



THE POWER OF  
**OUR PAST,**  
THE FORCE OF  
**OUR FUTURE**

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CALIFORNIA COURT REPORTERS ASSOCIATION  
**109TH ANNUAL CONVENTION**  
**OCTOBER 11 – 14, 2019**  
SAN MATEO MARRIOTT • SAN MATEO, CA

SPONSORSHIP PROSPECTUS & EXHIBITOR INFORMATION

## Dear Industry Partner:

CCRA is California's largest association representing ALL reporters and one of the largest state associations in the country. CCRA's membership includes a wide range of professionals representing California's courtrooms, freelance reporters, deposition firms, CART, captioners, schools, and legal organizations.

This convention is the premier educational and networking event for reporters throughout California in addition to other states, drawing hundreds of attendees each year.

For CCRA industry partners, this event is an unparalleled opportunity to make and solidify relationships through person-to-person communications and marketing. Reserve your booth space today!

CCRA understands valuable marketing dollars need to be maximized and show a return on investment. Our conventions are designed with our vendors in mind. Meals and dedicated breaks are held in the exhibit area to increase vendor's interaction with the attendees. Our extended break times between seminars allow attendees more time to leisurely peruse the products and services provided by our vendors. We also offer several sponsorship opportunities to help your company or association stand out.

California has the largest court system in our country. The reality is what happens to our profession in California affects the court reporting profession around the country. CCRA is fighting hard to keep the profession of court reporting viable and alive. Your support of CCRA makes it possible for us to employ an experienced lobbying firm who tracks and proposes legislation as well as advocates on behalf of our profession.

Please accept our invitation to not only exhibit, but to sponsor a portion of the convention. By sponsoring a reception, speaker, or meal, you not only gain exposure, but you demonstrate your support for CCRA and its efforts to enhance the profession. Sponsorships are available to fit all budgets. Please refer to the sponsorship information located on the back page of this brochure. Please call our Conference Manager, Becky McGuire, at 949-715-4682 for more information or to discuss customizing a sponsorship package that's right for you.

We look forward to your response and the opportunity to work with you.

Sincerely,

Rachel Barkume, *CCRA President*

### Why CCRA?

- 350 attendees
- 2 Full Days of Exhibiting
- Exhibit Tables Located With Food and Breaks
- 2 Breakfasts With Exhibitors
- 6 Breaks With Exhibitors
- 2 Hosted End-of-Day Receptions With Exhibitors
- 30 Minute Breaks Between Sessions
- Exhibit Registration Includes All Meals

### Why Exhibit?

100% of attendees visit the Exhibit Hall to:

- Learn about new products/ services that streamlined their work
- Connect with a specific exhibitor
- Learn from exhibitor demonstrations of products/ services
- Look for a variety of solutions to issues, so they can compare products/services
- Have face-to-face interaction with exhibitors so that they can get to know you and your organization
- Network with colleagues and to get product recommendations

### Become a Sponsor!

CCRA offers a wide range of sponsorship opportunities and levels of commitment that all provide a high degree of visibility for your company not only during our annual convention but at seminars, events, and in newsletters and email blasts throughout the year. Pick a level that works for your company's vision.

