

Southern California



KINDERGARTEN CONFERENCE, INC

Conferences for Pre-K, TK, Kindergarten and First Grade Educators

## Exhibitor Information

37<sup>th</sup> Annual Conference  
January 26-27, 2024  
Pasadena, California

Channon Morris, M.A.Ed.  
Executive Director  
Southern California Kindergarten Conference, Inc.  
27734 Mansfield Ct., Valencia, CA 91354  
Phone/Fax: (661) 297-6900  
[Channon.Morris@SoCalKindergartenConference.org](mailto:Channon.Morris@SoCalKindergartenConference.org)  
[www.SoCalKindergartenConference.org](http://www.SoCalKindergartenConference.org)



# Southern California Kindergarten Conference, Inc.

*A Conference for Pre-K, TK, Kindergarten & 1st Grade Educators*

Dear Exhibitor,

You are invited to exhibit at the **37<sup>th</sup> Annual Conference for Pre-K, TK, Kindergarten and First Grade Educators** on Friday, **January 26** and Saturday, **January 27, 2024**, at the **Pasadena Convention Center** in Pasadena, California.

Exhibitors at our annual conference provide a vital service to our participants and we encourage you to join us in another fun and exciting conference. Exhibitors will have direct access to the over 800 educators and administrators in attendance to showcase your products and services, increase your visibility, and build customer relationships. Our schedule includes numerous opportunities for the conference participants to interact with you directly.

Exhibitor space is limited and we encourage you to join us early, not only to secure your booth space, but to take advantage of **early-bird pricing!** If you are interested in exhibiting, please complete and sign the *Exhibitor Booth Contract* and return it via mail with your complete payment. If you are paying by credit card you may fax, email or register online at [www.SocalKindergartenConference.org/Exhibitors](http://www.SocalKindergartenConference.org/Exhibitors).

Sincerely,

*Channon L. Morris*

Channon Morris, M.A.Ed.  
Executive Director

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Pre-K, TK, Kindergarten and First Grade Educators*

# Exhibitor Booth Contract

Hosted by the Southern California Kindergarten Conference, Inc.

January 26-27, 2024

Pasadena Convention Center

## Company Information:

COMPANY NAME: (Full name)

MAILING ADDRESS:

CITY:

STATE:

ZIP:

COMPANY TELEPHONE:

WEBSITE:

COMPANY REPRESENTATIVE:

TITLE/POSITION:

REP'S TELEPHONE:

EMAIL:

PRODUCT INFORMATION (Briefly describe your products/services):

I/We have also submitted a *Presenter Proposal* (by 6/1/23). Presenter Name: \_\_\_\_\_

## Booth Space Reservation:

Spaces are limited and reservations are made on a first come, first serve basis. Every effort will be made to accommodate an exhibitor's preferred location. SCKC reserves the right to make changes to the floor plan, booth assignments, and booth size prior to the set-up to accommodate conference needs. Unpaid reservations will not be made until payment is received. Fees includes: 8' back drape, 3' side drape, one 6' draped table, two chairs, one 7" x 44" ID sign and one wastebasket.

Early-Bird Registration (on/before 9/15/23)				Regular Registration (after 9/15/23)			
Item	Amount	Qty	Total	Item	Amount	Qty	Total
<input type="checkbox"/> Inline 8' X 10' Booth	\$550		\$	<input type="checkbox"/> Standard 8' X 10' Booth	\$605		\$
<input type="checkbox"/> Corner 8' X 10' Booth	\$600		\$	<input type="checkbox"/> Corner 8' X 10' Booth	\$660		\$
<input type="checkbox"/> Inline 8' X 20' Booth	\$990		\$	<input type="checkbox"/> Standard 8' X 20' Booth	\$1,090		\$
<input type="checkbox"/> Corner 8' X 20' Booth	\$1,085		\$	<input type="checkbox"/> Corner 8' X 20' Booth	\$1,100		\$
<input type="checkbox"/> 6' Tabletop	\$340		\$	<input type="checkbox"/> 6' Tabletop	\$375		\$
<b>Total Booth Costs</b>			<b>\$</b>	<b>Total Booth Costs</b>			<b>\$</b>

BOOTH SPACE(s) PREFERENCE #1:	BOOTH SPACE(s) PREFERENCE #2:	BOOTH SPACE(s) PREFERENCE #3:
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## Payment Information:

Check(s) enclosed (make payable to SCKC, Inc.)  
Total Amount: \$ \_\_\_\_\_ Check#: \_\_\_\_\_

Charge my:       MasterCard     Visa

CARDHOLDER'S NAME (Print)

CARD NUMBER

X

CARDHOLDER'S SIGNATURE

EXP DATE

CVC CODE (3 DIGITS)

## Signature & Agreement:

I have read and agree to the  
*SCKC Exhibitor Rules and Regulations.*

Signature: \_\_\_\_\_

FOR SCKC OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

BOOTH(S) ASSIGNED: \_\_\_\_\_

NOTES: \_\_\_\_\_

**Submit completed contract with payment to:**

SCKC, Inc. at 27734 Mansfield Ct., Valencia, CA 91354

Phone/Fax: (661) 297-6900

Email: [ChannonMorris@SoCalKindergartenConference.org](mailto:ChannonMorris@SoCalKindergartenConference.org)

[www.SoCalKindergartenConference.org/Exhibitors](http://www.SoCalKindergartenConference.org/Exhibitors)

The 37th Annual Conference for  
Pre-K, TK, Kindergarten and First Grade Educators  
**Exhibitor Rules and Regulations**

Presented by the Southern California Kindergarten Conference, Inc.

