Please type or print legibly all information requested **and** check off the box above for the desired location.
2. **Sign contract & return with an attached credit card form via email to [ccmexhibitors@ccm-ct.org](mailto:ccmexhibitors@ccm-ct.org) or**  
 Mail to: CCM, 545 Long Wharf Drive, 8th Floor, New Haven, CT 06511  
 Attn: **Korbi Kelly-Banks/2023 CT Emergency Management Symposium**  
 Phone: (203) 498-3049 Mobile: (203) 848-7577

**BOOTHS INCLUDES: 8 ft. backdrop, 3 ft. side rail, 6 ft. draped table, 2 chairs, and 2 lunches**

A. **To view the most recent floor layout, visit [www.ccm-ct.org](http://www.ccm-ct.org). List your top three (3) booth choices.** Booths are assigned on a first come-first served basis; CCM retains the right to make final assignment/reassign as we see fit.

1<sup>st</sup> \_\_\_\_\_ - 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

B. **Exhibitor Badges:** Please provide name, email AND titles for badges.

Name \_\_\_\_\_ Title \_\_\_\_\_

Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Additional Representatives: (\$60 per person)

Name \_\_\_\_\_ Title \_\_\_\_\_

Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Cell Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

C. **Lunch:** No lunches are available for purchase on the day of the Symposium. **\*Deadline to purchase additional lunches is Friday, March 31, 2023.** \*(See 3d under terms and conditions.)

D. **Booth Identification Sign** to read as follows *(limited to a single company name, city, and state):*

Company Name: \_\_\_\_\_

City and State: \_\_\_\_\_

E. **Program Book Information:** Company will be listed in the program as written below:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

F. **Product or Service Description (25-word limit will be strictly enforced):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. **Exhibitor Contact:** *Person(s) to whom countersigned contract and convention packet information will be sent. It is your responsibility to pass exhibit information on to your booth representatives.*

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

H. **Please check that you have read and accepted the terms and conditions.**  (See attached pages 3- 4)

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

CCM Authorized Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Korbi Kelly-Banks, *Events and Marketing Administrator*

**\*If your application is accepted, this agreement will be signed and returned to you.**

## Exhibit Terms and Conditions for the 2023 Connecticut Emergency Management Symposium

1. The receipt by the Connecticut Conference of Municipalities, hereinafter referred to as CCM, of your signed Application and Contract on the prescribed form, accompanied by a check (or credit card form) for the full amount of exhibitor fee, and then signed by an authorized representative of CCM and returned to the applicant, will create a binding contract for use of the space allocated. In the event of fire, strike, or other uncontrollable circumstance which requires cancellation of the exhibition, CCM shall refund 50% of the exhibitor fee. No space will be held unless payment accompanies the signed Application and Contract for Exhibit Space.
2. No advertisements, displays, exhibitions or demonstrations shall be accepted which appear to:
  - a. Contain false, misleading or deceptive statements, claims or implications;
  - b. Disparage or attack the products, services or reputation of another person, company, organization or association;
  - c. Contain offensive or obscene statements;
  - d. Contain endorsements or solicitations for or by political candidates or organizations;
  - e. Violate any law or statute;
  - f. Be inconsistent with or contrary to policy positions taken by CCM;
  - g. Promote products and/or services which may compete with the fee-based products/services offered by the Connecticut Conference of Municipalities to its membership.
3. Rules and Regulations
  - a. CCM will make reasonable efforts to assign booth space on a first-come first-served basis, based on the order in which the contracts are received, but maintains the right to make final assignment of space.
  - b. **NEW for 2023:** Exhibitors will receive an informational email with link to an exhibitor packet from **Demers Events & Expo Services**, the company that CCM has contracted with to provide services for exhibit space and drayage, or you may contact them directly at 860-882-0003. **All electricity services must be ordered directly from DEMERS** for our event at Aria. Forms will be included in the Exhibitor Manual provided by **Demers Events & Expo Services** including deadlines.
  - c. Each booth is 8 feet by 8 feet. It includes (1) one six-foot draped table and two chairs, (2) an eight-foot high backdrop, (3) a three-foot side rail, (4) two exhibitor badges per booth, and (5) one sign 7"x 43". Please note: Large equipment cannot extend beyond the space due to requirements by the Fire Marshall.
  - d. Lunch tickets are provided for exhibitor attendees as listed in the above form. Only the first two lunches are included in the cost of the booth. Payment of additional badges includes lunch attendance. No lunches are available for purchase on the day of the Symposium. The deadline to purchase additional lunches is **Friday, March 31, 2023**.
  - e. Registration and installation of exhibits may commence between **3:30 p.m. to 6:30 p.m., Monday, April 24, 2023, and/or at 6:00 a.m., Tuesday, April 25, 2023. All exhibits must be completely set up by 7:30 a.m., April 25, 2023.** Unclaimed space may be reassigned without refund of any rental fee. Costs associated with the installation of exhibits shall be borne by the exhibitor.
  - f. Exhibitors cannot begin dismantling/packing activities **until 3:30 p.m., on April 25, 2023.**
  - g. Exhibits must conform to the size of their space and must not obstruct the view or interfere with other exhibits. All demonstrations, or other activities, such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth. No exhibitor shall assign, sublet, or share, the whole or any part of its assigned space without the approval of CCM. Displays shall not be placed in such a manner as to interfere with or be objectionable to other exhibitors.

