

CABE 2025 / 50th Annual Conference - March 26-29, 2025
Long Beach Convention Center, Long Beach, CA

For Office use only: Date rec'd: _____
Batch # _____ Trans. # _____

CABE aligns with the City of Long Beach and the California Department of Public Health Guidance for the use of masks during CABE 2025. Attendees will be required to follow these guidelines. To get the latest information visit: <https://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/>

YES! I would like to participate in CABE 2025 as a: **SPONSOR** **EXHIBITOR** **ADVERTISER**

Name (to appear in Conference Program)			District/Company/Organization (to appear in conference program)		
Contact Person (name of person coordinating exhibit)			Email		
Mailing Address			City/State/Zip Code		
Telephone No.	Fax No.	URL	2nd Email Address (Person Attending conference)		

Sponsorship Levels: (Please download Sponsorship/Exhibitor brochure or click here for more details)

Diamond – \$75,000 **Platinum – \$50,000** **Corporate – \$25,000**
 Gold – \$15,000 **Silver – \$10,000** **Bronze – \$5,000** **Rhinestone – \$2,500**
 Select **ONE** event to receive recognition of your sponsorship: **3/27/25 Awards Luncheon** **3/28/25 Seal of Excellence Banquet**

Exhibitor Opportunities

Booth Type	Rate ON or BEFORE Dec. 16, 2024	Rate AFTER Dec. 16, 2024	# of Booths desired	Upgrade to corner booth. Just \$100!	Additional Badges Exhibitor Hall only	Total Booth Fees
<input type="checkbox"/> Commercial	\$1065	\$1230	X _____	+ \$100 = _____	x \$50 Each = _____	\$ _____
<input type="checkbox"/> Small Business**	\$840	\$1010	X _____	+ \$100 = _____	x \$50 Each = _____	\$ _____
<input type="checkbox"/> Non-Profit*	\$620	\$785	X _____	+ \$100 = _____	x \$50 Each = _____	\$ _____
<input type="checkbox"/> Career Fair	\$620	\$785	X _____	+ \$100 = _____	x \$50 Each = _____	\$ _____

EXHIBITOR BOOTH CHOICE: **1.** _____ **2.** _____ **3.** _____

Sale of Merchandise at CABE 2025 Selling Valid Sellers Permit No. Required _____ NOT selling **Total Fees**

Description of Materials: _____

Lead Capture Software Complimentary on or before **October 28, 2024** Not interested

New Option: Full Four-Day Attendee Conference for Exhibitor
 _____ x \$400 Each = \$ _____ (maximum 2 registrations per company/organization - non-transferable)
 Name 1: _____ Email 1: _____
 Name 2: _____ Email 2: _____

Special Ticketed Event Vegetarian Option
 Award Luncheon, **3/27/25** _____ x \$60 Each = \$ _____ Seal of Excellence Banquet, **3/28/25** _____ x \$75 Each = \$ _____ \$ _____

Advertisements

<p>Conference Program (The deadline for camera ready copy/art is Monday, January 10, 2025) Black & White Ads: <input type="checkbox"/> Full Page - \$825 <input type="checkbox"/> Half Page - \$600 <input type="checkbox"/> 1/4 Page - \$400</p> <p>Multilingual Educator Magazine (The deadline for camera-ready copy/art is Tuesday, October 1, 2024) Black & White Ads: <input type="checkbox"/> Full Page - \$825 <input type="checkbox"/> Half Page - \$600 Color Ads: <input type="checkbox"/> Full Page - \$950 <input type="checkbox"/> Half Page - \$750</p> <p>Tote Bag Inserts <input type="checkbox"/> One (8½" x 11") Page - \$1000 <input type="checkbox"/> CD - \$2500 <input type="checkbox"/> Catalogue - \$5000</p>	Total Advertising Fees \$ _____
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Payment Information

Return this form with total payment postmarked no later than **Wednesday, December 16, 2024** to:
 Exhibits/Sponsorships: CABE 2025
 20888 Amar Road, Walnut, CA 91789

Grand Total

Please accept this as approval to charge the following credit card for the total listed above. \$ _____

Amount:	<input type="checkbox"/> Check <input type="checkbox"/> PO <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> AmEx <input type="checkbox"/> Discover	CVV:	Exp Date:	Signature:
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CABE reserves the right to select ads according to available space and the goals of the organization. In order for your application to be processed, payment must be submitted with this form. A confirmation letter will be sent to you once payment is received. I read, understand and agree to comply with all the Instructions, Rules and Regulations as stated on the attached form.