**Pasadena Convention Center**

**January 26-27, 2024**

*These Exhibitor Rules and Regulations are set forth by the Southern California Kindergarten Conference, Inc. (SCKC) for all organizations and their personnel exhibiting at the 37th Annual Conference.*

**Exhibit Schedule** (All times subject to change)

Friday, January 26, 2024

Exhibitor Registration and Set Up: 6:00am - 10:00am

Exhibits Open: 10:00am - 7:30pm

Saturday, January 27, 2024

Exhibits Open: 8:00am - 4:00pm

Exhibitor Move-out: 4:00pm

**Booth Space and Fees**

Booth space rental fees are listed on the *Exhibitor Booth Contract*. Booth rental includes an 8' high draped backdrop, 3' side rails, booth identification sign (7" x 44") with company name and booth number, one 6' skirted table, two chairs, and a wastebasket. The *Exhibitor Booth Contract* must be completed in its entirety and accompanied by the appropriate payment for the number of booths requested. No contracts will be processed or space assigned without booth payment.

Inline Booth: \$605 (\$550 Early-Bird rate until Sep. 15, 2023)

Corner Booth: \$660 (\$600 Early-Bird rate until Sept. 15, 2023)

Tabletop: \$375 (\$340 Early-Bird rate until Sept. 15, 2023) if available.

Inline 8' X 20' Booth \$1090 (\$990 Early Bird rate until Sept. 15, 2023)

Corner 8' X 20' Booth \$1100 (\$1085 Early Bird rate until Sept. 15, 2023)

**Refund and Cancellation**

All cancellations must be made in writing to SCKC. If cancellation notification is received on or before December 15, 2023, all monies, less a \$100 administrative fee per booth, will be refunded. Cancellations received after December 15, 2023, obligates the exhibitor to full payment of the rental and forfeiture of all monies paid. No refunds will be made after this date. Failure to occupy booth space does not release the exhibitor from the obligation to pay for full cost of the rental. If booth space is not occupied by 2:00 p.m. on Friday, January 26, 2024 it is deemed abandoned and SCKC reserves the right to reassign such space as needed.

**Floor Plan**

All measurements shown on the floor plan have been made as accurately as possible, however, SCKC reserves the right to relocate or modify the floor plan as needed to meet the needs of SCKC, the attendees, and the affected exhibitors.

**Assignment of Space**

Booth spaces are limited. Reservations will be accepted on a first come, first serve basis. Every effort will be made to accommodate an exhibitor's preferred location. SCKC reserves the right to make alterations to the floor plan, booth assignments, and booth size at any time prior to the set-up to accommodate conference needs. Final booth assignments are at the sole discretion of SCKC. Payments must be made before the assignment of space. Unpaid reservations will not be made until payment is received.

**Use of Space**

Displays must be contained within the assigned booth spaces so they do not interfere with other exhibitors or other designated spaces. Canvassing, distributing advertising material, or the posting of any advertising in any public space outside of the exhibitor's rented space is not permitted without prior approval and is grounds for removal from the conference center. Companies violating this rule may be excluded from future SCKC conferences and workshops.

**Booth Equipment and Services**

Exhibit Service Provider - Our official exhibit service provider is **Total Expo**, 1161 Sandhill Ave., Unit D Carson, CA 90746 (310) 320-4203 [jasmine@totalexpo.com](mailto:jasmine@totalexpo.com) All services required by exhibitors will be available through Total Expo. Complete shipping instructions and information regarding exhibitor services will be mailed to exhibitors in early January 2024. The Pasadena Convention Center does not accept direct shipments. You must make arrangements for material handling and shipments with Total Expo.

Electrical - The Convention Center requires electrical hook-up services through Edlen Electrical Exhibition Services. Please contact the event service manager - Sona Soghomonian to help you with your electrical needs. Office Phone: (626) 844-0785 ↓ Mobile: (714) 345-6350 ↓ [edlen.com](http://edlen.com), [ssoghomonian@edlen.com](mailto:ssoghomonian@edlen.com)

Internet - SCKC provides complimentary internet to all exhibitors.

Security - SCKC will provide after-hours security for the exhibit area. Exhibitors, however, remain responsible for their own property including while in transit to, from, or within the confines of the exhibit area.

**Liability and Insurance**

The Southern California Kindergarten Conference, Inc., its Board, employees and committee members (SCKC) shall have no liability whatsoever to any exhibitor for any personal injuries or illness, whether suffered by an exhibitor, their employees, or invited business associates, nor any liability for loss or damage resulting from any cause to the property of the exhibition, exhibitor, exhibitor employees or business associates.

