

**EXHIBITOR CONTRACT/REGISTRATION FORM
CALIFORNIA SOCIETY FOR HISTOTECHNOLOGY
ANNUAL SYMPOSIUM/CONVENTION May 2-5, 2019
DoubleTree by Hilton Pleasanton at the Club
7050 Johnson Dr., Pleasanton CA 94588**

February 2019

Dear Vendor:

I wanted to invite you to our 42nd Symposium / Convention CSH meeting for 2019. This year the meeting will be held at the DoubleTree by Hilton Pleasanton at the Club. The exhibitor's hall will be open to all attendees from 9A.M on Friday, May 3rd, 2019 through Noon on Saturday May 4th. 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 2nd	4-6 PM	Exhibitor Set up
Friday, May 3rd:	9AM to 6PM Vendors' reception	*Breaks at 9:30am and 3:30pm Raffle drawings: 6p.m.-8:00 p.m.
Saturday, May 4th:	9am to 12Noon 12Noon to 3pm-Breakdown of Exhibit Hall	*Break at 9:30am

*Breaks are 30 minutes each

Exhibit tables are \$550.00 for one (1) table or \$900.00 for two (2) tables. Electrical extension cords are available for \$35.00 each. **Exhibitor fees are to be paid in full by April 15, 2019. A late fee of \$50.00 will be applied after 4/16/2019.**

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. **This registration form is available on our website for those that wish to pay via PayPal.**

DoubleTree by Hilton Pleasanton at the Club information:

- Single/\$129.00 Double/\$129.00
- No Charge for Parking
- Check in: 3 pm
- Check out: 12 noon
- **Hotel link:** Please check our website for complete information for hotel reservations (coming soon).

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The Company specified below agrees to attend the formal exhibit of products at the 2019 CSH Annual Symposium/Convention on Thursday, May 2nd through Saturday, May 4th, 2019 at the DoubleTree by Hilton Pleasanton at the Club. 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 Thursday, May 2nd and must be dismantled by the afternoon of Saturday, May 4th.

	Cost	Number Requested
Exhibitor's Table, Manned	1 - \$550.00	
	2 - \$900.00	
Exhibitor's Table, Unmanned	\$200.00 ea.	
Extension Cords	\$35.00 ea.	
Attendee List (for non-attending vendors only)	Included in Fee	
Late registration fee (after 4/15/19)	\$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 DoubleTree by Hilton Hotel, not to CSH. A loading dock is available. **Deliveries must not be delivered before 4/30/19.** *****

Delivery Label Information:
C/O: California Society for Histotechnology
May 2-5, 2019
Attn: Tiffany Choi-Sales Manager
DoubleTree by Hilton Pleasanton at the Club
7050 Johnson Dr. Pleasanton CA 94588

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Membership Luncheon: Sat. May 4th - 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 2019 Exhibits Coordinator
3663 Calvin Ave.
San Jose, CA 95124

ANNOUNCEMENT

We would like to encourage all vendors to support our raffles by donating gifts for attendees. Please read the information below!

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 3rd and Saturday, May 4th, 2019 at noon during CSH's Luncheon/Membership Meeting.

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 tickets and 2-3 prizes will be awarded at the end of the day on Friday, 5/3/19 and Saturday 5/4/19, 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 cash, 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 2019 Vendor Coordinator

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

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