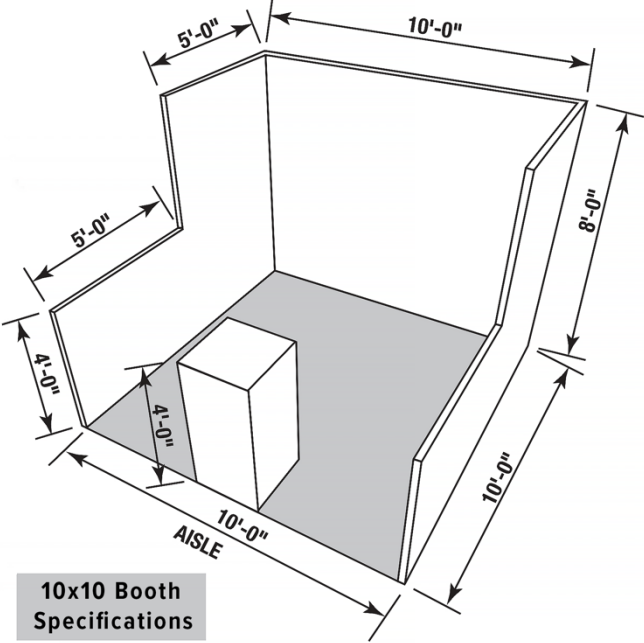




# California Police Chiefs Association

## Annual Training Symposium Trade Show Exhibitor Quick Reference Guide

Event	CPCA 2024 Annual Training Symposium Trade Show
Trade Show Date and Time	Monday, May 20th, 2024   3:30-6:30pm Tuesday, May 21st, 2024   7:30am-12:00pm
Venue and Location	<p><b><u>Palm Springs Convention Center</u></b>- Trade Show will be held in Oasis Hall 1 &amp; 2 277 N. Avenida Caballeros, Palm Springs CA 92262</p> <p><b>Information Desk Services</b></p> <ul style="list-style-type: none"> <li>Local Dining Suggestions</li> <li>Local Dining Reservations</li> <li>Area Attractions/Tours</li> <li>Maps/Directions</li> <li>Transportation:             <ul style="list-style-type: none"> <li>Taxi</li> <li>Hotel Shuttle &amp; Limousine</li> <li>Airline Boarding Pass Printing</li> <li>Lost and Found</li> </ul> </li> </ul> <p><b>S</b> = ATM</p>
Set up/ Strike	<p><b>Set Up</b> – Sunday, May 19th   11:00am-1:00pm (vehicle load in only)          Sunday, May 19th   2:00pm – 5:00pm (exhibitor set up optional, added to allow extra time)          Monday, May 20th   8:00am – 2:00pm (exhibitor set up)</p> <p><b>Strike</b> – Tuesday, May 21st   12:00pm – 4:00pm</p>
Event Staff Contacts	<p><b>Dave Best</b>, Show Decorator with Western Event Service – 925.963-1240 (Booth Logistics, Load In/Out)  <b>Heather Palka</b>, CPCA Partner and Vendor Manager – 805.451.5067 (Everything Else)</p>
Do you have an Event agenda?	For the most up to date event agenda, please <a href="#">CLICK HERE!</a>