## Exhibitor Information

### Tentative Schedule

#### Saturday, October 12th

**6:00 am – 7:00 am**

Exhibit Setup

**7:30 am – 6:30 pm**

Exhibit Hall Open

**8:00 - 9:30 am**

Breakfast with Exhibitors

**10:30am – 11:00am**

Break with Exhibitors

**2:00 pm – 2:30 pm**

Break with Exhibitors

**4:00 pm – 4:30 pm**

Break with Exhibitors

**6:00 pm – 7:00 pm**

Reception with Exhibitors

#### Sunday, October 13th

**7:00 am – 6:00 pm**

Exhibit Hall Open

**8:00 am – 9:30 am**

Breakfast with Exhibitors

**11:00 am – 11:30 am**

Break with Exhibitors

**2:30 pm – 3:00 pm**

Break with Exhibitors

**6:00 - 7:00 pm**

“Last Call” Reception with Exhibitors

**7:00 pm – 8:00 pm**

Exhibit Tear Down

### Exhibit Fees

**One Tabletop Space (6' Table)**

\$795

**Two Tabletop Spaces (6' Table)**

\$1,195

*Each tabletop space includes one (1) Convention registration*



### Conference Location and Hotel:

#### San Mateo Marriott

1770 S Amphlett Blvd

San Mateo, CA 94402

Phone: (650) 653-6000

This contemporary San Mateo hotel is located just 8 miles from San Francisco International Airport and midway to Silicon Valley. Among the premier SFO Airport hotels, the San Mateo Marriott welcomes guests with stylish, luxurious accommodations and warm, welcoming service. Featuring spacious guest rooms with plush beds and all the amenities you'll need, distinctive event space, on-site breakfast and room service, a well-equipped fitness center and more, this hotel provides everything you need to work and relax. Plus, as one of the most accommodating hotels near SFO Airport – featuring complimentary airport transportation (hourly from 5 a.m. to 10 p.m.) – you can make it to your gate faster.

**The special CCRA room rate of \$149 available through Friday, September 20, 2019, or until room block sells out.**

## Convention Sponsorship Opportunities:

In order to create a rewarding experience for convention attendees, CCRA encourages support from exhibitors for various official convention services, sessions, and events that complement the educational nature of the convention.

Sponsoring companies will be recognized with a printed sign at the exhibit hall entrance, a listing in the Annual Convention Program Book, recognition in CCRA's digital newsletter "CCRA Connect" and on the CCRA website, as well as other benefits, depending on the level of sponsorship.

Convention highlights and activities that are available for sponsorship include: Educational sessions, keynote speaker, program book, opening & closing receptions, breaks, lunches, dinner, and conference bags. Contact Becky McGuire at 949-715-4682 x118 or by e-mail at [bmcguire@amgroup.us](mailto:bmcguire@amgroup.us) for details.

**Deadline: Friday, September 13, 2019**

### **Platinum** (1 Available) ..... **\$10,000**

**Total Dollar Value: \$14,500**

- Title Sponsorship of the 2019 Convention
- Sponsorship of Friday evening Welcome Reception
- Two (2) full table spaces at CCRA Annual Convention
- Two (2) paid memberships at the current dues rate
- Six (6) full page ads in the CCRA Connect newsletter
- Four (4) paid conference registrations for CCRA Annual Convention
- Two (2) conference registrations at member rate for sponsor clients
- Six (6) months exclusive banner advertisement and link on CCRA website home page, noting Platinum Sponsor
- "Push" ads being displayed on CCRA Annual Convention App (4 ads)
- Sponsor recognition in CCRA Annual Convention App
- Signage and recognition on site at CCRA Annual Convention
- Attendee list two weeks prior to conference
- Speaking time at podium or introduction of keynote speaker
- Subscription to *CCRA Connect*

### **Gold** (3 Available) ..... **\$7,000**

**Total Dollar Value: \$9,000**

- One (1) full table space at CCRA Annual Convention
- Two (2) paid memberships at the current dues rate
- Four (4) full page ads in the CCRA Connect newsletter
- Two (2) paid conference registrations for CCRA Annual Convention
- Two (2) conference registrations at member rate for sponsor clients
- Six (6) months small box advertisement and link on CCRA Marketplace website page, noting Gold Sponsor
- Choice of sponsorship of attendee bags, lanyards or welcome reception
- "Push" ads being displayed on CCRA Annual Conference App (2 ads)
- Sponsor recognition in CCRA Annual Convention App
- Signage and recognition on site at CCRA Annual Convention
- Attendee list two weeks prior to conference
- Subscription to *CCRA Connect*

### **Silver** ..... **\$4,500**

**Total Dollar Value: \$6,500**

- One (1) full table space at CCRA Annual Convention
- One (1) paid membership at the current dues rate
- Two (2) full page ads in the CCRA Connect newsletter
- Two (2) paid conference registrations for CCRA Annual Convention
- One (1) conference registration at member rate for sponsor clients
- Choice of sponsorship of break, lunch breakfast or exam session
- Sponsorship of Refreshment Break or Exhibitor Reception
- "Push" ads being displayed on CCRA Annual Conference App (1 ad)
- Sponsor recognition in CCRA Annual Convention App
- Signage and recognition on site at CCRA Annual Convention
- Attendee list two weeks prior to conference
- Subscription to *CCRA Connect*

