

# Annual Convention & Trade Show Silver Legacy Resort Casino



**Reno, NV**

**November 5-7, 2023**

## Exhibitor Schedule of Events

### **Sunday, November 5, 2023**

FAM Tour 10:00 a.m. to 1:30 p.m.  
Golf Tournament 10:00 a.m. to 4:00 p.m.  
Registration 5:00 p.m. to 6:00 p.m. for pre-registrants  
Opening Reception 5:30 p.m. to 7:00 p.m.  
Women in Buses - On the Road Meet-up 6:30 p.m.  
Open Evening after 7:00 p.m.

### **Monday, November 6, 2023**

Registration 7:00 a.m. to 5:00 p.m.  
Vendor Showcase Exhibitor Set-up 7:00 a.m. to 5:00 p.m.  
Breakfast & Sponsor Introductions 7:30 a.m. to 8:45 a.m.  
Bus Exhibit Set-up 8:00 a.m.  
Education Session 9:00 a.m. to 10:00 a.m.  
Break 10:00 a.m. to 10:15 a.m.  
Keynote Speaker 10:15 a.m. to 11:15 a.m.  
National Industry Updates 11:15 a.m. to 12:15 p.m.  
Lunch 12:15 p.m. to 2:30 p.m.  
Coach Display 12:15 p.m. to 2:30 p.m.  
Break 2:30 p.m. to 2:45 p.m.  
Education Session 2:45 p.m. to 3:30 p.m.  
Education Session 3:30 p.m. to 4:15 p.m.  
Break 4:15 p.m. to 4:30 p.m.  
Education Session 4:30 p.m. to 5:30 p.m.  
Break 5:30 p.m. to 6:30 p.m.  
Monday Night Madness 6:30 p.m. to 10:00 p.m. (walkable)

### **Tuesday, November 7, 2023**

Exhibitor Set-up 7:00 a.m. to 12:00 p.m.  
Registration 7:00 a.m. to 5:00 p.m.  
Breakfast 8:00 a.m. to 8:45 a.m.  
BISC West 8:45 a.m. to 12:30 p.m.  
Lunch 12:30 p.m. to 1:00 p.m.  
Education Session 1:15 p.m. to 2:30 p.m.  
Vendor Showcase 2:30 p.m. to 4:15 p.m.  
Exhibitor Feedback 4:15 p.m. to 4:45 p.m.  
Break 4:45 p.m. to 6:00 p.m.  
Cocktail Reception 6:00 p.m. to 7:00 p.m.  
Gala Awards Banquet 7:00 p.m. to 9:00 p.m.

The Aura Ultra Lounge will be open to CBA members from 9:00 p.m. to midnight (cash bar)

### **Wednesday, November 8, 2023**

Board Breakfast 8:30 a.m. to 9:30 a.m.  
CBA Board Meeting 10:00 a.m. to 12:00 p.m.

### **Coach Display**

Monday, November 6, 2023

Set-up time and coach detailing may occur at any time between the hours of 8:00 a.m. Monday morning and 11:30 a.m. Monday morning on 4<sup>th</sup> Street in front of the convention center. Prior to the display set up, complimentary parking is available in the oversized parking lot across from Circus Circus. It's on the corner of 6<sup>th</sup> and West St. If you are driving south on Sierra Street, it is on the right-hand side.

### **Coach Display Space is Limited. Please Register Early**

### **Coach Exhibit Space**

Exhibitors which display a coach must also display a booth in the trade show. Please note that exhibitors sponsoring at a level of \$2,500 or more will receive a booth at no additional charge.

Exhibitor is responsible for moving, parking, and attending to its vehicles prior to, during, and after the event. Exhibitor will retain responsibility for any damage to its vehicles and / or injury to others that results from its vehicle being on display, and holds harmless the California Bus Association, its Board of Directors, and its management from any and all liability or losses that may occur.

Only companies who have registered to display coaches will be permitted to exhibit vehicles anywhere on the property or in surrounding areas.

All coaches must display a sign in the vehicle window that includes the name and cell phone number for the on-site person who is able to move the coach if needed. Sign templates will be available at the CBA registration desk.

