



## California Science Education Conference

NOVEMBER 30 – DECEMBER 2, 2018  
PASADENA, CA



### Exhibitor Workshop Presenter Information, Terms, Conditions, Policies, & Procedures

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#### LEAD PRESENTER REGISTRATION AND PROGRAM BOOK LISTING

There is one lead presenter per workshop. The exhibitor workshop presenter's name will be added to your company's exhibit booth personnel/badge list automatically. Please pick up your badge at **exhibitor** registration.

Only one lead presenter per workshop will be listed in the conference program and on the conference website.

#### CO-PRESENTER REGISTRATION AND PROGRAM BOOK LISTING

Co-presenters do not receive complimentary registration and must register at the regular conference rate or have one of the full access badges that comes with an exhibit booth (10' X 10' booths only).

Only one co-presenter per workshop will be listed in the conference program and on the conference website. The co-presenter will be listed after the co-presenter has registered for the conference and if their name is submitted by the lead presenter as their co-presenter.

#### AUDIO-VISUAL EQUIPMENT AND INTERNET ACCESS

CSTA provides a screen in all meeting rooms at no cost. CSTA will also provide on a limited basis LCD projectors. CSTA will notify you at least 30 days prior to the conference if your request for an LCD projector has been approved. Laptops and adapters (dongles) for MACs to use a CSTA provided LCD projector will not be provided. Please see your confirmation paperwork to request a projector. WI-FI access will be provided for all meeting rooms. However this will be an open WI-FI network, so if you plan to stream large files, it is recommended you download them first as internet speeds cannot be guaranteed. If a presenter provides his or her own audio-visual equipment and experiences technical difficulties or equipment failure, technical support will not be available from CSTA or CSTA-contracted audio-visual provider.

#### MEETING ROOM FACILITIES

Meeting room size and type cannot be guaranteed. Meeting rooms will be set classroom style with tables and chairs. On average, presenters are allowed 20 minutes to set-up prior to the program and 10 minutes to clean-up at the conclusion of the program\*. If a presentation requires additional set-up or clean-up time, please advise CSTA upon confirmation of the program. There is no guarantee that CSTA will be able to accommodate the request for additional set-up or clean-up time. It is the responsibility of each presenter to leave the meeting room presentable for the next workshop.

Damage to the room (carpeting, walls, tables, chairs, AV equipment, etc.) from water or other materials used during any workshop will be the responsibility of the presenter. **Note:** Rooms do not have sinks, and water may not be readily available. Presenters may bring their own bottled water for use during their presentations. Please also note below restrictions regarding open flames and hazardous and/or flammable materials.

\*Workshop presenters scheduled for Sunday, December 2, 2018 will have 10 minutes of set-up time and 10 minutes of clean-up time.

## SALE OF ITEMS

No sale of items may occur in any meeting room at any time. Sales are restricted to exhibit booths in the exhibit hall. No sale of items may occur in any meeting room at any time. Sales are restricted to exhibit booths in the exhibit hall.

## SCHEDULE CHANGE REQUESTS

Once programs have been assigned a date and time, requests for changes to scheduling are highly discouraged. Should the presenter find it necessary to request a schedule change, please know that a strong possibility exists that the workshop may not be able to be re-scheduled to accommodate the presenter's request. CSTA reserves the right to make schedule changes as necessary.

## COMPENSATION

CSTA does not compensate workshop presenters for travel, mileage, A/V equipment rental, materials, honoraria, or any other fees.

## FIRE, COMBUSTIBLES, AND HAZARDOUS MATERIALS

Unless expressly permitted by the Pasadena Fire Department, no open flames are allowed.

### PROHIBITED MATERIALS:

- Fireworks or pyrotechnics
- Blasting agents
- Explosives
- Compressed flammable gases (including liquid petroleum gas)
- Aerosol cans with flammable propellants
- Toxic materials including any substance regulated under California's Proposition 65
- Gas-operated cooking equipment
- Wood matches with all-surface strikes
- Cellulose nitrate motion picture film
- Portable heating equipment
- Flammable liquids
- Flaming swords, fire batons, etc., and use of open flame devices.

To obtain more specific information about the fire code requirements relevant to the Pasadena Convention Center, please contact the California Science Teachers Association (CSTA) at (916) 979-7004.

## HAZARDOUS MATERIALS

The use of hazardous materials in conference workshops is to be avoided. The California Science Teachers Association (CSTA) assumes absolutely no responsibility for presenter use of any hazardous materials wherever they are located.

Hazardous materials, flammable/combustible liquids, and compressed flammable gases are prohibited inside all meeting facilities. Hazardous materials are any substances or materials that have been determined by a federal, state, or local government authority to be capable of posing a risk or injury to health, safety, or property. Hazardous materials include, but are not limited to, pesticides, acids, alkalis, poisons, corrosives, toxins, pool chemicals, and aerosols. Only empty containers shall be used for display.

When hazardous materials are to be brought into any Pasadena meeting facilities, you must notify CSTA in writing at least five (5) months in advance of the event. Storage or disposal of any hazardous materials in the facilities is prohibited.

Each presenter is responsible for compliance with all federal, state, and local laws ordinances, and regulations concerning environmental laws and hazardous materials.

Unless a permit is obtained from the Pasadena Fire Department, no open flames are allowed.

For a current list of regulated hazardous materials, containment standards, responsibility, permit applications, enforcement, etc., contact CSTA at (916) 979-7004.

## Presenter agrees to:

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1. Indemnify and hold harmless CSTA for any and all claims, loss, damage, or injury associated with hazardous substances.
2. Abide by all rules and regulations promulgated by the City of Pasadena, the Pasadena Fire Department, and any other Pasadena regulatory bodies.
3. Assume full financial responsibility for costs incurred as a result of the use or misuse of hazardous materials as well as any damages sustained as a result of presenter's violation of any rules and regulations stated above.
4. Comply with contractual provisions of the Pasadena Convention Center, the Pasadena Sheraton Hotel, and other facilities in use by CSTA, and secure any necessary permits in a timely fashion.
5. Affirm that I will not use copyrighted material during my presentation or that I have permission to use the copyrighted material that is a part of my presentation.



## California Science Teachers Association

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