



California Court Reporters Association

112TH ANNUAL CONVENTION

September 23–25, 2022

Costa Mesa, California



Back in the Groove

EXHIBITOR AND
SPONSORSHIP INFORMATION

Dear Industry Partner:

On behalf of California Court Reporters Association (CCRA), I would like to invite you to become a sponsor of our first in-person convention in two years! We are so excited to present this 2.5 day educational convention. As you know, CCRA is California's largest association representing ALL reporters and one of the largest state associations in the country. Our membership includes a wide range of professionals representing California's official court reporters, freelance reporters, deposition firms, CART providers, captioners, court reporting schools, and students.

CCRA understands your valuable marketing dollars need to be maximized to show a return on your investment. Our conventions are designed with our vendors and sponsors in mind. We offer several sponsorship opportunities to help your company, association, or product stand out. By becoming a sponsor, you not only gain exposure in the industry, but you demonstrate your support for CCRA and its efforts to enhance the profession. Reporters who attend our convention will recognize you as an ally and supporter of the stenographic profession.

Our staff is here to help you! For more information, please contact our office at (949) 715-4682 x 118 and ask for Becky McGuire. She can discuss customizing a sponsorship package that's right for you. We have sponsorships available to fit all budgets. Please refer to the sponsorship information included in this brochure. We look forward to your response and the opportunity to work with you on what will surely be a successful endeavor. As always, we appreciate your support of our annual convention.

Sincerely,

CCRA Convention Planning Committee

Why CCRA?

- 350 Attendees
- 2.5 Days of Exhibiting
- Exhibits Centered Around Food Events
- Two Breakfasts with Exhibitors
- Breaks with Exhibitors
- Two Receptions with Exhibitors
- Exhibit Registration Includes All Meals

Why Exhibit?

- 100% of attendees visit the Exhibit Hall to:
- Learn about new products/services that streamline their work.
- Connect with a specific exhibitor.
- Learn from interactive exhibitor demonstrations about 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 receive product recommendations.

Become a Sponsor!

NEW SPONSORSHIP OPPORTUNITIES THIS YEAR

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 email blasts throughout the year. Pick a level that works for your company's vision.

112TH ANNUAL CONVENTION

SEPTEMBER 23-25, 2022



Exhibitor Information — Tentative Schedule

Friday, September 23, 2022

- 2:00pm – 5:00pm.....Exhibit Setup
- 5:30pm – 7:00pmExhibits Open
- 5:30pm – 7:00pmReception in the Exhibit Area

Saturday, September 24, 2022

- 7:30am – 7:00pm.....Exhibits Open
- 7:30am – 8:30amContinental Breakfast in the Exhibit Area
- 9:15am - 9:45am.....Networking Break with the Exhibitors
- 11:00am – 11:30amNetworking Break with Exhibitors
- 3:15pm – 3:30pm.....Networking Break with Exhibitors
- 5:00pm – 7:00pm.....Reception in the Exhibit Area

Sunday, September 25, 2022

- 8:00am – 10:15am.....Exhibits Open
- 8:00am – 8:30am.....Continental Breakfast in the Exhibit Area
- 10:00am – 10:15am.....Networking Break with the Exhibitors
- 10:15am – 12:00pmExhibitors Tear Down

Exhibit Fees

- One Tabletop Space (6' Table)\$795
- Two Tabletop Spaces (6' Table)\$1,195

Each tabletop space includes one (1) full convention registration.

To purchase a booth or sponsorship for the convention, please visit our website at www.cal-ccra.org. You will have the option of paying by credit card or mailing a check. To exhibit, the check must arrive prior to the convention. **Please note:** All exhibit registrations are pending approval.

Convention Location

The Westin South Coast Plaza is located at 686 Anton Blvd, Costa Mesa, CA 92626; Phone: 714-540-2500.



Located near John Wayne Airport, the hotel sits directly across from South Coast Plaza, Costa Mesa's premier shopping

experience. Browse over 280 luxury shops and trendy eateries before seeing a world-renowned performance at the Segerstrom Performing Arts Center. Meet up with friends on the brick-red steps leading to our hotel's heated outdoor pool and tennis courts. Relax in the California sun on our terrace amidst the tropical fauna next to a cascading waterfall. Stay motivated throughout the day at our WestinWORKOUT® hotel fitness center with Peloton®, then stop by The Market Place for a cup of Starbucks® coffee. At the end of your day, fall asleep on a Westin Heavenly® Bed.

Check-in is at 3:00pm.

Checkout is at 12:00pm.

Discounted overnight self-parking is \$15.00.