Signature/Title _____ Date _____

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Advertising Information/Submission Instructions

Exhibitors may advertise in the conference issue of the Multilingual Educator Magazine and/or Conference Program, purchase tote bag inserts, or electronic advertising or take advantage of the opportunity to become a conference Sponsor.

Annual Conference Program Advertising

The CABE 2025 Conference Program is distributed to each attendee at the conference in the CABE tote-bags at the time of registration. (The deadline for camera ready copy/art is **Friday, January 10, 2025**)

Publication trim size: 8 1/2 x 11

Full Page	Half Page Horizontal	Quarter Page
8½" w x 11" h .125" bleed all 4 sides Live Area 7x10 B & W \$825	7¼" w x 4⅝" h No Bleed B & W \$600	3½" w x 4⅝" h No Bleed B & W \$400

Multilingual Educator Magazine Advertising

The conference issue of the Multilingual Educator will be provided to all CABE conference attendees in our conference tote-bags and sent to all CABE members. (The deadline for camera ready copy/art is **Tuesday, October 1, 2024**)

Publication trim size: 8½" x 11"

Full Page	Half Page Horizontal
7½" w x 10" h No Bleed B&W \$825 Color \$950	7½" w x 4⅝" h No Bleed B&W \$600 Color \$750

Materials

Electronic files will be accepted from advertising agencies, printers or graphic designers as follows: PC or Mac: jpeg, tiff, eps, Press Ready PDF 300dpi minimum. All files must be CMYK/Grayscale. Please include all art and font files.

Image/Logo Sizes

Images: 8½ x 11, Pixel Dimension - 640x480 at 300dpi
Acceptable formats: .jpg, jpeg, gif, png, PDF

- Email Blast: 1 Email blast sent twice (same flyer)
- PDF & JPEG Format - 8½ x 11, Subject line, Link
- Facebook: Up to 300 characters, image, logo or link, PDF and JPEG Format - 8½" x 11"
- Conference Mobile App: Only organization logo, PNG format
- Electronic Banner (During Conference): PDF or JPEG format

Deadline

Payment is due no later than **Wednesday, December 16, 2024**

Artwork deadline listed below.
Multilingual Educator is **Tuesday, October 1, 2024**
Conference Program is **Tuesday, January 10, 2025**

Tote Bag Inserts

Tote Bag Inserts are inserted in each CABE 2025 bag with a conference program and distributed to each attendee. Only confirmed exhibitors are eligible for Tote Bag Inserts. Standard insert size is 8 1/2 x 11 flyer, designed by you and sent freight express.

Opportunities for other promotional materials are available-notepads, pens, etc. Please email CABE: exhibitors@gocabe.org for more information.

Guidelines

- Quantity of Tote Bags Inserts needed - 6,000 (Subject to Change)
- Shipping dates are **January 27, 2025 - February 24, 2025**. Include your Company Name (ATTN: TOTE BAG INSERT) along with address on all boxes containing your insert. The shipping address may differ from the CABE address; you will receive an email with shipping information. Any shipments received after these dates will not be inserted in the Conference tote bags and payment will not be refunded.
- Please email the carrier name, number of boxes/pallets and tracking numbers of your tote insert to exhibitors@gocabe.org.
- Space is limited. Go to CABE2025.org to register as a Sponsor/Exhibitor to take advantage of this opportunity.
- **PLEASE ADHERE TO ALL DEADLINES.** Materials received after deadline date are not guaranteed to be inserted in tote bags.
- All materials MUST be properly labeled and mailed to the appropriate location.
- No on-site deliveries will be accepted.
- Please Note: No refunds will be given after **Wednesday, February 28, 2025** for Tote Bag Inserts, Advertisements or Promo Items.

