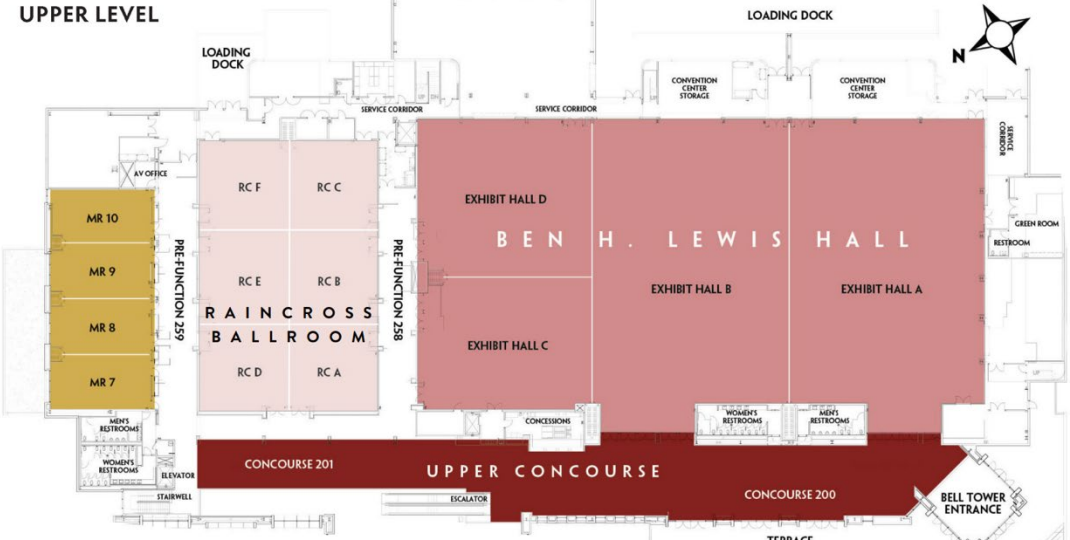
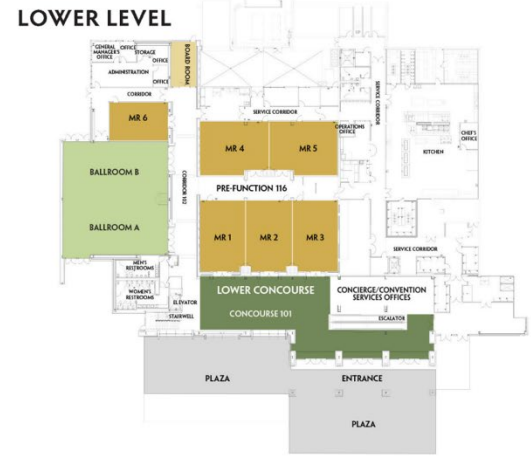





California Police Chiefs Association

2025 ATS Trade Show Reference Guide

Event	PCPA 2025 Annual Training Symposium Trade Show
Trade Show Date and Time	Tuesday, March 11th, 2025 10:00am - 4:00pm
Venue and Location	<p> Riverside Convention Center- 3637 5th Street, Riverside, CA. 92501 Trade Show will be held in the Ben H Lewis Hall B, C, D <u>and</u> Raincross Ballroom </p> <p> UPPER LEVEL </p>  <p> LOWER LEVEL </p>  <p> DOWNTOWN MAP </p> 
Set up/ Strike	<p> Set Up – Monday, March 10th 1:00pm – 6:00pm Tuesday, March 11th 8:00am – 10:00am </p> <p> Strike – Tuesday, March 11th 4:00pm – 8:00pm </p>
Event Staff Contacts	<p> Dave Best, Show Decorator with Western Event Service – 925.963-1240 (Booth Logistics, Load In/Out) Leslie McGill, CPCA Executive Director – 916-804-3527 (Everything Else) </p>
Do you have an Event agenda?	For the most up to date event agenda, please CLICK HERE!

Where is my booth or table display located?

You can view a link to our Trade Show Floorplan [HERE!](#)
 Please note, the final floorplan will look a bit different. For your convenience if you have reserved multiple booths, the final floorplan for the trade show will have your booth block combined and will reference the lowest booth number reserved as your main booth reference number. **For Example**, if you have booths 1 and 2 reserved, your booth number will be **1** on the final event floorplan. This addition was implemented to simplify the process of communicating your exhibitor location to event attendees.

What is provided at my booth and is there anything you suggest we bring?

Each 10' x 8' space includes these amenities:

- One 6' draped table, two chairs, one wastebasket and exhibitor ID sign.
- Booths will be set with 8' high backwall drape and 3' high siderail drape.
- Spaces are carpeted (custom carpet at a booth is optional).

