

**California Bus Association  
47th Annual Convention & Trade Show  
"Moving Forward"**

**October 24-26, 2021  
Henderson, NV  
Westin Lake Las Vegas Resort & Spa**



## Exhibitor Rules & Regulations

### Rules

These rules and regulations govern the exhibits under the auspices of the California Bus Association (hereafter listed as CBA) are part of the agreement for exhibit space.

### Space Size And Price

Each exhibit space includes one draped 6' table with one chair. Electricity can be provided if requested. (20 Amp 110 V outlet at an additional cost of \$132 in advance or \$200 on day-of) **Freestanding displays are permitted in the outer perimeter of the room if they are no wider than the exhibit table.** The rate per table is \$350.00. Tables are available to current members of CBA only. We will not be using pipe and drape.

### Use Of Space

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear; to this end, exhibits should be so arranged that exhibitors will be inside the space assigned. All material used for decoration, i.e., paper, cardboard, cloth, etc., shall be flame-retardant type. Safety and fire exits and equipment must be left accessible and in full view at all times.

### Liability

It is mutually agreed that the California Bus Association and Westin Lake Las Vegas Resort shall not be liable to any exhibitor for any damage to or for the loss or destruction of an exhibit on the property of an exhibitor or injuries to his/her person resulting from any cause. All claims for any such loss, damage, or injury are expressly waived by the exhibitor.

### Restriction

CBA reserves the right to prohibit any display or exhibit or any part of a proposed exhibit which it judges not suitable or in accordance with the general character of the exhibits; this refers to conduct of persons, printed matter, souvenirs, or anything that may be classed as unsuitable.

### Cancellations

In the event an exhibitor finds it necessary to cancel its participation in the CBA 2021 Trade Show, refunds will be as follows: For cancellations through September 24, 2021, a full refund less a \$25 processing fee will be provided. For cancellations after September 24, 2021, a full refund less a \$25 processing fee will be provided **if space is resold**; a 50% refund will be provided **if space is not resold**. All cancellations must be received in writing by September 24, 2021. Please email to [information@cbabus.com](mailto:information@cbabus.com) to ensure prompt delivery. Mail requests may be sent to PO Box 6123, Concord, CA 94524, however, timely delivery cannot be assured.

### Failure To Occupy Space

Space not occupied will be forfeited by exhibitor without refund.

### Installation Of Exhibits

Installation of exhibits will be on Tuesday. See schedule for time.

### Open Exhibit Hours

Tuesday, October 26, 2021. See schedule for time.

### Removal of Exhibits

No exhibits may be dismantled before the official closing of the CBA 2021 Trade Show at 3:45 p.m..

### Exhibitor Registration

Exhibiting companies must be registered Convention attendees. Refer to the Registration form enclosed for the required registration fees. Only those persons wearing badges issued by CBA for the Convention will be permitted into the exhibit hall. It is important that all exhibitors be registered. Badges must be worn at all times; badge swapping among personnel is prohibited.

### Rights Of Trade Show Management

Should any emergency of any nature arise previous to the opening show date which would prevent its scheduled opening, destruction or damage to the exhibit area by fire, wind storm strikes, acts of God, etc., or a declaration of any emergency by the Government, it is expressly agreed that CBA may retain as much of the payment for exhibit space as is necessary to cover the expenses incurred by the Association up to the time of such emergency. All points not covered by these rules are subject to the judgment of the Board of Directors of CBA.

### Shipping of Display Materials

A convention service will not be used by CBA. Each exhibitor may ship their display materials to the hotel no more than three (3) days prior to the date of the function. The following information must be included on all packages to ensure proper delivery:

1. Company Name
2. Guest's name
3. c/o CBA Annual Meeting & Convention
4. Westin Lake Las Vegas Resort  
101 Montelago Boulevard  
Henderson, NV, 89011  
702-737-3100
5. Date of Function - October 24-26, 2021

Packages can be picked up at the Westin business office between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday and between 9:00 a.m. and 2:00 p.m. on Saturday. Westin Lake Las Vegas Resort will charge a package handling fees based on size and type of package sent. Business Center rates are available on the fee schedule page attached.

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**Westin Lake Las Vegas Hotel & Spa Business Center Rates**



**Shipping and Receiving**

Letters	\$5 per letter
1 to 15 lbs.	\$10 per package
16 to 30 lbs.	\$18 per package
31 to 80 lbs.	\$25 per package
81 to 100 lbs.	\$45 per package
Over 100lbs.	\$0.75 per lb.

**Boxes**

12 X 9 X 5	\$3
8 1/2 X 8 1/2 X 6 1/8	\$4
12 X 12 X 12	\$5
14 X 14 X 14	\$6
21 1/2 X 15 X 12	\$7
18 X 18 X 18	\$8
60 X 12 X 12	\$12

**Photocopying**

Black & White	
Per page	\$0.25
Double-sided page	\$0.35
Color	
Per page	\$1

**Facsimile Services**

Domestic - per transaction for 1-5 pages	\$5
International - per transaction for 1-5 pages	\$10

**Scan to E-mail**

1-5 page scans	\$5
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*\*Additional pages for faxes and scans are a \$1 per page*

**Please address all boxes to:**

Your Group or Company Name  
Attention: Your Name  
Exhibit Number or Alphanumeric code  
101 Montelago Blvd  
Henderson, NV 89011  
Tel: 702-747-3100