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CABE 2025 Night at the Exhibits

To motivate attendance in the CABE 2025 Exhibit Hall and to honor the vendors and companies that support CABE. CABE 2025 will include a special nighttime Exhibit Hall Viewing on Wednesday, March 26, 2025 from 6:00-7:30 pm (directly after the Opening General Session).

Exhibitors and Sponsors are encouraged to use this opportunity to draw attendees to their booth(s) with raffles, hors d'oeuvres, drink coupons and special offers. Sign up today to have your company's Night at the Exhibits offer(s) marketed in our CABE 2025 Program.

Yes, my company will offer (at company's own expense):

<input type="checkbox"/> Complimentary hors d'oeuvres	<input type="checkbox"/> Drink coupons (for Bar at the membership reception)	<input type="checkbox"/> Special offers & discounts (for this night event only)	<input type="checkbox"/> Raffles (for this night event only)	<input type="checkbox"/> Exhibit Only
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Contact Information

Contact Person (name of person coordinating exhibit)		District/Company/Organization	
Telephone/Cell	Email (Person Coordinating Exhibit)	2nd Email	

CABE will have dedicated Exhibit Hall viewing times:
Thursday and Friday from 12:00 pm - 1:30 pm with no workshops scheduled during this time.

CABE is grateful for your support and strives to make sure you gain strong access to our attendees!

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EXHIBITOR, SPONSOR, PARTNER, CAREER FAIR INSTRUCTIONS, RULES, AND REGULATIONS - CABE 2025

This application for Exhibit space, the formal Notice of Space Assignment by CABE, these Rules & Regulations and the rules and regulations set forth in the Exhibitor's Manual constitute a contract for the right to exhibit at the CABE Conference. Sponsors, Exhibitors and Career Fair participants also agree to comply with the rules and regulations of the Long Beach Convention Center in which the conference is being held.

1. EXHIBIT TYPE*

Non-Profit: If Non-Profit Organization, please submit a copy of your Tax-Exempt Letter. **Small Business: Annual Revenue Less than \$1 Million, **please submit financial statement.**

2. SELLERS PERMIT

Your valid California Sellers Permit number will need to be provided. The link to register for a seller's permit is: <http://bit.ly/CASellPermit>. The link to verify a valid permit is: <https://bit.ly/VerifyCASeller>. This information will be forwarded to the California State Board of Equalization. If you are not selling merchandise your Sellers Permit number is not needed.
 Must Check box acknowledging Sellers Permit Instructions were read.

3. EXHIBIT AREA AND HOURS

Exhibits and Career Fair will be located in Hall A located in the Long Beach Convention Center.

Set up of Exhibit area:

Tuesday, March 25, 2025 (10:00 am to 4:00 pm)
Wednesday, March 26, 2025 (7:30 am to 11:00 am)

Exhibit Hall opens to the public:

Wednesday, March 26, 2025 (12:00 pm to 4:00 pm)
Wednesday, March 26, 2025 (6:00 pm to 7:30 pm)
Thursday, March 27, 2025 (9:00 am to 5:30 pm)
Friday, March 28, 2024 (9:00 am to 4:30 pm)

Saturday, March 29, 2024: Exhibit Hall Closed (EXHIBIT HOURS MAY BE SUBJECT TO CHANGE).

4. DISMANTLING OF EXHIBIT BOOTHS

Dismantling of Exhibit booths is on Friday, March 28, 2025 after 4:30pm. **Exhibitors are NOT to begin dismantling until the Exhibit Hall officially closes at 4:30 pm. Sponsors, Exhibitors & Career Fair participants must refrain from packing or dismantling exhibits before the closing time. Please arrange your travel accordingly. Sponsors, Exhibitors & Career Fair participants agree that should CABE determine that any part of the exhibit was dismantled prior to the scheduled time of closing, the Exhibitor/Career Fair participant will pay 25% of the contract value for early dismantlement penalty fee.**
 Must check box acknowledging Dismantling Instructions were read and understood and will be communicated to person representing your organization at the conference.