<p><b>Where is my booth located?</b></p>	<p>You can view a link to our Exhibitor Hall Floorplan <a href="#">HERE!</a> Please note, the final floorplan will look a bit different. For your convenience if you have reserved multiple booths, the final floorplan for the trade show will have your booth block combined and will reference the lowest booth number reserved as your main booth reference number. <b>For Example</b>, if you have booths 1, 2, 3 and 4 reserved, your booth number will be <b>1</b> on the final event floorplan. This addition was implemented to simplify the process of communicating your exhibitor location to event attendees.</p>
<p><b>What is provided at my booth and is there anything you suggest we bring?</b></p>	<p>Each 10' x 10' space includes these amenities:</p> <ul style="list-style-type: none"> <li>• One 6' draped table (72" x 24"), two chairs, one wastebasket.</li> <li>• Booths will be set with 8' high backwall drape and 3' high siderail drape with exhibitor ID Sign.</li> <li>• Spaces are carpeted (custom carpet at a booth is optional).</li> </ul> <p>*Tables will be draped, but you are encouraged to bring your own branded table cover. *If you purchased electrical service, we recommend bringing a <b>small extension cable or power strip</b> to ensure your electrical requirements are met.</p>
<p><b>Do you have specific Specifications for a 10x10 Booth</b></p>	<p>Our In-Line 10 x 10 Booths have only one side exposed to an aisle and have at least one adjacent neighbor on either side of the booth.</p> <p>Booths are 10' wide by 10' deep. No booth construction or signage may exceed 8' in overall height. The maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. Please reference the diagram of allowable configurations.</p> <p>A Corner Booth is an In-Line Booth exposed to aisles on two sides. The same rules for In-Lines apply for Corner Booths.</p> 
<p><b>Is Electrical and WIFI service included? How do I order?</b></p>	<p>Electricity and WIFI service <b>are not</b> included in your booth purchase. You can coordinate electrical service and other show-related services through our Show Decorator, Western Event Service (WES). WIFI and additional AV requirements can be arranged through the onsite contractor, ENCORE. All forms for ordering exhibitor services are available in our Exhibitor Services Packet. You can find these forms on our <a href="#">ATS Exhibitor Webpage</a> or access them directly by <a href="#">CLICKING HERE!</a> Please note that the deadline for advance rates on exhibitor service orders is <b>Monday, May 6th, 2024. After this date, late order rates will apply.</b></p>
<p><b>Can I order AV Equipment?</b></p>	<p>Any AV equipment needs will be the responsibility of the exhibiting company to bring from outside the facility or arranged with the onsite AV contractor, ENCORE. Details to ENCORE's online ordering service can be located in the Exhibitor Services Packet on pages 25-27. You can find our Exhibitor Services Packet on our <a href="#">ATS Exhibitor Webpage</a> or access them directly by <a href="#">CLICKING HERE!</a></p>
<p><b>What are my options for delivering my display and materials to the Convention Center?</b></p>	<p>All freight handling is arranged through our show decorator, Western Event Service (WES). If you have not arranged freight shipping, we recommend doing so <b>immediately</b> as deadlines are soon approaching. All advanced freight shipping should arrive at Western Event Service's Warehouse by <b>Thursday, May 9th, 2024</b> to avoid late freight handling surcharges. Sending exhibitor materials directly to the convention center is an option, although it's not recommended due to the narrow window for receiving freight at the event site. More information and deadlines can be found in the Exhibitor Service's Packet located on our <a href="#">ATS Exhibitor Webpage</a> or accessed directly by <a href="#">CLICKING HERE!</a></p>