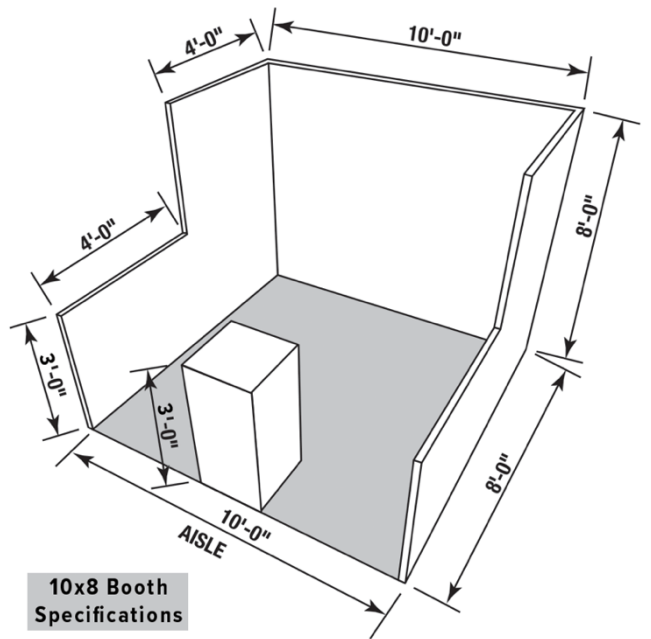
*Tables will be draped, but you are encouraged to bring your own branded table cover.
 *If you purchased electrical service, we recommend bringing a **small extension cable or power strip** to ensure your electrical requirements are met.

Do you have specific Specifications for a 10x8 Booth

Our interior or inline 10 x 8 Booths have one adjacent neighbor on either side of the booth.

Booths are 10' wide by 8' deep. No booth construction or signage may exceed 8' in overall height. The maximum height of 8' is permitted on the back 4' section and a maximum height of 3' is permitted on the front 4' section. Please reference the diagram of allowable configurations.

A Corner Booth has the same dimensions but is exposed to aisles on one side of the booth. The same rules for interior booths apply for Corner Booths.

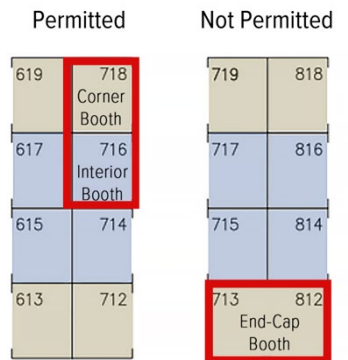


Multi-Booth Registration

If you're interested in reserving multiple booths, please note that they must be located within the same row. This ensures a smooth flow throughout the exhibit hall and avoids blocking other exhibitors.

Multiple booth setups cannot occupy end or corner booths of different rows. This policy is in place to maintain fair access and visibility for all exhibitors and to ensure no booths are "blocked in" behind others.

End-Cap and Peninsula Booth reservations are not permitted.



What is provided at a table display and is there anything you suggest we bring?

Each table display includes

- One 6' draped table, and two chairs
- The trade show hall is carpeted

*Tables will be draped, but you are encouraged to bring your own branded table cover.
 *If you purchase electrical service, we recommend bringing a **small extension cable or power strip** to ensure your electrical requirements are met.
 *You can bring a small banner display for behind your table. Please do not have banners exceeding 10 feet wide x 8 feet high.

	<p>* For table displays, all materials must stay on the tabletop. No monitors, screens, products, or other items (except for a banner display) may be placed beside or behind the table. If additional space is needed beyond what the table can accommodate, please upgrade to an exhibitor booth.</p>
<p>Is Electrical service included? How do I order?</p>	<p>Electrical service is not included with your booth purchase. You can arrange for electrical service and other show-related services through our Show Decorator, Western Event Service (WES). Please note that WES does not provide WIFI or any additional AV services (other than electrical orders). These additional services must be ordered directly through the contracted providers at the Riverside Convention Center. See the sections below for instructions on ordering WIFI and additional AV services.</p> <p>WES will use an online ordering portal for our upcoming event. At the beginning of each week, CPCA will provide WES a list of exhibiting companies that registered the week prior. All registered companies will receive an automated email from WES with a unique password to access the portal and order show services.</p> <p>For Electric, Freight, Load In/Out, booth logistics or portal password assistance please contact:</p> <p>Western Event Service Phone: 510-430-0510 Email: orders@westerneventservice.com</p> <p>Please note that the deadline for advance order prices is Monday, February 24th, 2025. After this date, late order rates will apply.</p>
<p>Is WIFI service included? How do I order?</p>	<p>Basic WIFI on a shared network will be available at the Riverside Convention Center. If you need a dedicated network, please complete the Inland Premier IT Solutions Network Order Form. We strongly recommend a dedicated network or hard line for exhibitors who need reliable server access or consistent streaming capabilities. You can arrange dedicated WIFI through the convention center's service provider, Inland Premier IT Solutions. All forms for ordering exhibitor services are available under the Exhibitor Services tab on our website. Visit our ATS Exhibitor Webpage to access these forms or CLICK HERE!</p> <p>For all dedicated network WIFI orders or questions, please contact:</p> <p>Inland Premier IT Solutions Contact: Adam Avalos Phone: 951.433.5373 Email: Adam@inlandpremier.com</p> <p>Please note all orders for dedicated WIFI Networks must be placed in advance by Monday February 24th, 2025. No dedicated WIFI networks will be able to be added on site.</p>
<p>Can I order AV Equipment?</p>	<p>Any AV equipment needs will be the responsibility of the exhibiting company to bring from outside the facility or arranged with the onsite AV contractor, PRO-AV at Riverside Convention Center. For additional AV needs, including video or audio equipment, monitors, lighting, etc, please arrange through the convention centers service provider, PRO-AV at Riverside Convention Center. All forms for ordering exhibitor services are available under the Exhibitor Services tab on our website. Visit our ATS Exhibitor Webpage to access these forms or CLICK HERE!</p> <p>For all AV orders or questions, please contact:</p> <p>PRO-AV @ Riverside Convention Center Phone: 951.346.4709 Email: rcc@pro-av.com</p> <p>Please note all AV Orders must be placed in advance by Monday February 24th, 2025. No additional AV equipment can be ordered on site.</p>

