

PROFESSIONAL LEARNING FOR PARENTS AND PARAEDUCATORS  
OF PRE-K TO 12TH GRADE ENGLISH & MULTILINGUAL LEARNERS

*A Vision for Biliteracy & Educational Excellence for English & Multilingual Learners*

# EXHIBITOR REGISTRATION 2023-2024

## CABE REGIONAL ONE-DAY CONFERENCES FOR PARENTS & PARAEDUCATORS

### NORTHERN CALIFORNIA

#### SACRAMENTO

**Doubletree by Hilton Sacramento**  
2001 Point West Way • Sacramento, CA 95815  
Friday, December 8, 2023  
7:30 am – 3:30 pm



### SOUTHERN CALIFORNIA

#### RIVERSIDE

**Riverside Convention Center**  
3637 Fifth Street • Riverside, CA 92501  
Tuesday, April 16, 2024  
7:30 am – 3:30 pm



### CENTRAL CALIFORNIA

#### MONTEREY

**Monterey Marriott**  
350 Calle Principal • Monterey, CA 93940  
Tuesday, May 7, 2024  
7:30 am – 3:30 pm





CABE extends a personal invitation for you to join us as an exhibitor at our Regional Conferences. With your participation, CABE seeks to familiarize conference attendees with quality materials and services available for the education of English learners and multilingual learner students. Details are listed below, along with practices and procedures for exhibiting at our conferences. Exhibit space is limited. We look forward to seeing your organization at our conferences.

## INSTITUTIONAL MEMBERSHIP

CABE would like to encourage your educational institution, non-profit, or commercial organization to become an institutional CABE member. As an institutional member, you will be joining the largest network of multilingual advocates in California. Institutional members receive a discount on exhibitor registration fees for all regionals (Discount does not apply to the annual conference.):

- Five (5) representatives from your institution may attend the CABE annual conference at the special member discount rate
- 1/2 page black and white ad in the annual conference program (1/4 page for educational/non-profit organizations)
- Exhibit at a regional conference for 15% off

Other benefits include:

- The Multilingual Education magazine – This annual conference issue magazine, with a circulation of over 10,000, brings you the most recent updates and developments in the theory and practice of bilingual education and other effective instructional programs. As an institutional member, you will receive five (5) copies of each issue sent to your business address.
- Subscription to Language Magazine – Winner of the CABE 2003 Media and Communications Award and the one of the world's most popular communication and language education publication! This magazine is filled with articles and news about the world of language learning, as well as other instructional resources and perspectives about languages from around the world.
- Information Updates – Institutional Members receive information on current legislative and policy developments related to the field of bilingual and dual language education.
- Professional Learning – CABE offers regional and special educational conferences and the opportunity to network with other professionals in your field of interest.
- CABE Membership Reception – CABE honors its members at its annual statewide conference. Your institution may send five (5) representatives to this reception as part of your institutional membership.
- CABE Publications - As an institutional member, you will receive member discounts on our entire list of publications.

For more information, and to check the status of your membership, visit: <http://bit.ly/cabemembership>



# REGIONAL CONFERENCES

## FOR PARENTS & PARAEDUCATORS



### EXHIBITOR REGISTRATION

Register online prior to deadlines!  
For more information, please contact:  
conferences@gocabe.org or  
20888 Amar Road, Walnut, CA 91789  
(626) 814-4441 Phone / (626) 814-4640 Fax

### EXHIBITOR MEMBER PRICING

Exhibitor Pricing for CABE  
Commercial/Institutional Member  
**\$150 per Event!**  
Register for 3 conferences and save up to 15%!

## EXHIBITOR'S PRICING INFORMATION

Date	Location	*Institutional Membership Price per table	Non-Member Price per table	Register Online
Friday, December 8, 2023	<b>NORTHERN CALIFORNIA SACRAMENTO</b> <b>Doubletree by Hilton Sacramento</b> 2001 Point West Way • Sacramento, CA 95815 Parking Fee: <b>\$10</b>	<b>\$150</b>	<b>\$175</b>	To register: <a href="https://cabe.k12oms.org/1524-242205">https://cabe.k12oms.org/1524-242205</a>  Registration Deadline: December 2, 2023
Tuesday, April 16, 2024	<b>SOUTHERN CALIFORNIA RIVERSIDE</b> <b>Riverside Convention Center</b> 3637 Fifth St. • Riverside, CA 92501 Parking: <b>\$10</b>	<b>\$150</b>	<b>\$175</b>	To register: <a href="http://cabe.k12oms.org/1524-242580">http://cabe.k12oms.org/1524-242580</a>  Registration Deadline: April 9, 2024
Tuesday, May 7, 2024	<b>CENTRAL CALIFORNIA MONTEREY</b> <b>Monterey Marriott</b> 350 Calle Principal • Monterey, CA 93940 Valet Parking: <b>\$35</b> Public Parking: <b>From \$7 to \$10 per entry.</b>	<b>\$150</b>	<b>\$175</b>	To register: <a href="http://cabe.k12oms.org/1524-242594">http://cabe.k12oms.org/1524-242594</a>  Registration Deadline: May 1, 2024

