

DIR®/Floortime: A State-of-the-Art Approach for People with Special Needs

Saturday October 15, 2011 | Burbank Marriott Hotel

Vendor Application & Agreement

**Thank you for your interest in becoming a vendor for the 2011 California
DIR®/Floortime Conference!**

Organization _____

Contact Name _____

Title _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Questions

How many booths requested? _____

How many staff members will be manning your booth? _____

Are any staff members manning your booth also attending the conference?

YES

NO

If so, what are their names? _____

Is your organization a non-profit?

YES

NO

If yes, please attach your 501(c)3 form.

Payment

Checks: please make payable to P.C.D.A

Credit card: please fill out the following information

Visa or MasterCard (pls. circle)

Number _____ - _____ - _____ - _____

Expiration date ____/____

Amount to charge _____

Policies

Set-Up and Removal

Vendors may arrive no earlier than 6:30am on Saturday October 15. Vendors must vacate the building by 5:00pm.

Fees

Each vendor table costs \$125.00. Non-profit organizations pay a discounted rate of \$75.00. There are no per-hour rentals. Space is limited and is first come, first serve. Table payment must accompany this agreement.

Admittance to conference

The table rental fee does not include entry to the conference. Only those who have registered and paid for individual entry to the conference (regardless of booth rental) are eligible to attend the conference. You may register yourself and/or your staff for the conference online at www.regonline.com/DIRconference.

Space rental

Table size is 6' x 30" and will have two chairs. Each table is covered with a black spandex cover. There is electricity provided through nearby wall sockets. There is no internet access. Tables are arranged in the entry room adjacent to the Conference.

Schedule for the day

Conference attendees begin arriving at 7:30am. The conference is in session from 9am-12pm and 1:30pm-4:30pm. The major traffic in the vendor booth area will occur between 7:30-9am, 12-1:30pm and 4:30-5pm.

Signs and Banners

Signs and banners must be professionally printed. The Vendor must provide their own means of displaying banners or signs. The Burbank Marriott Hotel reserves the right to request removal of any sign or banner, without reason. Signage and banners may not be hung on or adhered to any wall space by any means.

Loss or damage

The Vendor indemnifies and agrees to hold harmless Pasadena Child Development Associates, the Floortime Coalition of California, or ICDL, officers, directors and employees against any or all damage to property or property of personal injury caused by Vendor or his agents, representatives, employees or any other person during the term of this agreement from any cause whatsoever, by person of use, occupancy and enjoyment of Exhibit space by Vendor or any person therein with the consent of the Vendor will indemnify and save harmless Pasadena Child Development Associates, the Floortime Coalition of California, or ICDL from any liability whatsoever on account of any such damage or injury, whether or not caused by negligence or breach of any obligations by Vendors or its employees or representatives

Laws & Safety

The Vendor must conform to all local law enforcement and fire codes, health regulations, electrical codes, and other local, city, state and federal laws and regulations. It is the exhibitor's responsibility to acquire any permits necessary to meet local regulations. All material used in the facility must be flameproof and fire resistant. Open flames are NOT allowed.

Aisles and exits shall remain clear, clean and free of debris and obstacles. Easels, signs, tables, etc., shall not be placed outside allotted booth area.

The Vendor shall not sell or give away any alcohol or intoxicants.

Vendor cancellation

Should the Vendor decide to cancel this agreement, the fee is forfeited. Pasadena Child Development Associates, the Floortime Coalition of California, or ICDL reserve the right to reject any applicant at any time without reason.

Event cancellation

Pasadena Child Development Associates, the Floortime Coalition of California, or ICDL reserve the right to cancel this agreement and reschedule the conference due to venue damage or any act of God. In the event of a rescheduled date or complete event cancellation, the Vendor may elect to receive a refund for the table rental. However, Pasadena Child Development Associates, the Floortime Coalition of California, and ICDL are not responsible for any travel or lodging expenses incurred by the Vendor.

By signing this application, I am agreeing to the above terms.

Signature: _____ Date: _____

Deadline: October 5, 2011

Please initial each page and sign/date above. Upon receipt of this application and payment, all vendors will be screened and then contacted by the Conference Coordinator.

Please return signed application and payment to Katherine Getts via:

Fax: (626) 793-7341

Mail: Pasadena Child Development Associates
Attn: Katherine Getts
620 North Lake Ave
Pasadena CA 91101