



San Francisco Chapter Construction Specifications Institute

CHAPTER EVENING PROGRAM TABLE TOP POLICY

The San Francisco CSI Chapter offers Table Top exhibition during Evening Dinner Programs, with some exceptions.

Table Tops are available to members only. They are a way for our members to show and talk about their products and services with Evening Program attendees who are interested during the social hour and after the evening program presentation.

Due to space constraints, no more than three Table Tops are permitted per Evening Dinner Program. This will be assigned on a first-come basis.

There will be some Evening Programs in which Table Tops will be reserved for joint participation organizations, and other Evening Programs which are simply not suitable for Table Tops such as the Holiday Evening, Awards Banquet and other special events.

- **The Chapter charges a fee of \$100¹ per Table Top** to provide the physical table and top covering, and the space for the evening. The fee is payable in advance to the SF CSI Chapter.
- The participating member provides the rest.

It is the policy of the San Francisco CSI Chapter to introduce the Table Top participants at the beginning of the social hour to let everyone know who is there. The Program Committee will also recognize and thank the Table Top participants prior to the Evening Program.

We do understand that some CSI Chapters allow time for Table Top participants to do a 5-10 minute presentation. The San Francisco CSI Chapter does not. We are such a large and busy chapter there are significant time constraints at each and every Evening Program. However, the Chapter and the Program Committee want to do everything we can to make your Table Top successful.

Please let us know if you have any questions.

San Francisco CSI Chapter Committee contacts:

Pat Hooper, CSI, CCPR

Chair

phooper@hooperwolfe.com

510-315-1010

¹ Check made payable to: SF CSI Chapter or credit card payment must be made within five (5) business day in advance of the evening program. If payment is not received in advance, a table will not be set up. Please note that cancellation of a reserved Table Top less than 48 hours in advance may result in a \$50 cancellation fee.