

# 2026 Annual Conference

November 5 – Pre-Conference | November 6-8  
Sacramento, CA | Safe Credit Union Convention Center



## CSTA - RESTRICTIONS, RULES, AND REGULATIONS

*The following Terms and Conditions are hereby incorporated into the Exhibit Booth Application and Contract.*

### LOCATION OF EXHIBITS

Exhibits will be held at the Safe Credit Union Convention Center, 1400 J Street, Sacramento, CA 95814. All exhibits brought into the Safe Credit Union Convention Center must be brought in via the Loading Dock.

### EXHIBITOR ADMISSION

An official exhibitor identification badge must be worn by each exhibitor. Each company or organization exhibiting in the exhibit hall will receive full conference registrations to be used for exhibitor representatives. The number of passes vary depending on the Partner Package purchased. Exhibitors may obtain additional limited access (exhibit area only) passes at no charge.

Non-profit companies exhibiting in the tabletop area of the exhibit hall will receive one complimentary pass. If any company/organization staff who do not receive one of the full conference badges wish to have full conference privileges, they must register as conference attendees.

### ASSIGNMENT OF SPACE

CASE reserves the right to assign space, to rearrange the floor plan and/or to relocate any exhibit to further the best interest of the Show. CASE will assign space guided by exhibitors' priorities, by the exhibit's requirements, and by the choice of locations. If Show Management should relocate an Exhibitor, any lower space rate difference shall be refunded but any higher rate differences shall not be imposed. Within seven (7) days of official notice of space reassignment and/or relocation by CASE, it is the duty of the Exhibitor to notify CASE in writing if the reassigned/relocated space is not acceptable for any reason.

### SALES PERMITS AND LICENSES

Sale of materials or services is permitted in the exhibit hall only during exhibit hours in designated booth spaces. Obtaining the appropriate licenses/permits as required by law, collecting and remitting sales taxes, and any other legal requirements are the sole

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responsibility of the exhibitor. No sales or order-taking may take place at the non-profit tables.

## SECURITY

CASE Management will provide security during the hours the exhibit area is closed. However, exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the exhibit hall.

## BOOTH EQUIPMENT AND SERVICE INFORMATION

For those companies purchasing standard 10' X 10' exhibit spaces, standard decoration includes 8' backdrop drapes, 3' side rail drapes, a draped 6' table or counter and 2 plastic contour chairs, and a one-line company identification sign.

For those companies purchasing a non-profit table, standard decoration includes a draped 6' table and 2 plastic contour chairs and 1 wastebasket.

All services required by exhibitors must be obtained through the official service contractor, GES. Complete shipping instructions and information regarding furniture and carpet rental, electrical work, labor for erecting and dismantling exhibits, drayage, etc. will be mailed to exhibitors by GES at least six weeks before the conference. A service desk will be maintained in the exhibit area.

## INSTALLATION AND DISMANTLING

Exhibitors may install exhibits beginning at 1:00 pm, Thursday, November 5, 2026. Exhibits must be in place by 8:00 am, Friday, November 6, 2026. All exhibits must remain completely intact until 3:00 pm, Saturday, November 7, 2026. Exhibitors who dismantle any part of their display prior to the official closing time will be subject to a \$200 penalty. Exhibits must be removed by 6:00 pm, November 7, 2026. CASE and GES will not be responsible for materials not removed by this time.

**NOTE:** All material, booth equipment and supplies must be cleared by exhibitor upon closing of the trade show. Any materials or supplies remaining in the booth space and not prepared for shipment cannot be guaranteed to be returned.

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## EXHIBIT CONSTRUCTION

Exhibits must not project beyond the space allocated or obstruct the view of other exhibits. Booth back walls are 8' high; side dividers are 3' high. No special signs, booth construction, device, or lighting fixtures are permitted in excess of 8' in background height. In straight-line booths, all construction or parts of the display exceeding 4' in height must be placed at least 5' in from the aisle. Any other parts of the exhibit occupying the back half of the booth will not be permitted to exceed 8' height of the back wall. Plans for island and/or peninsula displays must be submitted to CASE Management for approval in advance of the conference. Display material exposing an unfinished surface to neighboring booths is not permitted and must be finished at the exhibitor's expense. Management reserves the right to determine if unfinished sides or end panels fit this requirement. Booths and other structures, constructed within an area equipped with an automatic sprinkler system, shall not be constructed with any roof, ceiling, or other enclosure that would prevent the sprinkler system from protecting the booth area. For approved canopy structures, contact Rachel Myers at (916) 979-7004. Table-top displays in the non-profit area may not project beyond the edge of the table and may not exceed 3' in height. Displays may not be placed in front of, next to, or behind the tables.