Each exhibitor, in accepting booth space, agrees to protect, indemnify, and hold harmless the SCKC from any and all claims, liability, damage, or expenses asserted against them or incurred by them as a result of, or in connection with, any loss of or damage to property, or injury to persons resulting from, or arising out of, or in any way connected to the negligence or wrongful acts to the exhibitor, their agents or employees for any injury to persons or damage to property.

SCKC shall in no event be liable to an exhibitor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of SCKC, to the exhibitor for any breach of contract shall be the refund of amounts paid by the exhibitor.

It shall be the responsibility of each exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the exhibitor shall deem adequate.

Exhibitor agrees to provide their own workers' compensation and general liability insurance and name SCKC as a certificate holder.

**Amendments**

Any and all points not covered specifically are subject to the decision of SCKC. SCKC may, in its sole discretion, make reasonable changes, amendments, or additions to the rules and regulations under this contract. Any such changes or determinations by SCKC shall be equally binding on the exhibitor.

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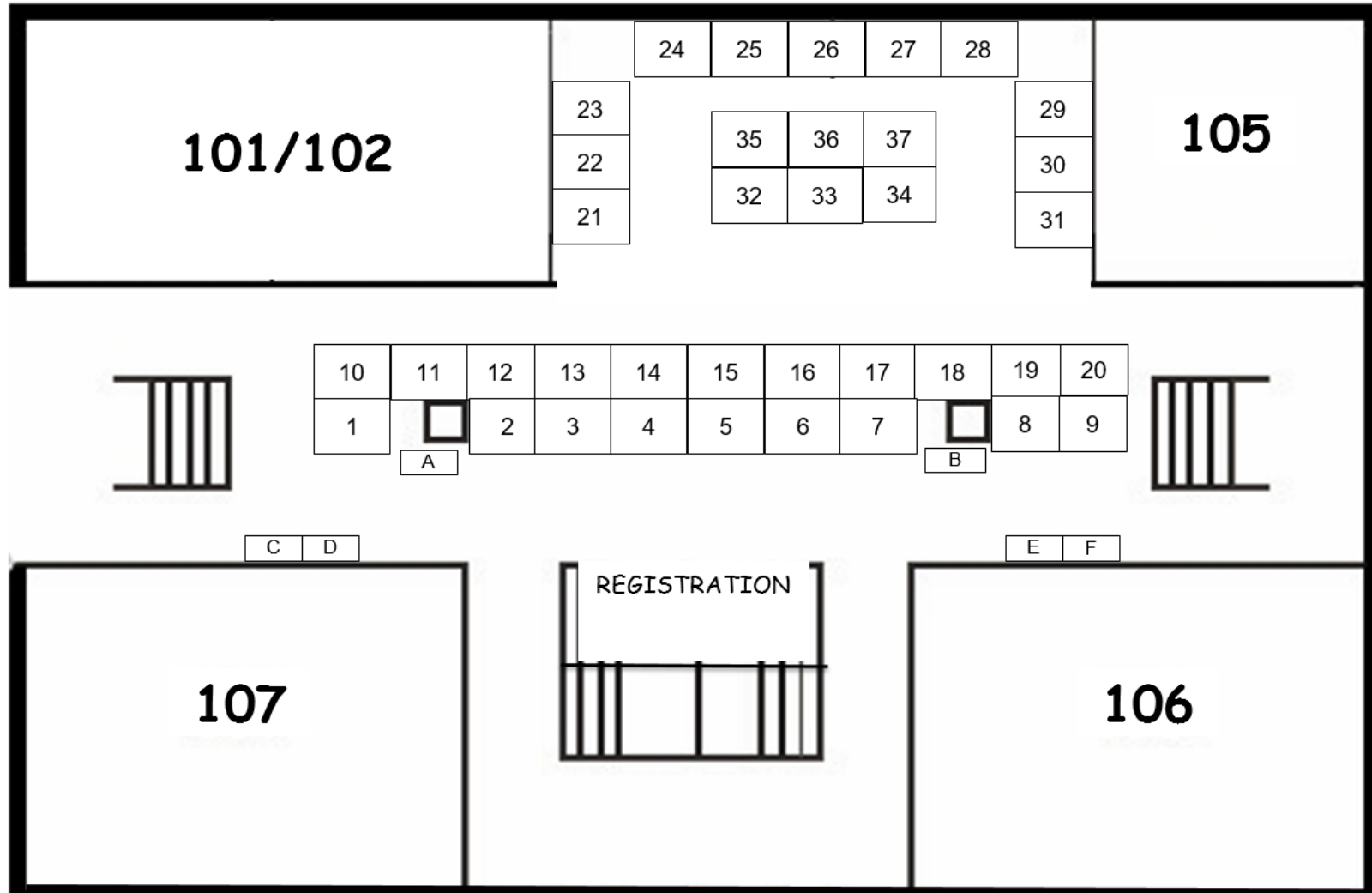
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# Exhibitor Floor Plan (subject to change based on CDC Covid guidelines)

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Pasadena Convention Center

January 26-27, 2024



Spaces are limited, reservations are made on a first come, first serve basis.  
Exhibitor booth layouts and booth assignments are subject to change without notice.