### **Convention** (Unlimited) ..... **\$2,000**

**Total Dollar Value: \$2,500**

- Total Dollar Value: \$3,500
- One (1) full table space at CCRA Annual Convention
- One (1) paid membership at the current dues rate
- One (1) half page ad in the CCRA Connect newsletter
- One (1) paid conference registrations for CCRA Annual Convention
- One (1) conference registration at member rate for sponsor clients
- Two (2) months small box advertisement and link on CCRA Marketplace website page
- Sponsorship of Education Contribution
- Sponsor recognition in CCRA Annual Convention App
- Signage and recognition on site at CCRA Annual Convention
- Subscription to *CCRA Connect*

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**CCRA has the right to refuse sponsorship or exhibit space to any firm or individual.**

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**To Register for the Convention, please visit our website at [www.cal-ccra.org](http://www.cal-ccra.org)**  
You will have the option of paying by credit card or mailing a check at a later date.

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## **Sponsor Advertisement & Description**

**Deadline: Friday, September 13, 2019 (but you are welcome to get it in sooner!)**

Every sponsor/exhibitor company receives a color ad and company description space in the Convention App. Both the ad and the description need to be provided by the sponsor and emailed to [events@cal-ccra.org](mailto:events@cal-ccra.org) with a subject line of SPONSOR AD. Please note in the email message the names of the attached documents and the program in which they were made (Word, Illustrator, InDesign, etc.). See other specifications below.

### **Sponsor Company Description (text only):**

Please write...

- Your company name exactly how you would like it listed in the conference materials.
- A 50-80 word description of your organization and the services you provide.

• **Deadline September 13, 2019**

### **Sponsor Logos (please email):**

- Logo files may also be saved in one of the acceptable formats at 300 dpi: JPG, TIFF, EPS or print-quality PDF.

• **Deadline September 13, 2019**

Logos will be used for posters and in the Convention App (on pages separate from your ad and description). Please email logo files to [info@cal-ccra.org](mailto:info@cal-ccra.org) with a subject of SPONSOR LOGOS and include in the email message the names of the attached documents and the program in which they were made (Adobe Illustrator, Adobe InDesign, Adobe Photoshop, etc.).

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## **Cancellation Policy**

Written cancellations received by Friday, September 13, 2019, will be issued a refund minus a \$100 U.S. administrative fee. **NO REFUNDS WILL BE ISSUED AFTER FRIDAY, SEPTEMBER 13, 2019.**

Should you have any questions regarding your sponsorship, please email [events@cal-ccra.org](mailto:events@cal-ccra.org).

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## EXHIBITOR RULES

### Contract for Space

The exhibit contract and tabletop space request, the formal notice of space assignment, and the full payment of rental charges together constitute a contract between CCRA and the exhibitor for the right to use the assigned space in compliance with these rules and regulations. Exhibitors shall be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations which may be established by CCRA.

### Space Assignment

Space assignment is made on a first-come basis for exhibitors and is confirmed when the firm sends in their contract and payment. CCRA will make every effort to place exhibitors in the areas of their choice. However, CCRA does reserve the right to place, move or relocate any exhibitor in cases of necessity for the total benefit and operation of the conference.

### Cancellation

If an exhibitor cancels a tabletop space contract prior to September 1, 2019, all fees paid with the exception of 25% will be returned. If an exhibitor rents a space, pays in full, but does not attend the conference, no refund of the booth rental will be allowed. In addition, cancellation of a booth after September 1, 2019, will result in a full forfeiture of monies collected as of that date.

### Exhibitor Admission

Admission shall be by CCRA name badge. Identification badges shall not be transferable. Rights of an exhibitor shall not be assignable to any other firm or person.

### Care of Tabletop Space

The exhibit floor, and each space occupied by exhibitors, will be cleaned daily. Exhibitors, however, must cooperate by not throwing refuse on the floor, or any other material which will endanger public safety or inconvenience other exhibitors during exhibition hours. Exhibits must be put in proper shape and in order before the opening hours of the show day. Booths not in order before the opening hour may be straightened by CCRA at the expense of the exhibitor.