## USE OF SPACE

No exhibitor may assign, sublet, or share the space allotted without the knowledge and consent of CASE. All exhibits, interviews, demonstrations, and distribution of materials shall be confined exclusively to the limits of the assigned booth and must be relevant to the exhibitor's products. All noise-making machines shall be operated only at a noise level which will not interfere with other exhibitors. Each exhibitor is responsible for keeping the aisle or aisles near his/her booth free of congestion which may result from the demonstration or promotion of exhibitor's product(s). Exhibitors shall not sell or give away or authorize the sale or giving away of food or beverages that are not provided by the authorized vendor, flowers, stickers, or tobacco on, from, or adjacent to the facility, nor provide special services to the public. Easels, signs, etc. cannot be placed beyond the booth area.

## RESTRICTIONS

CASE Management reserves the right to prohibit, restrict, and/or evict exhibits which, because of the method of operations, excess noise, materials, or for any reason, become objectionable. Management may also evict or prohibit any exhibit which in its opinion detracts from the general character of the exhibits as a whole. In the event of such

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restriction or eviction, CASE and CASE Management are not liable for any refunds of rental or other exhibit expense.

## ANIMALS AND WATER

Exhibitors intending to display live animals and/or have tanks which contain water must present a certificate of liability insurance stating that the company is liable for and indemnifies CASE against all injury and damages that may occur as a result of such display. Exhibitors are responsible for damage to the Safe Credit Union Convention Center and the property of the decorator and other vendors should leakage from water tanks or casing occur. Parties named as additional insureds on the company policy should include CASE, its officers, agents, and employees, and the Safe Credit Union Convention Center, the City of Sacramento, its officers, agents, employees, and volunteers. Per Safe Credit Union Convention Center policies, non-service animals are not permitted in the facility except as part of an exhibit, activity, or performance requiring their use. Prior approval is required by the Conference Manager.

## CARE OF BUILDING AND EQUIPMENT AND GENERAL SAFETY REQUIREMENTS

Exhibitors or their agents shall not injure or deface the walls or floors of the buildings, the booths, or the equipment of the booths. Nothing shall be posted, tacked, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Exhibitors may not distribute self-adhesive stickers to attendees or other exhibitors. Charges for the removal of any stickers will be passed on to the company distributing the stickers. Fire codes prevent any item or device from being hung from or affixed to any sprinkler head or piping. Unless expressly permitted by the City of Sacramento Fire Department, no open flames are allowed. Any special effects, decorative displays, operating equipment, or any exhibits of questionable fire safety must first be approved by the City of Sacramento Fire Department before being installed. Electrical equipment must be UL approved. Electrical wiring must conform to the Uniform Building Code and the National Electrical Code. All extension cords must have grounded plugs. Equipment considered unfit for use, including extension cords, will be prohibited.

## DECORATIVE MATERIALS

All decorations, such as, but not limited to, drapes, signs, banners, acoustical materials, moss, bamboo, plastic cloth and similar decorative materials must be flame retardant and shall be of nonflammable material or shall be treated and maintained in a flame

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retardant condition by means of an approved flame retardant solution applied by a contractor licensed by the California State Fire Marshals Office. Hay, straw, oilcloth, tar paper, sisal paper, split bamboo, plastic displays, canvas, cardboard, plastic cloth, nylon, orlon and certain other plastic materials cannot be made flame retardant, therefore their use is prohibited. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Wood materials less than ¼” nominal thickness shall be treated with a flame-retardant coating in accordance with nationally recognized standards. A Certificate of Flame Resistance accompanied with an attached fabric sample shall be available for review by the Fire Marshal at time of floor plan submittal. Materials in violation shall immediately be removed from the building. Tablecloths must be flame treated unless they lie flat, with an overhang of no greater than six inches.