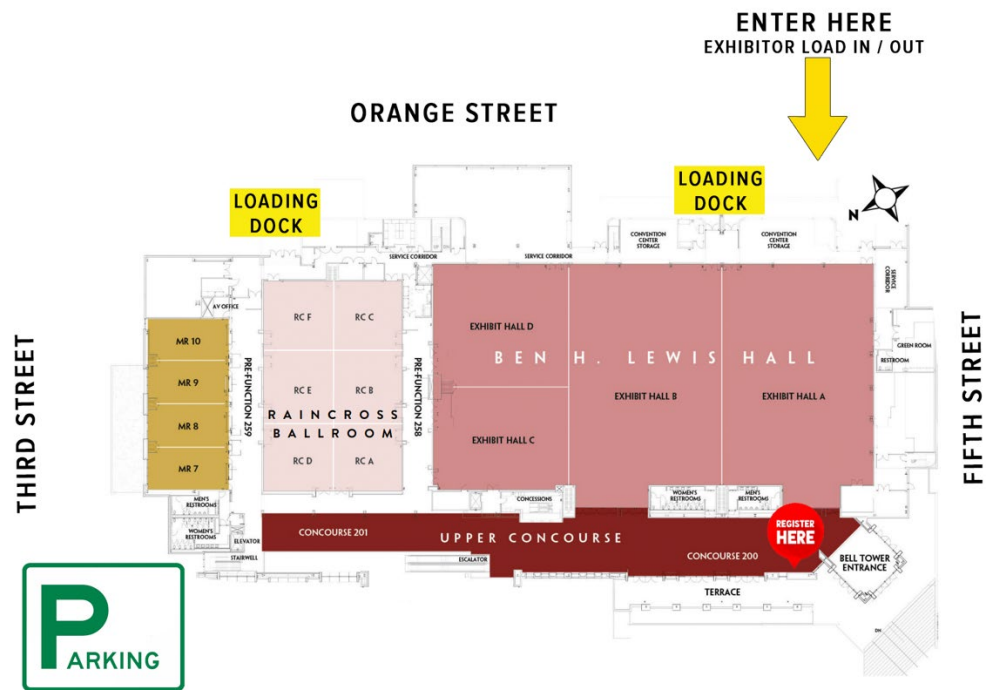
<p>What are my options for delivering my booth display and materials to the Convention Center?</p>	<p>All freight handling is arranged through our show decorator, Western Event Service (WES). All advanced freight shipping should arrive at Western Event Service's Warehouse by Thursday, February 27th, 2025 to avoid late freight handling surcharges. Do not ship your Advance Freight directly to the Riverside Convention Center, as they are unable to accept and store advance exhibitor freight and will refuse freight or exhibit materials unless they are delivered during the scheduled move-in times for the show. Please refer to Western Event Service's Exhibitor Service Kit or contact WES directly for additional freight options.</p>
<p>How do I register for an exhibitor badge or make a representative change?</p>	<p>If your representative information was not entered upon initial registration or if you need to make a change to your attending representatives, please email the Name, Title, Email, and Direct Cell Phone Number of each representative attending the trade show to Leslie McGill at lmcgill@californiapolicechiefs.org. All partner, sponsor and exhibitor representatives must obtain and display their exhibitor badge at all times while at the convention center.</p> <p>All attending company representatives need to be submitted to Leslie McGill by Monday, February 24th, 2025 to allow our registration company enough time to prepare exhibitor badges. Any additions or changes to your attending representatives after 02/24/2025 will have to be done on site and may result in additional wait times for your representative's sponsor badge.</p>
<p>How many badges are included with my booth, and can I add more?</p>	<p>Each exhibitor booth comes with two (2) exhibitor badges per reserved booth.</p> <p>You have the opportunity to purchase up to two (2) additional exhibitor badges per reserved booth, allowing for a maximum of four (4) exhibitor representatives per booth. Additional exhibitor badges are available for purchase for \$500 each. If you wish to add additional booth representatives, please inform Leslie McGill, and we will issue an invoice accordingly and register your additional representatives.</p>
<p>What Conference Access do I have with my Exhibitor Badge?</p>	<p>With an Exhibitor badge, access is limited to these specific events:</p> <ul style="list-style-type: none"> • The Welcome Mixer on Sunday, March 9th, from 3:00 pm to 5:00 pm in the upper concourse of the Riverside Convention Center • Entry to the trade show hall for setup on Monday, March 10th, 1pm to 6pm. • Admission to the Trade Show Hall on Tuesday, March 11th, 8am to 8pm <p>Exhibitor Only badges do not grant access to any other events or training sessions</p>
<p>Do I have the option to upgrade my exhibitor registration to an all-access badge this year?</p>	<p>We apologize but all-access badges are reserved exclusively for CPCA partners only this year due to limited space constraints at the venue.</p> <p>For partners who do have the all-access badge option please note that these passes are assigned to specific individuals and cannot be shared. Representative information for all-access badges must be confirmed with Leslie McGill, by Monday February 24th, 2025. An all-access badge gives you event access to the following:</p> <p>All-Access Event Badge Includes:</p> <ul style="list-style-type: none"> • Sunday Evening - Welcome Mixer • Monday - Opening Ceremony, Installation & Fallen Officer Recognition • Tuesday- Expo Hall • Tuesday Evening - "Gather - A Night Out in Riverside" • Monday through Wednesday- Lunch • Monday through Wednesday - Opportunity to Join Attendee Training & Sessions (including keynotes) • Monday through Wednesday- Access to Wellness Room & Business Lounge <p>*All-Access badge does not include access to board functions or dinners, Women Chief Breakfast or Professional Portrait Opportunity.</p>