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## Exhibitor Rules & Regulations

### Rules

These rules and regulations govern the exhibits under the auspices of the California Bus Association (hereafter listed as CBA) are part of the agreement for exhibit space.

### Space Size and Price

Each exhibit space includes one draped 6' table with one chair. Electricity can be provided if requested. (20 Amp 110 V outlet at an additional cost of \$150 in advance or \$300 on day-of) **Freestanding displays are permitted in the outer perimeter of the room if they are no wider than the exhibit table.** The rate per table is: \$400.00 for an outer wall (premium display) table, \$350 for an inner room (standard display) table. Tables are available to current associate members of CBA only. We will not be using pipe and drape.

### Use Of Space

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear; to this end, exhibits should be so arranged that exhibitors will be inside the space assigned. All material used for decoration, i.e., paper, cardboard, cloth, etc., shall be flame-retardant type. Safety and fire exits and equipment must be left accessible and in full view at all times.

### Liability

It is mutually agreed that the California Bus Association, the Silver Legacy Resort Casino and the Reno-Sparks Convention Center shall not be liable to any exhibitor for any damage to or for the loss or destruction of an exhibit on the property of an exhibitor or injuries to his/her person resulting from any cause. All claims for any such loss, damage, or injury are expressly waived by the exhibitor.

### Restriction

CBA reserves the right to prohibit any display or exhibit or any part of a proposed exhibit which it judges not suitable or in accordance with the general character of the exhibits; this refers to conduct of persons, printed matter, souvenirs, or anything that may be classed as unsuitable.

### Cancellations

In the event an exhibitor finds it necessary to cancel its participation in the CBA 2023 Trade Show, refunds will be as follows: For cancellations through October 20, 2023, a full refund less a \$25 processing fee will be provided. For cancellations after October 20, 2023, a 50% refund will be issued. All cancellations must be received in writing by October 20, 2023. Please email to [information@cbabus.com](mailto:information@cbabus.com) to ensure prompt delivery. Mail requests may be sent to PO Box 344, Palatine, IL 60078, however, timely delivery cannot be assured.

### Installation Of Exhibits

Installation of exhibits will be on Monday and Tuesday. See schedule for time.

### Failure To Occupy Space

Space not occupied will be forfeited by exhibitor without refund.

### Open Exhibit Hours

Tuesday, November 6, 2023. See schedule for time.

### Removal of Exhibits

No exhibits may be dismantled before the official closing of the CBA 2023 Trade Show at 4:15 p.m. without express permission of the CBA.

### Exhibitor Registration

Exhibiting companies must be registered Convention attendees. Refer to the Registration form for the required registration fees. Only those persons wearing badges issued by CBA for the Convention will be permitted into the exhibit hall. It is important that all exhibitors be registered. Badges must be worn at all times; badge swapping among personnel is prohibited. Non-exhibitors are prohibited from admittance to the showcase, as well as from taking meetings with operators outside of the room during that time.

### Rights Of Trade Show Management

Should any emergency of any nature arise previous to the opening show date which would prevent its scheduled opening, destruction or damage to the exhibit area by fire, wind storm strikes, acts of God, etc., or a declaration of any emergency by the Government, it is expressly agreed that CBA may retain as much of the payment for exhibit space as is necessary to cover the expenses incurred by the Association up to the time of such emergency. All points not covered by these rules are subject to the judgment of the Board of Directors of CBA.

### Shipping of Display Materials

Due to storage limitations, the Silver Legacy Resort Casino requests that you please schedule your shipment to arrive within five (5) days of your group arrival if possible. Please mark packages accordingly as to the total number of boxes being shipped (1 of 5, 2 of 5, etc.) Please email [information@cbabus.com](mailto:information@cbabus.com) with your tracking numbers. Please ship to the following address, including all requested information, to help ensure proper delivery: **Silver Legacy - Attn: Elizabeth Marquis - 407 N Virginia Street, Reno, NV 89501 - NOTE: HOLD FOR (YOUR NAME) / CBA CONVENTION**