5. FAILURE TO OCCUPY SPACE

Any space not occupied by the scheduled time 11:00 am on Wednesday, March 26, 2025 will be forfeited by the Exhibit/ Career Fair Participant. CABE reserves the right to resell and/or reassign the exhibit space. Any Exhibitor/Career Fair participant who fails to occupy the assigned exhibit space by the scheduled time specified agrees to reimburse CABE for any other losses arising from such failure to occupy. CABE will not be liable to the Exhibitor/Career Fair Participant for any incurred expense.
 Must Check box acknowledging Failure to Occupy Space Instructions were read.

6. SELECTION PROCESS

Although exhibitor space will be assigned or chosen based on date and payment received, consideration will be given for the level of sponsorship, number of booth(s), years of participation, and Exhibit Hall layout. CABE reserves the right to select, assign and re-arrange space which best meets the needs of the Conference attendees.

7. BOOTH SPECIFICATIONS AND DRAYAGE SERVICES

For each booth purchased, you will receive complimentary first 300lbs of material handling (in/out), a 10' x 10' space including pipe and drape in conference colors, one 6' foot table, two chairs, a waste basket and a standard ID sign with company name. (Please note: End caps will be given half of the standard back drape). A service and information kit will be sent via Email or U.S. Mail to each exhibitor by our official decorator for CABE 2025. Convention services will furnish all forms necessary to order additional accessories, equipment, or services. Electricity and/or Outlet use and all other exhibitor equipment and services must be ordered directly from convention services and paid for by vendor
 Must check box to acknowledge Booth Specifications and Drayage Services Instructions were read.

8. CONFERENCE REGISTRATION

Two "Exhibit Hall Badges" per booth purchased will be provided to exhibitors. Companies/School Districts with additional representatives must purchase additional "Exhibit Hall Badges" at \$50.00 each. Please note that all "Exhibit Hall Badges" will allow entrance to and from the exhibit hall and will restrict the entrance to the conference, and other conference related events. Badges will be available the first day of the conference at the Exhibitor Booth. "Exhibit Hall Badges" entitles the participant to receive all conference related materials.

9. LIABILITY AND HOLD HARMLESS

Exhibitor agrees that exhibitors, its officers, employees, agents, and representatives shall be responsible for any loss, damage or injury of whatever nature arising out of, or relating to, this agreement, and that exhibitor shall indemnify and hold harmless CABE, its employees, agents and representatives, and the Long Beach Convention Center for any loss, damage or injury of whatever nature arising out of, or relating to, this agreement.

10. LIABILITY INSURANCE

Exhibitors are required to carry liability insurance which covers the exhibitors, its officers, employees, agents and representatives during this event.

11. INDEPENDENT CONTRACTORS

Exhibitors, its officers, employees, agents and representatives are independent contractors. This agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the parties.

12. NON-RESPONSIBILITY

In the event the conference is canceled or deferred on account of strikes, fires, casualties, acts of God, terrorism, government regulations, or any other cause beyond the control of CABE. CABE shall not be responsible for any financial responsibility or other obligation of Exhibitor arising out of this agreement.

13. FIRE PRECAUTIONS

The exhibitor agrees to accept full responsibility for compliance with the city regulations under the Fire Code of the city in which the conference is located.

14. UNION LABOR

If required by local ordinances, Exhibitor must comply with all union regulations applicable to installation, dismantling, and display of the exhibits. If you have specific questions relating to Union Labor please contact our convention services.

15. GENERAL INFORMATION

The Chief Executive Officer and the Director of Programs & Events reserve the right to:

- A) eject or restrict any exhibit which in their judgment is objectionable.
- B) relocate booths, if necessary.
- C) cancel a contract of an exhibitor in the event of violation of these specific instructions, rules and regulations.
- D) control the aisles of the exhibit area so that exhibitors are not using them as part of their booth(s).
- E) limit heights and placement of signs and logos.
- F) limit the blockage of line-of sight from one booth to the next.
- G) add other rules and regulations that may become necessary. (Exhibitors will be notified).