Helium, balloons, confetti and glitter are strictly prohibited. Balloons may be used for display purposes with prior approval. Any loose balloons will be subject to a per balloon retrieval fee. Adhesive backed decals may not be distributed or used within the facility.

## STORAGE OF PACKING BOXES AND CASES

Literature on display shall be limited to a one day supply. Reserve supplies shall be kept in closed containers and stored in a neat and orderly manner. Exhibitors will not be permitted to store empty packing boxes or cases in booths during the exhibit period. Exhibitors must contact GES for storage instructions. Boxes and trash must not be placed in the aisles during show hours.

## SMOKE-FREE BUILDING POLICY

Smoking is prohibited within the Safe Credit Union Convention Center including offices, private offices, hallways, waiting rooms, restrooms, lunch rooms, elevators, escalators, meeting rooms, and all community areas. The policy applies to all employees, clients, contractors, and visitors of the Safe Credit Union Convention Center.

## SAFETY STANDARDS

CASE will assume absolutely no responsibility for exhibitor use of hazardous materials wherever they are located. Exhibitors agree to indemnify CASE for any and all claims, loss, damage, or injury associated with hazardous substances. No items may be thrown, propelled (self or mechanically), or projected from an exhibit booth at any time. Loading docks are for loading and unloading only. All vehicles left in loading areas will be towed away at the owner's expense. No items whatsoever are to be placed in the aisles.

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Exhibitors agree to abide by all rules and regulations pursuant to hazardous substances promulgated by the city of Sacramento. Exhibitors agree to assume all financial responsibility for costs incurred as a result of misuse of these materials. Exhibitors are charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of the exhibitor. Note: City fire inspectors may visit the exhibit area at any time and have the right to reject items that they deem unsafe.

## HAZARDOUS MATERIALS

Hazardous materials, flammable/combustible liquids, and compressed flammable gases are prohibited inside the building. Hazardous materials are any substances or materials that have been determined by a federal, state, or local government authority to be capable of posing risk or injury to health, safety, or property. Hazardous materials include, but are not limited to, pesticides, acids, alkalis, poisons, corrosives, toxins, pool chemicals, and aerosols. Only empty containers shall be used for display. When hazardous materials are to be brought to the Safe Credit Union Convention Center, the exhibitor must provide CASE notice in writing five (5) months in advance of the event. Storage or disposal of any hazardous materials in the facilities is prohibited. Exhibitors are responsible for compliance with all federal, state, and local laws, ordinances, and regulations concerning environmental laws and hazardous materials. For a current listing of regulated hazardous materials, containment standards, responsibility, permit applications, enforcement, etc. contact Rachel Myers at (916) 979-7004.

## PROHIBITED MATERIALS

Unless expressly permitted by the City of Sacramento Fire Department and CASE, the use of the following materials is prohibited in the Safe Credit Union Convention Center: electrical and gas cooking equipment, open flame devices, vehicles, welding, cutting or brazing equipment, ammunition, radioactive devices, flammable liquids pressure vessels, exhibits involving hazardous processing and materials, fireworks or pyrotechnics, blasting agents, explosives, compressed flammable gases (including liquid petroleum gas), flammable gases, flammable cryogenic gases, aerosol cans with flammable propellants, toxic materials including any substances regulated under California's Proposition 65, portable heating equipment, flammable liquids, flaming swords, fire batons, helium balloons, etc., and materials and operations that increase risk to fire and life safety. Outside food or beverage is not permitted at any time.

**California Science Teachers Association**

3620 American River Drive, Suite 230, Sacramento, CA 95864 USA  
(916) 979-7004 | [info@cascience.org](mailto:info@cascience.org)

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## DISCLAIMER

Acceptance of exhibits from commercial and non-profit organizations does not necessarily indicate CASE's endorsement of products or services.

## LIABILITY

Exhibitor agrees to abide by all rules and regulations promulgated by the City of Sacramento. Neither CASE, nor the Safe Credit Union Convention Center, nor the official contractors, nor their respective members, officers, directors, agents, or employees are liable for any damages or losses that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on signing the exhibit contract, agrees to obtain adequate liability insurance and agrees to protect, indemnify, defend, save, and hold forever harmless CASE and Safe Credit Union Convention Center from any and all liability, claims, losses, damages, governmental charges or fines, attorney's fees, and expenses for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the exhibitor's display.

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