<p><b>How do I register for an exhibitor badge or make a representative change?</b></p>	<p>To ensure your registration in our system, please email the Name, Title, Email, and Direct Cell Phone Number of each representative attending the trade show to Heather Palka at <a href="mailto:hpalka@californiapolicechiefs.org">hpalka@californiapolicechiefs.org</a>. Accurate individual cell phone numbers are crucial, as they will be used to obtain exhibitor badges on-site. All exhibitor representatives must obtain and display their exhibitor badge at all times while at the convention center.</p>
<p><b>How many badges are included with my booth, and can I add more?</b></p>	<p>Each exhibitor booth comes with two (2) exhibitor badges per reserved booth.</p> <p>You have the opportunity to purchase up to two (2) extra exhibitor badges per reserved booth, allowing for a maximum of four (4) exhibitor representatives per booth. Additional exhibitor badges are available for purchase for \$500 each. If you wish to add additional booth representatives, please inform <a href="#">Heather Palka</a>, and we will issue an invoice accordingly and register your additional representatives.</p>
<p><b>What Conference Access do I have with my Exhibitor Badge?</b></p>	<p>Exhibitor badges <b>ONLY</b> give you access to the Trade Show Monday 5/20 and Tuesday 5/21 which includes access to Monday evenings opening reception from 3:30-6:30pm in the Trade Show Ballroom and the continental breakfast on Tuesday morning from 7:00-noon in the Trade Show Ballroom. <b>No other events or trainings can be attended by representatives with Exhibitor Only Badges.</b></p>
<p><b>Do I have the option to upgrade my exhibitor registration to All Conference Access?</b></p>	<p>If you're interested in attending the entire conference for the week, you can purchase an additional All-Access pass for an extra \$1,000 per individual add-on pass. Please note that these passes are assigned to specific individuals and cannot be shared. All purchases of All-Access passes must be completed by <b>Tuesday, May 7th, 2024</b>. The All-Access pass gives you event access to the following:</p> <ul style="list-style-type: none"> <li>• Opening Ceremonies – Monday morning</li> <li>• Industry Partners Opening Reception – Monday evening</li> <li>• Continental Breakfast – Monday through Wednesday</li> <li>• Lunch – Monday through Wednesday</li> <li>• Installation Reception and Banquet –Tuesday evening (Must RSVP, Formal Attire Required)</li> <li>• Opportunity to join attendee training and workshops</li> </ul> <p><i>*Please note, your All-Access Pass does not give you access to any board function or the hospitality suite</i></p> <p>If you would like to purchase an All-Access pass, please inform <a href="#">Heather Palka</a>, and we will issue an invoice accordingly.</p>
<p><b>Where do I register for my Exhibitor Badge and/or All-Access Pass</b></p>	<p>Exhibitor registration will be held in the Main Lobby of the Convention Center. Please note, there will be two (2) registration areas, one for exhibitors and one for attendees. Please make sure you register at the exhibitor desk to obtain your exhibitor badges or all-access passes. You will need to utilize your individual cell phone for registration to obtain your exhibitor badge or all-access pass.</p>
<p><b>Do you still have room blocks available?</b></p>	<p>We apologize but all our room blocks have been completely sold out for this year's Symposium.</p> <p>Included below are some hotel recommendations. However, please keep in mind that there are a variety of excellent hotels in the area, so please don't feel limited to selecting from our suggestions.</p> <p><b>Hotel Recommendations (These are the hotels closest to venue):</b></p> <p><a href="#">Renaissance Palm Springs Hotel</a>- (Attached to the Convention Center. Currently sold out, but keep checking for availability)</p> <p><a href="#">Courtyard Palm Springs</a></p> <p><a href="#">Hilton Palm Springs</a></p> <p><a href="#">Hyatt Palm Springs</a> (about ½ mile away)</p>
<p><b>Are meals included with my exhibitor badge?</b></p>	<p>CPCA will offer light hors d'oeuvres at Monday evenings Opening Reception and continental breakfast on Tuesday morning. We will begin serving continental breakfast at 7:00am on Tuesday 05/21 for Exhibitors so they can grab a bite to eat before attendees arrive at 7:30am. Mid-morning coffee service will also be provided in the Exhibit Hall on Tuesday 05/21.</p>