<p>Where do I register for my Exhibitor Badge and/or All-Access Pass</p>	<p>Exhibitor and attendee registration will be held in the upper concourse of the Riverside Convention Center. Badges must be worn at all times so please make sure you register and obtain your exhibitor or all-access badge prior attending any functions within the convention center.</p>
<p>Do you still have room blocks available?</p>	<p>We apologize, but there are no reserved room blocks for exhibitors this year due to the wide selection of nearby hotels.</p> <p>Below are some hotel recommendations. However, there are many excellent options in the area, so please don't feel restricted to these suggestions.</p> <p>Hotel Recommendations (These are some hotels closest to venue): Marriott Riverside at the Convention Center- Closest Hotel to the Convention Center Hyatt Place Riverside/Downtown Hampton Inn Riverside Downtown Mission Inn Hotel & Spa</p>
<p>Are meals included with my exhibitor badge?</p>	<p>CPCA will offer lunch in the exhibit hall on Tuesday, March 11th.</p>
<p>Vehicle Requirements for ATS 2025 at the Riverside Convention Center</p>	<p>Vehicle registration at ATS 2025 will be highly restricted due to venue limitations:</p> <ul style="list-style-type: none"> • Raincross Ballroom: NO vehicles, trailers, or items requiring vehicle load-in are permitted. • Ben H. Lewis Hall: Vehicles, trailers, or items exceeding 1,000 pounds are NOT allowed due to the trade show's location on the second floor. This restriction ensures the structural integrity of the building and compliance with weight distribution requirements. <p>If you have a product within the weight requirements that you'd like to display, please contact Western Event Service (WES) at orders@westerneventservice.com to complete the necessary paperwork and arrange vehicle load-in and load-out.</p> <p>For questions regarding whether your product qualifies or to discuss alternative options, please reach out to Leslie McGill at lmcgill@californiapolicechiefs.org before registering for a booth.</p>
<p>Can I bring in my own food and beverage?</p>	<p>Outside food or beverages are not permitted within the convention center. The Riverside Convention Center has its own in-house culinary offerings. If you would like to purchase concessions for your booth, please contact the Riverside Convention Center to view their current menu and arrange services.</p>
<p>Do you utilize an event App?</p>	<p>CPCA be using Whova as the official event app for the Symposium. It will serve as your central hub for all things ATS and the best way to connect with attendees on-site. More details on how to utilize the event app will be sent via email about a month before the start of the event.</p>
<p>Will you have a raffle?</p>	<p>CPCA will not be hosting a raffle for ATS 2025. Exhibitors can choose to manage their own giveaways, either through their digital Exhibitor Booth on the Whova event app or in person at their Exhibitor Table. Using the Whova event app raffle feature provides immediate access to leads interested in participating in your giveaway. Exhibitors offering their own raffle are responsible for overseeing the raffle and contacting the winner, whether they use the event app or in person at their table.</p>
<p>Are there Firearms Requirements for Exhibitor Display?</p>	<p>If you will be bringing firearms for exhibitor display, please immediately inform Leslie McGill at lmcgill@californiapolicechiefs.org. Per RCC, Breech-loading firearms displayed must be deactivated by removal of the firing pin or other alteration so that they may not be fired. Live ammunition, powder or primers may not be brought into the Exhibit Hall. Any exhibitor firearm brought for display will be required to be inspected before the show by an authorized safety advisor.</p>
<p>Is there on-site security?</p>	<p>The Riverside Convention Center has professional personnel maintaining 24-hour security coverage for the facility.</p>

How do I bring in my display materials?

Hand carry-in is the sole method for bringing in your display items and materials unless arrangements are made with our Show Decorator at Western Event Service to assist you during load in/out. Rolling carts are not offered for personal use on site so please plan accordingly or arrange on site services with our show decorator, Western Event Services (WES) for load in/out.

Exhibitors may load in/load out of the facility through designated loading dock areas only. The main lobbies are not to be utilized for this purpose.



* If you have a limited number of items that can be hand-carried into the exhibit hall in a single trip, you may pull into the loading dock, unload, park, and return to bring your materials into the exhibit hall. For materials exceeding what one person can carry in a single trip, you will need to arrange load-in and load-out services with Western Event Service (WES). Vehicles must not be left unattended or parked at the loading dock, as the dock is strictly for loading or unloading items from your vehicle.

Exhibitor Disclaimer

The California Police Chiefs Association (CPCA) wants to make it clear that as an exhibitor, you may encounter various products or services used or endorsed during presenter presentations over the course of the event. Although we typically advise presenters to avoid mentioning specific products or services, please be mindful that there is a chance that if mentioned, the company could offer similar products/services as yours. CPCA is not responsible for, and cannot control, the selection or endorsement of any brands or companies during these presentations. The opinions and content expressed by presenters are their own and may not reflect the views or opinions of CPCA.