- h. Exhibits must comply with all Federal, state, municipal and venue mandated fire codes. All exits, hallways, and aisles must remain clear and unobstructed.
  - i. Signs, decorations, and related materials may not be taped, stapled, nailed, or attached to wall or column surfaces. ARIA's permanent signs, banners and any other decorations may not be blocked in any manner.
  - j. The use and distribution of helium balloons is prohibited.
  - k. Food or beverage preparation or distribution is not permitted; i.e., popcorn, etc. that is prepared within the exhibitor's booth. The distribution of packaged items (candies, cookies, etc.) is permissible.
  - l. At the conclusion of the symposium, the Exhibitor must remove any and all remaining items within their booths, including but not limited to leftover brochures, flyers, etc. ARIA and CCM are not responsible for removing any type of trash remaining in booths after breakdown. Any costs incurred for such removal will be charged to the exhibitor.
4. CCM is not responsible for any lost, stolen, damaged or misplaced belongings, valuables or personal property.
  5. CCM shall have full power in the interpretation and enforcement of all regulations contained herein, and full power to make such amendments thereto and such further regulations as shall be considered necessary for the proper conduct of the exhibit. Such decisions shall be binding upon exhibitors. Failure by exhibitors to comply with these or any other regulations or any amendments thereto, may be sufficient cause for CCM to require the immediate removal of the exhibit or the offending exhibitor, and to retain all fees and rental paid by it, and CCM may lease any space so forfeited to another exhibitor. CCM reserves the right to reject any or all applications.
  6. 50% refund to exhibitors on cancellation will be granted upon written notice to CCM postmarked **no later than Monday, March 13, 2023**, sent by certified or registered mail. No refunds will be made based on any notice of cancellation if postmarked after March 13, 2023.
  7. Exhibitor shall be fully responsible to pay for any and all damages to property owned by ARIA, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless ARIA and CCM, its/and their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damage or charges resulting from or arising from or out of the Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, ARIA or any part thereof. The Exhibitor understands that ARIA does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.
  8. The purpose of the 2023 Connecticut Emergency Management Symposium is to provide an educational and informational experience for our delegates. To comply with IRS Ruling 75- 716, sales may not be made nor orders executed by exhibitors at any of the event facilities. This does NOT prohibit selling in the sense of discussing your services with delegates; it merely states that sales cannot be consummated or an order made firm at the symposium.

## 2023 CT EMS Payment Form

Please submit this form along with the booth application to complete your booth registration.

Payment Summary			
<b>2023 Emergency Management Symposium Booth</b>	<u>Outside Corridor – Premier Traffic Space</u>	<u>Exhibit Hall B</u>	<u>Exhibit Hall A</u>
	<input type="checkbox"/> \$1195	<input type="checkbox"/> \$995	<input type="checkbox"/> \$795
<b>Additional Booth Representative (includes lunch and badge) Deadline March 31, 2023</b>	_____ x \$60.00 = \$ _____		
<b>Program Ad Deadline March 31, 2023</b>	Size _____ \$ _____		
<b>GRAND TOTAL</b>	\$ _____		

Company Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Person, Title \_\_\_\_\_

Pay By:    VISA         MASTERCARD         DISCOVER     AMEX         CHECK

Total Amount to be charged: \$ \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Billing Address, City, State: \_\_\_\_\_

Billing Zip Code : \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

3 digit code on back of card  
4 digit code on front of card (AMEX)

Authorized Signature \_\_\_\_\_

Print Name and Title \_\_\_\_\_

*Send to Korbi Kelly-Banks • 545 Long Wharf Drive, 8<sup>th</sup> Floor • New Haven, CT06511 • [cmexhibitors@ccm-ct.org](mailto:cmexhibitors@ccm-ct.org)*

## ARIA's Local Preferred Hotel Partners

If hotel a room is needed, please contact ARIA's local preferred hotels below to make your own arrangements.

### [Courtyard by Marriott Waterbury Downtown](#)

<https://www.marriott.com/hotels/travel/hvncy-courtyard-waterbury-downtown>

63 Grand St, Waterbury, CT 06702

Phone: (203) 596-1000

### [Courtyard by Marriott Southington](#)

<https://www.marriott.com/hotels/travel/bdlcs-courtyard-southington>

1081 West St, Southington, CT 06489

Phone: (860) 620-1100

### [DoubleTree by Hilton – Bristol Hotel, LLC](#)

<https://www.hilton.com/en/hotels/bdlcddt-doubletree-bristol-connecticut>

42 Century Dr, Bristol, CT 06010

Phone: (860) 589-7766