



HOURS OF OPERATION

The ANNUAL California Payroll Conference (CPC) will be **held on October 21-22, 2020. VIRTUALLY**

The Exhibit Virtual Booth will be hosted in WHOVA

Hall Hours (Virtual Booth) – Personal time with Attendees are scheduled on your own through the APP

- Tuesday, October 20th – Set up between 9AM-5 PM
- Wednesday, October 21st -- Set-Up before 8:00 AM – hours are 8:00 AM to 5:00 PM
- Thursday, October 22nd – Exhibit 8:00 AM to 5: 00 PM

SERVICES & EQUIPMENT PROVIDED

Virtual booth on WHOVA APP/Website

OPERATING THE EXHIBITS

It is expected that all Exhibitors will conduct their business in a professional manner and will adhere to the rules of the Virtual environment as stipulated in this document. Soliciting or demonstrating by an exhibitor must be confined to the exhibit booth. Printed advertisements can be distributed and sent to CPC 25 Norton Ave. San Jose 95126 prior to Sept 15 to be included in all mailings to attendees. Exhibitors may take orders, provided that all transactions are conducted in a manner consistent with the professional nature of the Annual Conference.

All Exhibitors are asked to comply fully with the following: *Copyright laws forbid the playing of music in any form at the convention without paying a fee to or obtaining permission from the composer.*

INSTALLATION HOURS

Exhibit installation hours will be ongoing online and must be completed no later than October 15, 2020.

It is the responsibility of each Exhibitor to create his or her exhibit. Access to the online virtual booth set up will be provided when booth space is paid for. Links to the site will be sent via email to registered contact.



EXHIBITOR REGISTRATION

Each Exhibitor representative must [register](#) separately for the conference.

CANCELLATION & REFUNDS

All cancellations and requests for refund must be submitted in writing to the address above.

Cancellations received before May 31, 2020 will receive a full refund.

Cancellations received between June 1 and July 31, 2020 will receive 25% refund.

Cancellations received after July 31, 2020 will not receive a refund.

CPC reserves the right to deny exhibit space to companies that have overdue account balances with CPC or any of its affiliates.

QUESTIONS & INFORMATION

For questions or additional information, contact **California Payroll Conference Vendor Committee Dee Byrd**, Cell 209-251-8900 or email payrolldiva1970@gmail.com