Scheduling of private events, meetings or outside functions

Corporate Partners, Sponsors and Exhibitors are prohibited from scheduling any one-on-one meetings or hosting private meals, meetings, events, etc. during any CPCA scheduled event/conference without prior approval from the CPCA. Feel free to coordinate with the CPCA team to ensure any outside gathering does not overlap with the CPCA conference/event schedule.

Parking Details

The Riverside Convention Center offers parking adjacent to the Riverside Convention Center in City Lot 33.

Riverside Convention Center
 3637 Fifth Street, Riverside, CA 92501
 Convention Center Parking Entrance: LOT 33
[3698 3rd Street, Riverside, CA 92501](https://www.riversideconventioncenter.com/parking)

- Convention Center Parking Entrance is at Third & Main Street
- Daily Cost \$15.00

No cash payments are accepted on site for parking. **No overnight parking is allowed.**

Riverside Convention Center Exhibitor Parking Map



DOWNTOWN RIVERSIDE CITY GARAGES, LOTS, AND ON-STREET PARKING



Map is for reference purposes only. Please observe and obey all regulations before parking.

CITY GARAGES

\$1.00 every 30 minutes
7 a.m. to 1 a.m. Monday through Friday
11 a.m. to 1 a.m. Saturday and Sunday
\$16.00 daily maximum (Garages 2 & 6)
\$20.00 daily maximum (all other garages)

CITY LOTS

\$1.25 every 30 minutes
7 a.m. to 10 p.m.
Monday through Saturday

ON-STREET PARKING

\$1.25 every 30 minutes
4-hour maximum 7 a.m. to 10 p.m.
Monday through Saturday

RiversideCA.gov/Parking



If you have any questions or need assistance, please contact Leslie McGill, Executive Director, at 916-804-35247 or email lmcgill@californiapolicechiefs.org.



California Police Chiefs Association

Exhibitor and Sponsor Terms and Conditions

Parties Involved

The following terms and conditions are part of the contract between the California Police Chiefs Association (“CPCA”) and your company (referred to as “Partner,” “Sponsor,” “Exhibitor,” or “You”) for participation as an Exhibitor or Sponsor at any CPCA-hosted event, conference, symposium, summit, course, or meeting.

General Conduct Rules & Regulations

Each exhibitor agrees to be bound by the terms and conditions set forth in these rules and regulations. The exhibitor acknowledges and agrees to the CPCA Code of Conduct. Every exhibitor representative is responsible for being fully aware of and upholding the contractual agreement your company makes requiring adherence to the CPCA Exhibitor Terms and Conditions and will abide by our associated CPCA Code of Conduct during the entire event

During any CPCA event, CPCA reserves the right, in its sole and absolute discretion, to expel or refuse admission to any representative of the Exhibiting Company or invitees whose conduct is, in its opinion, not in keeping with the character and spirit of CPCA.

Exhibitors may not assign or sublet any portion of their booth(s), nor may they display or advertise goods or services other than those provided by them in the regular course of business.

Booth Space Fees

- \$1,500 for Table Displays
- \$2,000 for Interior Booths
- \$2,500 for Corner Booths

Booth Space/Table Display Purchase and Assignment

Please select your booth space using our on-line floor plan located on the exhibitor webpage. Exhibit space is selected by the exhibiting company on a first-come-first-served basis online. Booths are not subject to reserve or "hold" for later order. CPCA reserves the right to modify the exhibit floor layout at its discretion.

Exhibitors are encouraged to complete an order payment with a credit card. Tradeshow booth orders paid at the time of the order with a credit card are considered secured. Orders opting to "Pay by Check" are NOT considered secured until payment is received. Due to the limited availability, CPCA will release booth/table display orders not paid within 30 days of order. Payments by check must be sent to: CPCA, P.O. Box 255745 Sacramento, CA 95865. All Booth or Table Display purchases made after February 7th, 2025, must be paid with a credit card at the time of registration. CPCA reserves the right to refuse any company from participating as a sponsor or vendor.

Balance Due Deadline

All invoices for booth spaces, table displays or sponsorships, must be paid in full by **February 7th, 2025**. Failure to meet this deadline may result in a termination of exhibit/sponsorship registration or a reassignment of the space at the discretion of the CPCA. All Booth or Table Display purchases made after **February 7th, 2025**, must be paid with a credit card at the time of registration. No company will be allowed to set up at the Conference with an unpaid balance.

Booth Cancellation

Written cancellations of prepaid exhibit space received by **February 7th, 2025**, will receive a refund of the paid amount (less a \$500 non-refundable registration fee). No refund shall be made for cancellations received after **February 7th, 2025**. Please send all cancellation requests to Leslie McGill at lmcgill@californiapolicechiefs.org

Conference Cancellation

Should the CPCA cancel any scheduled conference/event, the CPCA retains the discretion to refund the paid amount or credit the paid amount to a rescheduled or subsequent CPCA conference/sponsored event. CPCA will not be held liable for any expenses (other than fees collected by CPCA) which may be incurred by the vendor, including travel fees, lodging or labor expenses.

Exhibitor Complaints

Exhibitors with specific concerns and/or complaints need to file them (in writing) with the CPCA within 30 days of the close of exposition hall. The CPCA will review any complaints received by the deadline and, at its sole discretion, determine what if any action should be taken.