For reservations, please contact Marriott reservations at 888-236-2427 or 714-540-2500 and ask for the **CCRA SPECIAL GROUP RATE**. The special CCRA room rate of \$149 is available through Thursday, August 25, 2022, at 5:00pm 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. Contact Becky McGuire at 949-715-4682 x118 or by e-mail at events@cal-ccra.org for details.

Totally Groovy – \$10,000

Your sponsorship will include:

- Full-page digital color ad with link to your website in the attendee brochure. Send ASAP to obtain the most benefits
- Your company logo to appear:
 - » On the convention website with a link to your website
 - » On all eblasts regarding the annual convention
- A convention attendee list one week prior to event
- Two exhibit tables during the convention (includes 2 full registrations)
- Three (one per day) push notifications in the app
- One item, that you provide, placed in the attendee welcome bag
- Attendee Registrations (pick one)
 - » Ten discounted full registrations at \$205 each, or
 - » Five complimentary full registrations

Flower Power – \$7,500

Your sponsorship will include:

- Half-page digital color ad in the attendee brochure. Send ASAP to obtain the most benefits
- Your company logo to appear:
 - » On the convention website
 - » On all eblasts regarding the annual convention
- A convention attendee list one week prior to event
- One exhibit table during the convention (includes 1 full registration)
- Two push notifications in the app
- One item, that you provide, placed in the attendee welcome bag
- Two full convention registrations
- Pick one sponsorship item with a value of \$3,500 or less

That's Rad – \$5,000

Your sponsorship will include:

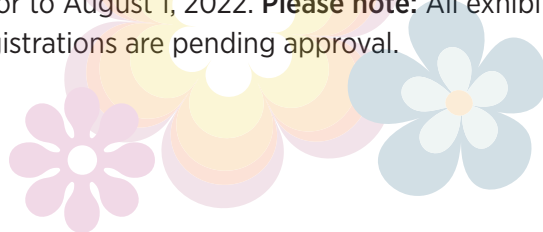
- Quarter-page digital color ad in the attendee brochure. Send ASAP to obtain the most benefits
- Your company logo to appear:
 - » On the convention website
- A convention attendee list one week prior to event
- One exhibit table during the convention (includes 1 full registration)
- One push notification in the app
- One item, that you provide, placed in the attendee welcome bag
- One convention registration
- Pick one sponsorship item with a value of \$2,500 or less

Funky Fun – \$3,500

Your sponsorship will include:

- Quarter-page digital color ad in the attendee brochure. Send ASAP to obtain the most benefits
- A convention attendee list one week prior to event
- One exhibit table during the convention (includes 1 full registration)
- One item, that you provide, placed in the attendee welcome bag

To purchase a booth or sponsorship for the convention, please visit our website at www.cal-ccra.org. You will have the option of paying by credit card or mailing a check. If you are sponsoring an item, the check must arrive prior to August 1, 2022. **Please note:** All exhibit registrations are pending approval.



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

Convention Sponsorship Opportunities, CONTINUED

ALA CARTE SPONSORSHIP ITEMS

Lunch Sponsor – \$10,000 (two available)

The sponsoring company will be prominently recognized in marketing materials, onsite signage, and a representative will have an opportunity for brief remarks.

Breakfast – \$7,500 (two available)

CCRA offers a continental breakfast each morning. The sponsoring company will receive recognition in all marketing materials and event signage.

Badge Holder with Your Company Logo – \$7,500 (one available)

Your company name on the official badge holder which is provided to all attendees. Includes the badge holder.

Keynote Speaker/Special Guest – \$7,500 (two available)

In addition to recognition during the event, a representative from your company will introduce the keynote speaker and be given a photo opportunity with the speaker.

Convention Tote Bags – \$7,500 (one available)

Prominently display your company logo while providing a helpful hand to attendees. Each of the convention tote bags will have your company logo displayed prominently on the bags given to all convention attendees. Includes cost of bags.

Professional Portrait Lounge – \$5,000 (one available)

The professional portrait lounge offers attendees the opportunity to have headshots taken by professional photographers free of charge and the sponsor receives one-on-one face time with the attendees. Sponsorship includes photographer, signage at the Portrait Lounge location, and email notifications to encourage attendees to sign up for their headshot during specific hours.

WiFi Sponsorship – \$5,000 (one available)

All convention attendees will have WiFi access throughout the event, where guests can log in on their own laptops or smart phones. Enjoy high-profile brand exposure while giving attendees the necessary service of WiFi. Your company name will be the password.

Reception Sponsor – \$5,000 (two available)

The sponsoring company will be prominently recognized in marketing materials, onsite signage, and have an opportunity to address the attendees and say a few words.