16. SALES POLICY (Purpose of Exhibits)

The purpose of the exhibits is to educate the attendees of the conference. However, the Long Beach Convention Center will permit organizations/ businesses, with the appropriate business licenses to sell books or materials on its premises. All exhibitors selling merchandise must provide the applicable valid seller's permit number in the space provided in this application
 Must check box to acknowledge Sales Policy (Purpose of Exhibits) Instructions were read.

17. DECORATION RESTRICTIONS

Prior written approval is required from the Long Beach Convention Center before placing decorations on ceiling, walls or painted surfaces. All materials must be flame-retardant in accordance with the City Fire Codes. Booths must be decorated in such a way as not to break the line-of-sight of the neighboring booth by more than three feet from the back wall towards the front of the booth. Helium gas filled balloons are not allowed in the exhibit hall.

18. CANCELLATION POLICY

Requests for refunds due to cancellation made prior to February 26, 2025 will be assessed 20% of contract value. There will be no refunds for cancellation made after this date. All cancellations must be in writing.

Must Check box acknowledging Cancellation Policy Instructions were read.

19. DEFINITIONS

Unless otherwise stated, "exhibitor" or "exhibitors" means all sponsor(s), partner(s), exhibitor(s) and/or career fair organization(s). When the term exhibits or booth(s) is used, it applies to exhibit(s) or booth(s) of exhibitor(s), partner(s) sponsor(s) and/or career fair organization(s).

20. GENERAL SECURITY

General security will be provided by CABE from move in through move-out. CABE will take reasonable precautions to protect exhibitor property, but CABE does not guarantee the safety of property. Exhibitors must take precautionary measures of their own, such as removing personal property after exhibit hours. A person must be present in their respective booth during all exhibit hall hours. Exhibitor must obtain insurance to cover any losses. The exhibitor understands that neither CABE nor the Long Beach Convention Center maintain insurance covering the exhibitor, its property, or its agents, and it is the sole responsibility of the exhibitor to obtain liability, business interruption, property damage, and other insurance covering such losses or liability by the exhibitor.

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Customized Sponsorship

Company/Organization		Name	
Contact Person		Email	
Mailing Address		City/State/Zip Code	
Telephone No.	2nd Email Address (Person Attending conference)		

Customized Sponsorship Levels

<input type="checkbox"/> Diamond – \$75,000	<input type="checkbox"/> Platinum – \$50,000	<input type="checkbox"/> Corporate – \$25,000	<input type="checkbox"/> Rhinestone – \$2,500	Total \$ _____
<input type="checkbox"/> Gold – \$15,000	<input type="checkbox"/> Silver – \$10,000	<input type="checkbox"/> Bronze – \$5,000		
<input type="checkbox"/> Other \$ _____	<input type="checkbox"/> In-kind \$ _____			

Customized Sponsorship Notes

Special Ticketed Events

<input type="checkbox"/> Award Luncheon 3/27/25 , ___ x \$60 Each = \$ _____ <input type="checkbox"/> Seal of Excellence Banquet 3/28/25 , ___ x \$75 Each = \$ _____	Total \$ _____
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Online Advertising

<input type="checkbox"/> Electronic Banner - \$500 <input type="checkbox"/> Mobile App Link - \$1000 <input type="checkbox"/> Facebook Ad - \$1000 <input type="checkbox"/> Email Blast - \$2000	Total \$ _____
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Tote Bag Inserts

<input type="checkbox"/> One (8½" x 11") Page - \$1000 <input type="checkbox"/> CD - \$2500 <input type="checkbox"/> Catalog - \$5000	Total \$ _____
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Payment Information

Return this form with total payment no later than Wednesday, December 16, 2024 to: Custom Sponsorships - CABE, 20888 Amar Rd., Walnut, CA 91789 or contact Alexandria Ramos at 626-814-4441 x108 with your credit card information		Grand Total
Please accept this as approval to charge the following credit card for the total listed above.		\$ _____
Amount:	<input type="checkbox"/> Check <input type="checkbox"/> PO <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> AmEx <input type="checkbox"/> Discover	
Number:	CVV: Exp Date: Signature:	

Signature/Title _____ Date _____

CABE thanks you for sponsoring at our annual conference.