Exhibitor Services

- **CPCA Official Provider /Decorator**

Western Event Service (WES) is the official provider/decorator for the exhibition. WES will provide an Exhibitor Services Guide and online ordering service for booth set-up, freight handling/shipping, vehicle load-in/out, specialty carpet (optional), Electrical, and other exhibitor needs. Please direct questions and service requests to Western Event Service at orders@westerneventservice.com

- **Internet**

Basic WIFI on a shared network will be available at the Riverside Convention Center. If you need a dedicated network, please contact Inland Premier IT Solutions at Adam@inlandpremier.com

- **AV Equipment Orders**

Any AV equipment needs will be the responsibility of the exhibiting company to bring from outside the facility or arranged with the onsite AV contractor, PRO-AV at Riverside Convention Center. For all AV orders or questions, please contact PRO-AV@ Riverside Convention Center at rcc@pro-av.com

Facilities & Display Information

Booths are 10' wide x 8' deep and are equipped with standard framing materials, 8' high flame-proof drapery back wall and 3' high side dividers. Each exhibit spaces includes a 44' x 3' identification sign indicating the company name and booth number, one 6' table, two chairs and a wastebasket. The show hall is carpeted.

- Each exhibitor is entitled to a reasonable sight line from the aisle, regardless of the number of booth spaces purchased. Displays shall not exceed 8' in height in the back and shall not exceed 3' in height beyond 4' from the back wall. If your display does not meet these specifications, contact CPCA for approval of any exceptions.
- Display signs, materials or displays are limited to the assigned space and shall not be permitted in any public space or elsewhere in the meeting facility. All displays and demonstrations are to be within the bounds of the assigned space and shall not interfere with aisle space or be outside of the assigned space.
- Exposed, unfinished sides of backgrounds must be draped or covered to present an attractive appearance.
- No part of a display or its signage may be nailed, taped or otherwise attached to columns, walls, doors or floors in such a manner as to deface or destroy them. If the premises of the facility are defaced or otherwise damaged by the exhibitor, its agent or representatives, the exhibitor will be liable to the facility for the amount necessary for restoration to its previous condition.
- The Exhibitor shall not place in the exhibit area any material or equipment whose presence, appearance or operation produces noise, vibration, odor or other irritant that is objectionable to the CPCA, the Convention Center, or other exhibitors or attendees. Exhibits that defame, disparage or denigrate the products or integrity of another Exhibitor are also prohibited.
- All material(s) must be flameproof and fire resistant to conform to local fire ordinances and regulations and insurance carriers.
- All aisles and exits shall be kept clear at all times. Fire extinguisher equipment shall not be covered or obstructed in any manner.

Exhibitor Liability

The CPCA requires each exhibiting company and exhibitor appointed non-official contractors, to carry general liability insurance with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Check with your insurance company. In addition, in view of the potential for disruption that could be caused in the event of any communicable or infectious disease, epidemic or pandemic, Exhibitors may also wish to inquire into the availability of insurance to cover such eventualities. Exhibitors are not required to send a copy of their Certificate of Insurance; however Exhibitors must have the Certificate on-site and provide a copy if asked.

Neither the CPCA or Riverside Convention Center shall be held liable to an exhibitor for any damage, loss, or destruction of an exhibit or the property of an exhibitor, or that of a third-party attendee of which they are hurt or have property damage, due to the negligence of the exhibitor. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save meeting sponsor, exhibit management, convention and hotel facilities and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's negligence which includes installation, removal, occupancy, or use of the exhibition premises or a part thereof any operations involved as an exhibitor at the event, except a claim due to the negligence of the CPCA. In addition, Exhibitor acknowledges that that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses of the Exhibitor.

Exhibitor Staffing Regulations

Spaces must be staffed at all times during posted Tradeshow hours. CPCA assumes no responsibility for space during set-up and dismantling.

Exhibitor Badges

Exhibitors must always wear an official event badge within the symposium areas and tradeshow hall. Badges are available on-site during move-in. Additional badges above the prescribed allotment for an exhibit booth may be offered at the discretion of the CPCA and at an additional cost. Only employees of the company purchasing space may be registered as Exhibitors. Badges will be issued only to personnel staffing the booth, as indicated by the designated representative during the registration process.

Delayed Occupancy

Space not occupied by the close of the set-up and load-in date and time may be forfeited and the space will be reassigned by CPCA without refund.

Character of Exhibit

The CPCA reserves the right to decline an exhibitor permission to conduct, maintain and exhibit if, in the sole judgment of the CPCA Show Management, said exhibitor shall in any respect be deemed unsuitable or offensive to other individuals or the association. This reservation includes, but is not limited to, personal attire and conduct, articles of merchandise, printed matter, subject matter, souvenirs, catalogs, and any other items, without limitation, which affect the character of the Exhibition or the CPCA.

Exhibit Booth Noise and Lighting

Exhibitors may use sound equipment in their booths provided the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. The noise level and content of exhibits will be monitored by CPCA staff. Any Exhibitor producing sound at a volume that is objectionable to other Exhibitors will be asked to lower the volume. If this cannot be done to the satisfaction of all, sound production will have to cease. Profanity of any sort is not permitted as part of displays, simulators, video or presentations. Failure to comply with these regulations may result in the loss of ability to display audio features in the violating booth or expulsion from the show.