<p><b>Can I bring in my own food and beverage?</b></p>	<p>Outside food or beverages are not permitted within the convention center. Savoury's the PSCC's official in-house concessionaire and catering company is the only firm permitted to serve or provide food and beverage of any kind on the property. However, the Renaissance Palm Springs Hotel is directly attached to the Convention Center if you are looking for somewhere nearby to grab a bite to eat or drink.</p>
<p><b>Will you have a raffle?</b></p>	<p>To enhance attendee engagement and promote active involvement in this year's trade show, we're planning two raffles at the conclusion of each day on Monday, May 20th, and Tuesday, May 21st. Would your company like to contribute a raffle prize donation for this year's event? If yes, kindly provide the details on the items you intend to donate to Heather Palka at <a href="mailto:hpalka@californiapolicechiefs.org">hpalka@californiapolicechiefs.org</a>.</p>
<p><b>Do you utilize an event App?</b></p>	<p>We will be utilizing Whova as our official event app for the Symposium. This will be your one stop shop to all things ATS and the best way to connect with attendees on site. More details to follow via email soon.</p>
<p><b>Are there Firearms Requirements for Exhibitor Display?</b></p>	<p>If you will be bringing firearms for exhibitor display, please immediately inform Heather Palka at <a href="mailto:hpalka@californiapolicechiefs.org">hpalka@californiapolicechiefs.org</a>. Per PSCC, Breech-loading firearms displayed must be deactivated by removal of the firing pin or other alteration so that they may not be fired. Live ammunition, powder or primers may not be brought into the Exhibit Hall. Any exhibitor firearm brought for display will be required to be inspected before the show by an authorized safety advisor.</p>
<p><b>Is there on-site security?</b></p>	<p>The Palm Springs Convention Center has professional personnel maintaining 24-hour security coverage for the facility.</p>
<p><b>How do I bring in my display materials?</b></p>	<p>Hand carry-in is the sole method for bringing in your display items and materials unless arrangements are made with our Show Decorator at Western Event Service to assist you during load in/out. Rolling carts are not offered for personal use on site so please plan accordingly or arrange on site services with our show decorator, Western Event Services (WES) for load in/out.</p> <p>Exhibitors may load in/load out of the facility through designated loading dock areas only. The main lobbies are not to be utilized for this purpose.</p> <p>Parking is available in the parking lot across from the convention center on Avenida Caballeros or on the street in areas that are not designated for permit parking only. You may use the Avenida Caballeros lot across from the loading dock to unload items from your Personally Owned Vehicles (POVs) and bring your materials in via hand, your own cart, or dolly. If you only have a few items, that you can hand carry into the exhibit hall in one trip, you can drive in and drop off your materials at the loading dock, go park then return to carry your materials in. Per Western Event Service, if it is more than you can carry in one trip, per person with you then you will need to arrange services with WES for load in/out. <u>No vehicle can be left unattended at any time or for any extended period of time.</u> The loading dock is not to be used for purposes other than loading or un-loading items to and from your POV at any time.</p>
<p><b>Exhibitor Disclaimer</b></p>	<p>The California Police Chiefs Association (CPCA) wants to make it clear that as an exhibitor, you may encounter various products or services used or endorsed during presenter presentations over the course of the event. Although we typically advise presenters to avoid mentioning specific products or services, please be mindful that there is a chance that if mentioned, the company could offer similar products/services as yours. CPCA is not responsible for, and cannot control, the selection or endorsement of any brands or companies during these presentations. The opinions and content expressed by presenters are their own and may not reflect the views or opinions of CPCA.</p>
<p><b>Parking Details</b></p>	<p>The Palm Springs Convention Center offers parking lots located to the east of the facility (Caballeros Lot) and to the southwest of the facility (Andreas Lot). <b>Exhibitor parking is recommended in the parking lot across from the convention center on Avenida Caballeros (Caballeros Lot)</b> or on the street in areas that are not designated for permit parking only. The cost for parking in the Avenida Caballeros Lot and Andres Lot is \$10 per day with free in and out privileges. There is a QR code that you will scan in the lot to complete payment online and will be sent a receipt. Payments can only be made online via credit card. No cash payments are accepted on site for parking. <b>No overnight parking is allowed.</b></p>

# Palm Springs Convention Center Exhibitor Parking Map



If you have any questions or need assistance, please contact Heather Palka, CPCA Partner and Vendor Manager at 805 451-5067 or email [hpalka@californiapolicechiefs.org](mailto:hpalka@californiapolicechiefs.org).