



2027 CCSS Annual Conference

Exhibit Booth Contract & Rules and Regulations

Conference Dates: February 26–28, 2027

Location: DoubleTree by Hilton San Jose

CCSS has established these rules and regulations to ensure a professional, organized, and positive experience for exhibitors and conference participants. All exhibitors must agree to and comply with these rules and regulations as a condition of participating in the 2027 CCSS Annual Conference.

By submitting an exhibitor application and/or payment, the exhibitor acknowledges that it has read, understands, and agrees to comply with these Exhibit Booth Contract Rules and Regulations, the CCSS Annual Conference Terms & Conditions, and the CCSS Code of Conduct.

1. Booth, Sponsorship, and Related Fees

The fees and payment terms for booth space, sponsorships, advertising, and related services are stated in the Order Confirmation email provided by CCSS once your contract has been approved.

2. Cancellation and Refunds

Cancellation requests must be submitted in writing to CCSS.

Exhibitor cancellations will be refunded as follows:

- 100% refund, less a \$50 processing fee, for cancellations received on or before December 20, 2026.
- 50% refund, less a \$50 processing fee, for cancellations received between December 21, 2026 and January 31, 2027.
- No refunds will be issued for cancellations received after January 31, 2027.

3. Payment in Full

The entire Event Participation Fee must be paid in full no later than January 31, 2027.

4. Failure to Pay or Comply

If the exhibitor fails to pay the entire Event Participation Fee by January 31, 2027, or fails to comply with these Rules and Regulations, the CCSS Annual Conference Terms & Conditions, and the CCSS Code of Conduct, CCSS may cancel the exhibitor's participation and remove the exhibitor's company information and/or logo from conference materials and platforms. No refund will be issued when participation is canceled due to the exhibitor's failure to pay or comply with

these requirements.

5. Event Cancellation

If the CCSS Annual Conference is canceled by CCSS, exhibit fees will be refunded. Any costs associated with travel, lodging, shipping, or other expenses incurred by the exhibitor are the sole responsibility of the exhibitor.

6. Exhibitor Listings

Exhibitors will be listed by sponsorship level in alphabetical order. CCSS is not responsible for the placement of exhibitors or perceived competitors next to or near one another in the digital exhibitor listing.

7. Exhibitor Requests

CCSS will make reasonable efforts to accommodate exhibitor requests but cannot guarantee that all requests can be fulfilled. CCSS shall not be liable for its failure or inability to fulfill an exhibitor request, and the exhibitor may not cancel this agreement or seek a refund based solely on CCSS's inability to fulfill a request.

8. No Assignment or Subletting

The assigned booth space and exhibitor listing are for use by the registered exhibiting company only. The exhibitor may not assign this agreement or permit, transfer, or sublet all or any portion of its assigned booth space or exhibitor listing to another business or organization without the prior written approval of CCSS. Any assignment, transfer, or subletting without CCSS's prior written approval is a violation of this agreement.

9. Right to Reject or Remove an Exhibit

CCSS reserves the right to prohibit, reject, or require the removal of any exhibit, in whole or in part, or to prohibit or remove an exhibitor or its representatives, if the exhibit, exhibitor, representatives, method of operation, materials, products, services, conduct, or other activity is determined by CCSS to be objectionable or to detract from the general character or purpose of the exhibition.

This includes, but is not limited to, persons, materials, products, services, conduct, resources, or other activities that CCSS determines are inconsistent with the professional standards or purpose of the conference.

Exhibitors agree not to display or distribute materials that are inconsistent with CCSS Official Position Statements.

If an exhibit, exhibitor, or exhibitor representative is rejected or removed under this section, no refund will be issued for the exhibit booth, sponsorship, or related fees, and CCSS will not be responsible for any costs associated with exhibiting.

10. Unforeseen Circumstances

CCSS shall not be responsible for delays, claims, demands, damages, losses, increased costs, liabilities, changes, actions, expenses, or other direct, indirect, consequential, or other unfavorable conditions arising from causes beyond CCSS's reasonable control.

Such circumstances may include, but are not limited to, fire, casualty, flood, epidemic, earthquake, explosion, accident, inclement weather, governmental restrictions or orders, civil disturbance, riot, sabotage, vandalism, acts of terrorism, strike, lockout, boycott, labor dispute or disturbance, inability to secure sufficient labor or personnel, inability to obtain necessary supplies or equipment, failure or impairment of transportation facilities, changes in applicable laws or regulations, or other similar circumstances beyond CCSS's reasonable control.

11. Exhibit Hours

CCSS reserves the right to modify exhibit hours as necessary to meet conference needs.

12. Exhibit Materials and Copyright

Exhibitors may display only goods, products, services, and materials that they manufacture, distribute, represent, or otherwise deal with in the regular course of business. All materials displayed or distributed must be relevant to the exhibitor's products or services and must not infringe upon the copyrights or other intellectual property rights of others.

13. Distribution of Materials

Distribution of promotional items, products, or materials other than literature describing the exhibitor's products or services is discouraged.

14. Raffles

Exhibitors must comply with all applicable state and local laws and regulations regarding raffles or other promotional drawings conducted in connection with their exhibit.

15. Licenses, Permits, and Taxes

The exhibitor is responsible for obtaining any licenses, permits, or approvals required under applicable local or state law for its exhibit and activities at the conference. The exhibitor is also responsible for paying all taxes, license fees, and other charges imposed by any government authority in connection with its exhibit and activities.

16. Exhibitor Shipping and Logistics

Exhibitors are responsible for all costs and arrangements associated with shipping, delivery, material handling, installation, and removal of exhibit materials. Exhibitors must follow all shipping, delivery, load-in, load-out, and material-handling procedures and deadlines established by CCSS and the designated event service providers. An Exhibitor Service Kit containing detailed shipping, material-handling, and exhibit service information will be provided to exhibitors.

by the designated event services contractor prior to the conference.

17. Exhibitor Liability

The exhibitor is responsible for the actions and conduct of its employees, representatives, agents, contractors, and other individuals participating on its behalf. The exhibitor is also responsible for any loss, damage, injury, or claim arising from its exhibit, products, services, materials, or activities at the conference.

The exhibitor agrees to indemnify and hold harmless CCSS, its officers, directors, employees, agents, and representatives from claims, damages, losses, liabilities, costs, and expenses arising out of or related to the exhibitor's participation in the conference, except to the extent caused by the negligence or willful misconduct of CCSS.