

CALIFORNIA SOCIETY FOR HISTOTECHNOLOGY
2017 Annual Symposium/Convention
Exhibitor's Information

February 2017

Dear Vendor:

I wanted to invite you to our 41st Symposium / Convention CSH meeting for 2017. This year the meeting will be held at the Hilton San Jose Hotel, 300 Almaden Blvd., San Jose, CA 95110. The exhibitor's hall will be open to all attendees from 9A.M on Friday, May 19, 2017 through Noon on Saturday May 20th. The exhibit hall itself is secured and will be locked during non-exhibiting hours.

The schedule for the Exhibit Hall is as follows

Thursday, May 18th:	3pm to 6pm	Exhibitor Set up
Friday, May 19th:	9AM to 6PM Vendors' reception	*Breaks at 9:30am and 3:30pm Raffle drawings: 6p.m.-8:00 p.m.
Saturday, May 20th:	9am to 12Noon 12Noon to 3pm-Breakdown of Exhibit Hall	*Break at 9:30am

*Breaks are 30 minutes each

Exhibit tables are \$450.00 for one (1) table or \$800.00 for two (2) tables. Electrical extension cords are available for \$35.00 each. **Exhibitor fees are to be paid in full by April 15, 2017; a late fee of \$50.00 will be applied after 4/16/2017.**

Should you be interested in sponsoring a coffee break, sponsoring a workshop, contributing towards a society activity or function during this meeting, please let us know. It would be greatly appreciated by the society and acknowledged in our program. Please contact Kathy Hardy at 408-772-8235 or kathy.hardy@sbcglobal.net

If you plan to exhibit, please fill out and return the enclosed form with check made out to CSH. Exhibitor/Trade Show Guidelines that is supplied by the Hotel will be forwarded to you after we receive your registration form. If you cannot attend but you'd like a copy of the attendee list (Names and work contact information only), it can be made available to you for \$100.

Hilton San Jose Hotel information:

- Single/\$159.00 Double/\$159.00
- Discounted, covered and secured self-parking is available at Complimentary per care/day for in-house guests
- Hotel Shuttle to and from SJ airport
- Check in: 3pm
- Check out: 12 noon
- Hotel link coming soon. Please check our website for complete information for hotel reservations including parking.

**EXHIBITOR CONTRACT/REGISTRATION FORM
CALIFORNIA SOCIETY FOR HISTOTECHNOLOGY
ANNUAL SYMPOSIUM/CONVENTION May 18-21, 2017
Hilton San Jose, 300 Almaden Blvd.
San Jose, CA 95110**

The Company specified below agrees to attend the formal exhibit of products at the 2017 CSH Annual Symposium/Convention on Thursday, May 18th through Saturday, May 20th, 2017 at the Hilton San Jose Hotel. This contract is the accepted commitment on part of the company and may not be cancelled once it is received. I understand that the equipment set up is on the afternoon of Friday, May 18th and must be dismantled by the afternoon of Saturday, May 20th.

	Cost	Number Requested
Exhibitor's Table, Manned	1 - \$450.00	
	2 - \$800.00	
Exhibitor's Table, Unmanned	\$200.00 ea.	
Extension Cords	\$35.00 ea.	
Attendee List (for non-attending vendors only)	\$100.00 ea.	
Late registration fee (after 4/16/17)	\$50.00	
# of Membership Luncheon tickets your company would like	\$25.00 ea.	

Additional information on Misc. Hotel charges/fees will be provided after we receive your reservation. Miscellaneous charges include the following items such as:

Pallets/box or
4x4x4 and up
Package/box

***** Please note that the additional miscellaneous charges will be paid directly to the Hilton San Jose Hotel, not to CSH. A loading dock is available. **Deliveries must not be delivered before 5/15/2017.** *****

Delivery Label Information:

C/O: California Society for Histotechnology

May 18, 2017

Attn: Jenny Lopez, Director of Catering and Convention Services

San Jose Hilton Hotel

300 Almaden Blvd.

San Jose, CA 95110

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San Jose, CA 95110**

Membership Luncheon: Sat. May 20th - Noon. Tickets are available at \$ 25.00 each

Company's Name _____
Address _____

City/State Zip Code _____
Contact Person/Title _____
Phone _____
FAX _____
E-mail _____

Special Request(s):

For the preparation of name badges, please supply a list of all representatives of your company that will be attending our meeting:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Please make check out to CSH and return completed contract and Check to:

Kathy Hardy, CSH 2017 Exhibits Coordinator
3663 Calvin Ave.
San Jose, CA 95124

ANNOUNCEMENT

We have increased the table fees this year to be more in line with what is being charged at other conventions. This is the first increase in booth fees in over 8 years. We would like to encourage all vendors to support our raffles by donating gifts for attendees.

Again this year to encourage the attendees to visit with all of our vendors in our exhibitor's hall, two raffles will be held, one each at the conclusion of the workshops on Friday, May 19th and Saturday, May 20th, 2017 at noon. These raffles are independent of the raffle normally conducted during CSH's Luncheon/Membership Meeting held on Saturday, May 20th.

For each day of that contest will be held, each attendee will be given a list of vendors. In order for an attendee to qualify for the raffle, the attendee must visit each exhibitor on the list and obtain verification from the vendor of the visit to the booth. CSH will then collect the completed raffle ticket and 2-3 prizes will be awarded at the end of the day on Friday, 5/19/17 and 5/20/17 Saturday, raffle tickets will be awarded at the general membership meeting. Winners must be present at the time of the raffle to win the prize.

Current ideas for raffle prizes include: iPod, digital camera, gift cards etc. If you would like to help CSH defray the costs of these raffle items with a donation, it would be most welcomed. Any contributions will be acknowledged in our program and during the Membership meeting. If you have any additional suggestions or comments to make this plan and our meeting successful, please let us know.

If you have any further questions or concerns about exhibiting at our convention, please feel free to contact me. Thank you for your interest.

Sincerely,

Kathy Hardy
CSH 2017 Vendor Coordinator

kathy.hardy@sbcglobal.net
408-772-8235

As always, CSH would like to thank you for your continuing support to our organization.