- a. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions.
- b. Exhibitors should also be aware that under the Americans with Disabilities Act, persons with disabilities are entitled to accommodations that will enable them to have full access to the Event. Accordingly, to comply with the ADA, it may be necessary for an Exhibitor to modify its noise and/or lighting levels to accommodate persons with disabilities.

Exhibitor will defend, indemnify and hold harmless the CPCA against any claim or suit for copyright infringement or violation of intellectual property rights (e.g. trademark) that arises from Exhibitor's violation of copyright or intellectual property law or against any claim against failure to accommodate a person with disability. The use of special lighting effects, such as strobes, flashers, etc., is prohibited unless lighting features are expressly the product(s) on display. If the CPCA receives complaints about lighting effects, it may be necessary for exhibitor to turn off special lighting feature. All booth lighting including gobos must stay within the booth parameters.

Retail Sales

Retail sales are not permitted in the Exposition Hall. Exhibitors may take orders, but cash and/or credit transactions are not allowed in the Exposition Hall.

Remote Controlled Devices

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibitor booth or exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated.

Exhibitor Gas, Liquids and Flammables

An exhibitor planning to have compressed gasses, liquids or flammable material in an exhibit space must secure prior written approval from the CPCA.

Vehicle Display

Exhibitor Vehicles/Trailers are limited at ATS 2025 at the Riverside Convention Center to under 1000lbs. Vehicles on display must be approved 30 days in advance and obey the following rules:

- Exhibiting company must arrange vehicle load in/out with Western Event Service
- Keys must be delivered to Western Event Service
- Vehicle may have no more than 5 gallons of gas
- Vehicles must not be driven inside the Conference Center building
- Vehicle must have a locking gas cap or tape over the gas cap
- Batteries must be disconnected in an approved manner
- Vehicle must have a drip pan under the vehicle's drive train (motor to differential)
- Vehicles must not be moved during show hours
- Refueling is prohibited in the facility
- Floor plans must indicate where vehicles are to be located and be preapproved

Animals

Display of domestic service animals in conjunction with an approved exhibit must be submitted to CPCA for approval and must meet the following confinement guidelines:

- a. Animals are to be on a leash at all times if not confined to a pen.
- b. Animals are to be confined within a pen if not on a leash.
- c. Animals must be under constant control at all times by the owner or handler.

Booth and Table Display Activities, Giveaways or Raffles

It is recommended that exhibiting companies abide by the federal government guidelines for gifts. Gifts of firearms must abide by all federal, state and local regulations of the conference venue. Please note that CPCA reserves the right to not approve or stop dissemination of any giveaway. However, CPCA is not in any way responsible for determining local law, nor is it liable for such drawings and does not endorse any services or products drawn. Exhibitor agrees to defend, indemnify and hold harmless CPCA against any third-party claims seeking to hold CPCA liable for conducting, allowing or sanctioning any prohibited lottery, giveaway, raffle, or game of chance.

Food/Beverage

The Tradeshow venue retains the exclusive right to provide, control and maintain all food and beverage services within the Tradeshow. Please note that no food or beverages for public consumption may be brought into the Tradeshow by any Exhibitor. The provision of alcoholic or non-alcoholic beverages, snacks or treats are included under these exclusive rights. All food and beverage samples brought into these premises must have approval of venue in writing prior to the event and adhere to the published Sampling Guidelines.

Cleaning

CPCA provides cleaning of common aisles and areas. Exhibitors must maintain assigned spaces in good order.

Security & Liability

The Tradeshow area will be secured during non-tradeshow hours, and no entrance by any person will be allowed. The Exhibitor assumes all risk and responsibility for any and all loss, theft and/or damage to Exhibitor's displays, equipment and other property while on the premises, and hereby waives any and all claims and/or demands it may have against the CPCA arising from such loss, theft and/or damage. In addition, the Exhibitor agrees to defend, indemnify and hold harmless CPCA and its directors, officers, employees, and agents from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees, costs of court and costs of other professionals, arising from directly and/or indirectly and/or in connection with the Exhibitor's occupancy and/or use of the exhibition premises and/or any part thereof and/or any act, error and/or omission of the Exhibitor and/or its employees, subcontractors and/or agents. except that Exhibitor shall not be responsible to indemnify a party to the extent a liability, obligation, claim, damage, suit, cost or expense arises from the sole active negligence or willful misconduct of that party

Pre and Post Show Opt-In Attendee Lists

Should you utilize the opt-in attendee list provided to you for marketing purposes by CPCA, you are agreeing to the following: I understand that the CPCA attendee list is for one-time use only and is intended solely for contacting attendees registered for our 2025 Annual Training Symposium. Any unauthorized use, reproduction, or distribution of this list is strictly prohibited. The information contained herein is confidential and should not be shared with third parties. By accessing this list, you agree to these terms and conditions.

We kindly ask that you use attendee lists responsibly, ensuring that any communication with attendees is minimal and respectful. Your cooperation in maintaining their privacy and fostering a positive experience is greatly appreciated.

Scheduling Private Events and Meetings

Corporate Partners, Sponsors and Exhibitors are prohibited from scheduling any one-on-one meetings or hosting private meals, meetings, events, etc. during any CPCA scheduled event/conference without prior approval from the CPCA. Feel free to coordinate with the CPCA team to ensure any outside gathering does not overlap with the CPCA conference/event schedule.

