

# 2025 NCAA Regional Conference

August 4-7, 2025

*Margaritaville Resort*

4130 Lake Tahoe Blvd, South Lake Tahoe, CA

Click [here](#) for information on conference location and lodging accommodations.

➤ **How do I register my company representatives?**

The Exhibitor Package for the NCAA Regional Conference includes admission for up to 3 company representatives; depending on the selected package level. When registering, enter the attendee names. If representative names are unknown upon registering, they can be submitted via email by Friday, July 11. You can purchase additional company representative tickets for \$500; no more than (5) reps may attend per company. Any updates to registered representatives' names should be emailed to [events@calassessor.org](mailto:events@calassessor.org).

➤ **What is the cost of additional passes?**

Additional Company Representative Admission is \$500/person.

➤ **Can you please send us a floorplan and our confirmed booth #?**

Exhibitors will be showcased in the Margaritaville Atrium located nearest the Compass Rose Ballroom. Large booths cannot be accommodated at the NCAA Regional Conference. Each tabletop exhibitor will have a six-foot table with (2) chairs. Exhibitors can set up pop-up/tabletop signage only as part of their displays.

➤ **Is it just the table that is provided; are chairs and a wastebasket as well?** One (1) six-foot table. Based on the number of reps attending the appropriate number of chairs will be provided.

➤ **Will internet/Wi-Fi, access to power or other AV items be provided?**

Electrical access will be provided to all exhibitors. Basic Wi-Fi internet access will be available through the Margaritaville Resort. The option of purchasing stronger internet with faster connection speed will be available. Add-On packages are available through Encore for additional equipment needs, i.e. computer monitors, extension cords, and high-speed internet.

➤ **Do you have a designated event contractor for booth needs (furniture, electricity, internet, AV)?**

No. The NCAA Regional Conference will consist of tabletop exhibitors only. There is no exposition hall and will therefore not require an expo company.

➤ **Is there an exhibitor schedule with setup and teardown hours?**

Yes. **Exhibitor Set-Up:** Monday, August 4 from 3:00PM – 5:00PM, and Tuesday, August 5 from 7:00AM – 8:00AM. **Exhibitor Teardown:** Wednesday, August 6, from 12:00PM – 1:00PM. Refer to the [Program-at-a-Glance linked here](#) for more details on the conference schedule.

➤ **Is the exhibit area carpeted?**

No. Margaritaville Atrium is not carpeted areas.

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➤ **What is the estimated # of attendees?**

The NCAA Regional Conference is attended by approximately 150 attendees; 120 guests and 20-30 exhibitors.

➤ **Where should tabletop materials be shipped?**

**California Assessors Association**

**Conference** [Name of exhibiting company]

C/O Margaritaville Resort

4130 Lake Tahoe Blvd, South Lake Tahoe, CA

Group Meeting Dates: August 4-7, 2025

<Box \_of \_>

**NOTE:** If you are sending more than one package within a single shipment, please be sure to number in sequence (i.e. one of three, two of three, etc.). Due to limited storage, please do not send packages more than two (2) days prior to the conference. **Deliveries that arrive prior to this will be subject to a daily facility storage fee; and will be billed to the exhibiting company.**

➤ **Will you provide lead retrieval and what is the process/info on this?**

No

➤ **Will there be media coverage?**

No

➤ **Will we need to submit a COI?**

No

➤ **What tasks are required from us and when are the deadlines?**

Submit Company Details and Media for the Program & Materials by Friday, March 21:

- **High Resolution Company Logo**
- **Advertisement** (based on the dimensions included in the sponsorship package)
- **Company Bio** (brief description no more than 150 words)

[\*\*CLICK HERE TO SUBMIT COMPANY DETAILS AND MEDIA FILES\*\*](#)

➤ **If you are providing SWAG for conference attendees: Items should be shipped for arrival on or before Friday, August 1<sup>st</sup> to:**

**Margaritaville Resort Hotel & Spa**

Attention: Chanel Barkley / NCAA Conference

4130 Lake Tahoe Blvd, South Lake Tahoe, CA

**DO NOT SHIP TO THE CALIFORNIA ASSESSORS ASSOCIATION.**

**TABLETOP materials are to be shipped to the hotel address listed above.**

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➤ **Will you be sending a pre or post event attendee list?**

Yes. Exhibitors are provided with the attendee list one week prior to the conference and then a final list following the conference.

The Program at a Glance is [HERE](#):

**Monday, August 4**

3:00 PM - 5:00 PM

Registration Desk Open Exhibitor

Set-up

**Tuesday, August 5**

9:00 AM – 9:30 AM

Conference Opening & Introductions

*\*\*Exhibitors are invited to briefly introduce their company and products to conference attendees.*

**Wednesday, August 6**

12:00 PM – 1:00 PM

Exhibitor Teardown

**NOTE:** CAA Committee Meetings are limited to CAA members and Board of Equalization staff only, and are scheduled as follows:

- **Education Committee** (Wed, August 6, from 1:30PM - 2:30PM)
- **Standards Committee** (Wed, August 6, from 2:30PM - 3:30PM)
- **Legislative Committee** (Wed, August 6, from 3:30PM - 4:30PM)
- **Board of Directors** (Thu, August 7, from 8:30AM – 10:00AM)



# CALIFORNIA ASSESSORS' ASSOCIATION

## 2025 REGIONAL CONFERENCE

### EXHIBITOR AGREEMENT

(Return to [admin@calassessor.org](mailto:admin@calassessor.org) by Friday, March 21, 2025)

Exhibiting Company Name \_\_\_\_\_

Company Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP Code \_\_\_\_\_

The California Assessors' Association will not sign individual contracts, agreements or riders from individual exhibiting companies.

**Invoicing:** CAA agrees to provide invoices and W-9 to the exhibiting company in advance of the conference. Payments may be made by ACH, wire transfer, check or credit card (with no processing fee).

**Conference exhibit table set-up and exhibitor materials:**

The Conference Coordinator reserves the right to fix the time for the installation of any exhibiting table prior to the conference opening and for its removal upon the conclusion of the conference. Installation of all exhibits must be completed by the scheduled opening time of the conference.

It is the Exhibitor's responsibility to mark and identify crates and boxes. Crates and boxes not properly marked or identified may be destroyed. CAA and the Conference Coordinator assume no responsibility for the contents of crates or boxes improperly labeled.

Crates, boxes, or other exhibit materials unclaimed by the Exhibitor within 24 hours of exhibitor breakdown will be removed at the Exhibitor's expense. Exhibitors will be billed by the Conference

Coordinator for removal time, materials, and/or storage at prevailing rates. Neither CAA, the Conference Coordinator, service contractors, nor the exhibit facility shall assume any liability whatsoever for loss or damage. The exhibiting firm assumes responsibility for its authorized representative to follow all conference rules and regulations.

**Cancellation:**

Exhibitors may cancel their registration for this event and receive a full refund 45 days before the first day of the conference. Cancellations from 44 – 30 days prior will receive 50% of the total exhibitor fee and no refund less than 30 days out.

Should CAA cancel the conference for any reason, exhibiting companies will receive the full amount of their exhibitor fee only.

I/We agree to abide by all rules and regulations governing the CAA Conference as outlined in this agreement.

Additional information and FAQs on the conference exhibitor schedule are attached.

Printed Name:

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Job Title:

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Signature:

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