### Booth Decoration

CCRA will supply 6ft draped table, two chairs and a waste basket. All other booth equipment and decorations will either be supplied by the individual exhibitor. If Electrical is needed, please contact [events@cal-ccra.org](mailto:events@cal-ccra.org). We will be happy to coordinate it with the hotel. However, the cost will be incurred by the Exhibitor.

### Exhibitor Solicitations

Exhibitors must limit their activities to within the confines of their space. Exhibitor activities must be conducted in a manner consistent with non-interference of activities legitimately exercised by other exhibitors. The distribution of exhibitor's products, catalogues, pamphlets, printed materials, souvenirs, etc., must remain within the confined area of the space and at no time should protrude into the exhibit hall aisles. No exhibitor's promotional activities will be permitted outside the confines of the exhibitor's space. Any firm or organization without an assigned booth space will not be permitted to solicit business within the trade show area.

### Installation/Dismantling of Exhibits

Installation of tabletop exhibits will start at 6:00am on Saturday, October 12, 2019. All exhibits must be erected and completely arranged by 7:00 am on Saturday. CCRA will not allow any installation of exhibits after the opening of the show unless permission is received from CCRA management. Dismantling and removal of material by exhibitors may begin after 6:30 pm, Sunday, October 13, 2019. All exhibit material must be removed by 8:00 pm.

### Shipping of Tabletop/Material

In the event you are staying at the San Mateo Marriott, please ship all items to your attention. Please indicate your arrival date and that you will be attending the CCRA Conference.

Guest Name/CCRA Exhibitor

Guest Arrival Date

C/O San Mateo Marriott

1770 South Amphlett Blvd

San Mateo, CA 94403

650-653-6100

### Hold Harmless & Indemnity

The exhibitor assumes all responsibility for any loss, theft, or damage to exhibitor's displays, equipment, and all other property while on the San Mateo Marriott premises for the CCRA 2019 Conference and hereby waives any and all claims and/or demands it may have against the CCRA, its Officers, Board Members and Consultants. In addition, the Exhibitor agrees to defend, indemnify and Hold Harmless the CCRA, its Officers, Board Members and Consultants and from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation all attorney fees and costs, arising from directly or indirectly and/ or in connection with the exhibitor's occupancy and/ or use of the exhibition premises or any part thereof and/or any act, error and/ or omission of the exhibitor or its employees, subcontractors and/or agents. Exhibitor shall provide to (CCRA) a certificate of Insurance with General Liability, Auto, Workers Compensation (if there are employees) and an Additional Insured Endorsement by October 1, 2019. The certificate and endorsement should be issued to: California Court Reporters Association, Event Manager, 1 Capitol Mall, Suite 800, Sacramento, CA 95814 and must name CCRA, its Officers, Directors and Consultants as additional insureds. Coverage limits shall be \$1,000,000 per occurrence/\$1,000,000 aggregate for GL, \$1,000,000 for Auto and Statutory limits for Workers' Compensation. All coverage limits and insurers must be acceptable to CCRA.

### Labor

Exhibitors are required to comply with the labor regulations as determined between CCRA, the local unions, and the San Mateo Marriott.

### Hospitality Suites

It is strictly forbidden for any exhibitor or non-exhibitor to establish a hospitality suite for promotional purposes or for direct sales. Any exhibitor observing a non-exhibitor promoting products or a hospitality suite should notify CCRA management immediately.

### Non-Compliance to Rules & Regulations

Each exhibitor, and all employees, agree to abide by the rules and regulations given herein and by subsequent amendments and additions, considered by CCRA management to be in the best interest of all exhibitors. Upon non-compliance with the rules formulated, CCRA management reserves the right to prohibit, reject, or eject an exhibitor, exhibitor's representatives, or exhibit in whole or part, with or without giving cause. If cause is not given, CCRA's liability shall not exceed the return to the exhibiting company of the rental unearned at the time of ejection. If an exhibitor is ejected for violation of these rules, or for any other reason, no return of rental money shall be made.

### Amendment to Rules

These rules, regulations and conditions have been drawn for the purpose and intention of providing a well-balanced, well-regulated, attractive and successful exposition. Any and all matters, or questions, not specifically covered by the preceding rules and regulations shall be subject solely to the decision of CCRA management. In an effort to provide the greatest good to the greatest number, CCRA management shall have full power to so interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire exposition and all amendments of the foregoing rules shall bind the exhibitors.