Suitcasing and Outboarding

The CPCA considers the practices of Suitcasing and/or Outboarding to be unethical business conduct and strictly prohibits both practices. Suitcasing refers to the practice of companies or persons who go to shows as attendees but "work the aisles" from their suitcase (briefcase), soliciting business from other attendees and exhibitors. Outboarding refers to non-supporting companies who set up exhibits or events at off-site locations, such as hotel hospitality suites or nearby restaurants, and encourage attendees to leave the show floor and spend time with them. For the good of the show and the exhibitors supporting the show, the only legitimate place to conduct business during show hours is within a contracted exhibit space on the show floor. Only official CPCA Partners, Sponsors and Exhibitors are allowed to conduct other hospitality events during non-show hours. Exhibiting companies are encouraged to protect their investment and report any violations immediately to CPCA Show Management.

Exhibitor Photography/Recording

Exhibitor photography and recording within the Exposition Hall is regulated. Exhibitors may only take photos, images or recordings of their own booths and equipment. Photographs or recording of the Exposition Hall in general or other exhibitors' booths is prohibited unless specific permission is granted by Show Management. Violation of this policy could result in expulsion from the show.

CPCA Photo/Audio/Video Release

Occasionally, CPCA events may be photographed by staff or a professional photographer/videographer. By agreeing to the terms and conditions, partners, sponsors, and exhibitors give unconditional permission to CPCA to use their photographic/filmed image and/or audio recordings for the purposes of promoting, publicizing and advertising CPCA. Images, video or audio taken will remain the property of the CPCA and may be used in its publications, website, and other publicity material. Those wishing to opt out of this media release must notify CPCA in writing by emailing [Leslie McGill](mailto:Leslie.McGill@CPCA.com) prior to any event they are registered for.

Force Majeure

Neither party shall be liable for failure to perform its obligations under any part of these Terms and Conditions due to events beyond its reasonable control, including, but not limited to, acts of god, extreme weather, flood, fire, strikes, riots, terrorism, war, governmental acts, risk to public health, etc. or anything that would make a performance of the obligations illegal or impossible. In the event of force majeure, CPCA shall be under no obligation to refund all, or part of the sums paid by the exhibitor. CPCA shall be under no liability to the exhibitor which may result thereof.

General

The CPCA reserves the right to change, amend, add or remove any of the above terms in its sole discretion and without prior notice. If one or more of the conditions outlined in this Registration Agreement should become invalid, the remaining conditions will continue to be valid and apply. This Registration Agreement applies to all Event participants, including but not limited to, attendees, speakers, partners, sponsors, and exhibitors.

Unless you are subject to a separate agreement with the CPCA, this Agreement constitute the entire agreement and understanding among the parties with respect to the subject matter hereof and supersede all prior and contemporaneous agreements, understandings, inducements and conditions expressed or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. This Agreement shall be binding upon and inure to the benefit of the parties, their successors, and assigns. This Agreement may not be assigned without CPCA's express, prior written consent which may be withheld at CPCA's sole discretion.

DISPUTE RESOLUTION

Each party commits that in the event a dispute should arise under this Agreement or relating in any manner hereto, the parties agree to attempt to mediate their dispute prior to the commencement of formal litigation (i.e., the filing of a lawsuit or other legal proceeding), using a third-party mediator. The costs of such mediation shall be equally divided between the parties. Such mediation shall be conducted by each party designating a duly authorized officer or other representative to represent the party, with authority to bind the party, and that the parties agree to exchange informally such information as is reasonably necessary and relevant to the issues being mediated. If such mediation is unsuccessful, then either party shall have the right to initiate litigation. All mediation proceedings shall be confidential, and no information exchanged in such mediation shall be discoverable or admissible in any litigation involving the parties. In the event a party seeks equitable relief (such as injunctive relief or specific performance), or in the event of an approaching deadline prescribed by an applicable statute of limitation, then there shall be no requirement that such party utilize the mediation process referred to herein.

ATTORNEY'S FEES AND COSTS

Should any Party breach these Terms and Conditions, the substantially prevailing, non-breaching Party will be entitled to an award of its costs and reasonable attorneys' fees expended in any action to seek injunctive or other relief based upon the terms of these Terms and Conditions.

GOVERNING JURISDICTION

These Terms and Conditions and all matters regarding CPCA events, conferences, summits or courses shall be governed by and enforced under the laws of the State of California. The jurisdiction for any disputes arising from or related to these Terms and Conditions shall be exclusively in the state and federal courts located within the jurisdiction of Sacramento, California.

SEVERABILITY

If any provision of this Agreement is held to be invalid, void, and/or illegal, all remaining terms, provisions and conditions are in full force and effect.

ELECTRONIC ACCEPTANCE OF TERMS AND CONDITIONS

Electronic acceptance of the Terms and Conditions presented in the CPCA Exhibitor Terms and Conditions constitutes agreement by the Exhibitor to abide by all the terms and conditions, rules and regulations contained therein. Exhibitor affirms he or she has read and understand these Terms and Conditions and have had opportunity to review them with legal counsel prior to executing the electronic acceptance. Violation of any of these terms will forfeit any money paid and may result in ineligibility of future CPCA events/opportunities.

CPCA Staff Contact for Show

Leslie McGill, Executive Director

lmcgill@californiapolicechiefs.org

916-804-3527

P.O. Box 255745 Sacramento, CA 95865-5745