**Register to Exhibit  
for ALL 3 Regional  
Conferences and SAVE  
up to 15%!**

**SAVE \$\$\$!**

Member	Non-Member
<b>\$255</b>	<b>\$300</b>

\*Must be a CABE Institutional member. To check the status of your membership, please contact Evelyn Briseño at [evelyn@gocabe.org](mailto:evelyn@gocabe.org)

# EXHIBITOR REGISTRATION 2023-2024

## PRACTICES & PROCEDURES

**CONTRACT FOR SPACE:** CABE will issue a receipt after our exhibitor online registration is completed and payment is received. This will constitute a contract for the right to use space. Payment must be received by the due date(s) listed in order to honor the request. Should any contingency prevent holding of the conference, CABE may retain such part of the exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred. If the schedule(s) change(s) due to unforeseen circumstances beyond our control, exhibitors who have applied for space will be notified as soon as possible. Prior to the conference, exhibitors will receive confirmation, which will include set-up time and any further details and updates.

**CONFERENCE BADGE:** Information from the exhibitor online registration will be used to print conference badge(s) for exhibit representative(s).

**PAYMENT REQUIREMENTS:** Registration will not be processed unless it is accompanied with payment for the total amount. Make checks payable to CABE. Purchase orders should be used only when absolutely necessary and require payment within 30 days. Requisition forms will not be accepted. A \$25 charge will be assessed on all returned checks.

**SET-UP TIME:** Set-up will be scheduled for the most appropriate time depending on the schedule of the facility. A confirmation letter indicating these times will be emailed prior to the conference.

**FAILURE TO OCCUPY SPACE:** Any space not occupied by 8:00 am the day of the conference(s) will be forfeited by the exhibitor, and the space may be resold, reassigned, or used by CABE without refund of rental space, unless arrangements for delayed occupancy have been made in writing and approved by CABE.

**TABLE ASSIGNMENT:** To the degree the facility permits, the exhibit area will be placed where it is predicated to have maximum traffic visibility. The locations of the tables are relatively the same in terms of exposure. Tables range in size between six to eight feet by two and one-half feet to three feet according to what is available through the facility.

### RECEIVE UP TO 15% DISCOUNT - REGISTER FOR BOTH CONFERENCES:

\$255 Current CABE Institutional Member and \$300 Non-CABE Member Rate.

**CANCELLATIONS:** All requests for registration fee refunds must be made in writing and submitted to CABE headquarters one week prior to the conference. Refunds will be processed and mailed out following the conference. A \$25 processing fee will be assessed for each cancellation. **\*\*Please note: There will be no refund given on special discounts.**

**DISMANTLING:** Exhibitors are asked not to begin dismantling activities until the Exhibit Area closes, which is one-half hour after the conference activities end. Exhibits generally close at 3:30 pm, unless otherwise stated.

**SPACE RESTRICTIONS:** Exhibitor's displays may not interfere with other displays or aiseways and need to be contained on and/or within a reasonable area behind the table(s) rented.

**FIRE PRECAUTIONS:** The exhibitor agrees to accept full responsibility for compliance with city regulations under the Fire Code of the City in which the conference is being held.

**LIABILITY:** It is agreed that the exhibitors, with their agents and representatives, are independent contractors and shall assume all responsibility for any loss, damage, or injury that they shall have or cause and that they shall indemnify and hold harmless CABE, the conference facilities, city of location, co-sponsors, or serving agents from all liability for their materials. CABE and any cooperating agent can not assume responsibility for losses or damages. Exhibitors are required to carry liability insurance. CABE shall not be financially obligated or otherwise committed in the event of the conference being canceled or deferred due to strikes, fires, casualties, acts of God, or causes beyond our control.

**SALES POLICY (PURPOSE OF EXHIBITS):** The purpose of the exhibits is to educate the attendees at the conference, not for the sale of books or materials. However, the facilities will permit organizations/businesses with the appropriate business license (sellers permit) to sell books or materials on its premises.

If you are selling merchandise, a seller's permit is required. Register for a seller's permit at:

<https://www.cdtfa.ca.gov/services/>

To Verify seller's permit go to:

<https://services.cdtfa.ca.gov/webservices/verification.jsp?SALES>

**AMENDMENTS:** Any point requiring decisions relative to the exhibits, if not specifically covered in writing, is subject to determination by CABE.

CABE shall have sole authority to interpret and enforce all practices and procedures contained herein: to make any amendments thereto, to make sure further practices and procedures shall be necessary for the orderly conduct of the conference. The Chief Executive Officer or his/her designee reserves the right to reject or restrict any exhibit which may be objectionable.