Mini Pocket Agenda – \$3,500 (one available)

Attendees love the pocket schedule and use it throughout the event as their guide to convention activities. Your company name and logo will be displayed prominently on the Mini Pocket Agenda.

Exhibitor Stamp Card Sponsorship – \$3,500 (one available)

Have your company name and logo prominently placed on the Exhibitor Stamp Card. Each attendee will receive a stamp card to get stamped by exhibitors to be entered in several prizes and your logo will be seen every time they get a stamp!

Convention Signs – \$3,500 (one available)

Company name and logo on onsite signage throughout the convention.

Massage Station – \$3,500 (one available)

A very popular opportunity that allows attendees to receive special treatment. Your sponsorship includes recognition throughout one day of the event that includes signage at the massage station, and massage therapists will wear your company's shirt (if provided). Massage table is placed in your exhibit space.

Convention Breaks – \$2,500 (two available)

Your company name and logo on signage near break stations. The sponsoring company will receive recognition in all marketing materials and event signage.

Promotional Item in Tote Bag – \$1,000 (unlimited)

You provide promotional items with your logo on them, and we will add them to the convention tote bag. The item can be a flyer, an ad, or a logo'd item.

Create your Own Sponsorship

Interested in sponsoring an item for the attendees but don't see it here? Give us a call to customize your perfect sponsorship.

All sponsored items must be committed to and paid for no later than August 1, 2022.

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

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 convention.

Cancellation

If an exhibitor cancels a tabletop space contract prior to August 1, 2022, all fees paid with the exception of a \$100 administrative fee will be returned. If an exhibitor rents a space, pays in full, but does not attend the convention, no refund of the booth rental will be allowed. In addition, cancellation of a booth after August 1, 2022, will result in a full forfeiture of monies collected as of that date.

Booth Decoration

CCRA will supply a 6ft draped table, one chair, and a waste basket. All other booth equipment and decorations will be supplied by the individual exhibitor. If electrical is needed, please contact 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.

Shipping of Tabletop/Material

Please ship all items to your attention. Please indicate your arrival date and that you will be attending the CCRA Convention.

Guest Name/CCRA Exhibitor Guest – Arrival Date
C/O Westin South Coast Plaza
686 Anton Blvd
Costa Mesa, CA 92626

Labor

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

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 hotel premises for the CCRA Convention and hereby waives any and all claims and/or demands it may have against CCRA, its Officers, Board Members, and Consultants. In addition, the Exhibitor agrees to defend, indemnify, and Hold Harmless 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 September 1, 2022. 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.

Non-Compliance to Rules & Regulations

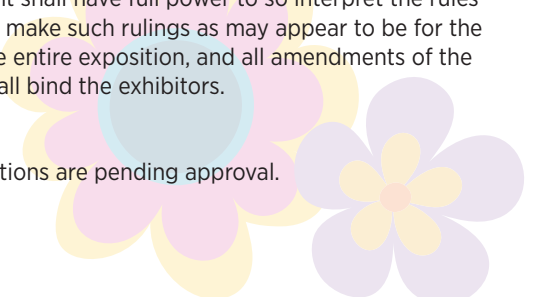
Each exhibitor, and all employees, agree to abide by the rules and regulations given herein and by subsequent amendments and additions, considered by CCRA management to be in the best interest of all exhibitors. Upon non-compliance with the rules formulated, CCRA management reserves the right to prohibit, 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. 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.

Approval

All exhibit registrations are pending approval.



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SEPTEMBER 23-25, 2022



SILENT AUCTION PLEDGE FORM

September 23-25, 2022

Company Name: _____

Street Address: _____

City/State/Zip: _____

Contact: _____

Phone Number: _____

Email Address: _____

Website: _____

Description of Donation/Package: _____

Restrictions: _____

Expiration Date (Expiration date should be no earlier than 12/31/2023): _____

Estimated Dollar Value: \$ _____

CCRA will have a silent auction table set up at our convention for all attendees to view items and bid on them. We'd love for you to participate!

In order to include your donation in the CCRA's Silent Auction, please email your pledge form to Becky McGuire at events@cal-ccra.org by Friday, September 9, 2022.

Please mail the donated item to the CCRA office no later than September 16, 2022.

Our office is located at One Capitol Mall, Suite 800, Sacramento, CA 95814. Be sure to send to Becky McGuire's attention.

CCRA will be responsible for displaying the donated items at the silent auction table.

CCRA will announce the winners of the silent auction at the convention and winners will be able to take their item home with them.

If you have any questions, please contact Becky McGuire at the above email.

We reserve the right to combine the above item with other donations to create a complete and memorable package experience.

<http://www.cal-ccra.org>