



**94th Annual Lions Clubs International Convention
Seattle, Washington
July 4 – July 8, 2011
DISPLAY of PROJECT TERMS and CONDITIONS**



EXHIBITION LOCATION

Washington State Convention and Trade Center (WSCTC) – Exhibit Hall 4
800 Convention Place
Seattle, Washington 98101
Website: www.wsctc.com

LIONS CLUBS INTERNATIONAL CONTACT:

Scot Jacobson, Coordinator - Convention Services and Meetings Logistics
E-Mail: scot.jacobson@lionsclubs.org

EXHIBITION SHOW SCHEDULE (times subject to change):

| | |
|-------------------|---------------|
| Monday, July 4 | 09:00 – 17:00 |
| Tuesday, July 5 | 09:00 – 17:00 |
| Wednesday, July 6 | 09:00 – 17:00 |
| Thursday, July 7 | 09:00 – 17:00 |
| Friday, July 8 | 07:00 – 10:00 |

WHAT YOUR DISPLAY OF PROJECT SPACE COST INCLUDES:

- Your payment will secure one (1) poster board (approximately 4' x 8') in a designated area of the exhibit hall.
- Listing in the Official Convention Program, which is distributed to all convention attendees. Your project listing will include a 25-word description. This must be submitted before March 25, 2011 to ensure its entry into the program.

DISPLAY OF PROJECT SPACE RESERVATIONS AND FEES

Full payment is required with each application. Requests for exhibit space must be received by May 13, 2011. Applications received after March 25, 2011 will not be listed in our Official Convention Program. Displays of Project fees are as follows:

| Display of Project Rate (USD) | Cost per 4' x 8' Poster Board |
|-------------------------------|-------------------------------|
| Poster Board Rate | \$50.00 |



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DISPLAY OF PROJECT BOARD ASSIGNMENTS

Board assignments are made on a first-come, first-served basis upon receipt of full payment. In the coming months, the exhibit hall floor plan will be available to view on our website. Please check periodically.

LCI reserves the right to relocate space. Relocations will be made only if deemed necessary and upon notification to the Display of Project contact person by Convention Services.

No Display of Project participant shall assign, sublet or apportion of the whole or any part of their space without the knowledge and consent of Convention Services. An LCI issued exhibitor badge must be worn during set-up. Beginning July 4, a registered attendee convention badge is required for admittance into the exhibit hall.

Display of Project participants agree to observe and comply with all Host Country laws, statutes, ordinances, rules and regulations, and the Exhibitor's Rules and Regulations as stated herein. Failure to comply with applicable laws, rules and regulations may result in LCI or WSCTC removing the project display and/or denying the participant the opportunity to participate in future LCI-sponsored events.

DISPLAY OF PROJECT MOVE-IN and SET-UP TIMES

| | |
|------------------|---------------|
| Saturday, July 2 | 09:00 – 16:00 |
| Sunday, July 3 | |

- Display of Project participants will have access to the Exhibit Hall for set-up of their display ONLY on the dates and times shown above.
- An LCI issued exhibitor badge must be worn during set-up. Beginning July 4, a registered attendee convention badge is required for admittance into the exhibit hall.
- All displays must be set up and ready for inspection before opening time at 09:00 on July 4, 2011.
- Any display that is not set up prior to the event start date and time may be removed and stored by Show Management at the sole expense of the Display of Project participant.
- This is an educational and informative venue for Lions members, therefore selling of merchandise is not allowed. In addition, the distribution of campaign materials or campaigning is prohibited.

DISPLAY OF PROJECT BREAKDOWN TIME

| | |
|----------------|---------------|
| Friday, July 8 | 10:00 – 14:00 |
|----------------|---------------|

- No display shall be dismantled before the official closing time of Friday, July 8 at 10:00.
- Any materials left in the exhibit hall following the official move out time will be removed by the official contractor and held in storage and charged at prevailing rates at the participant's expense. LCI also retains the right to discard any participant materials following the official move out time at its own discretion.

CANCELLATION POLICY

The cost of each poster board is US\$50.00. Full payment is required with each application. The fee is non-refundable. Checks must be in U.S. funds and drawn on a U.S. bank. Deadline to reserve a poster board, space permitting, is May 13, 2011. Your district name will be printed in the official convention program if your application and payment is received by March 25, 2011.



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BALLOONS

Are not permitted.

DECORATIONS

Signs, banners and decorations may not be affixed to the facility or suspended from any surfaces in the Convention Center without prior review and approval. All items should be free-standing and may not obstruct exit doors, exit lights, fire alarm pull boxes, fire hose cabinets, fire extinguishers or facility signage. Suspension points do not include light fixtures, sprinkler heads, conduit, HVAC ducts, etc.

No pins, tacks or adhesives of any sort are permitted on any wall or door. No signs or banners may be placed on the exterior of the facility.

EQUIPMENT & FREIGHT HANDLING

You may hand carry or use a light 2-wheeled luggage cart to transport your display materials into the exhibit hall. Please note there is a charge for using the facilities and/or contractor's labor force and/or equipment to transport or set-up your display.

FIRE SAFETY

Display of Project participants must comply with all federal, state and municipal fire codes that apply to a place of public assembly as well as any applicable OSHA regulations.

Participants are responsible for the proper and safe construction, materials and maintenance of their display. Materials used in the construction of displays must be fire resistant. All displays are subject to inspection by the Seattle Fire Department.

LIABILITY & INSURANCE

Display participants acknowledge that LCI and the WSCTC do not maintain insurance covering the Display area and that it is the sole responsibility of the district to protect its property or to obtain appropriate insurance.

PRIVATELY OWNED VEHICLES (POVs)

The Convention Center has a temporary small vehicle delivery area within its facility. This space is reserved by the Show Contractor to allow safe access for exhibitors to transport materials to and from their exhibit areas. The Contractor will publish the dates and times established for the operation of Hand Carried Freight (HCF) in advance.

PROTECTION OF HALL

Display of Project participants agree to comply with all fire safety requirements and WSCTC's General Rules and Regulations of Exhibition. Participants may not tape, paste, thumbtack, or otherwise affix signs or posters to the walls and columns, or hang items from sprinkler pipes. Repair or removal of any marks will be done by WSCTC staff with full liability and cost to the Display of Project participants.

Display set-up is subject to the approval of LCI, who reserves the right to order withdrawn from a display any item(s) which, in its sole opinion, do not comply with these rules and regulations. LCI further reserves the right to reject at any time any exhibit, which, in its sole opinion, is reasonably objectionable to members, exhibitors, and others. No liability or damages of any nature against LCI, its officers, directors, employees, or agents shall be incurred because of such rejection.



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SECURITY

LCI will provide security guards in the Display of Project area during Show hours, and will take reasonable precautions to safeguard participants' property. This does not guarantee or insure the participant against loss. LCI is not liable for any Display of Project participant's property in its display.

GENERAL INFORMATION

All displays must be done in such a way as to not violate the rights of other exhibitors or visitors. All display items must be mounted securely on the poster board. LCI reserves the right to refuse any application for space. Display set-up is subject to the approval of LCI, who reserves the right to order withdrawn from a display, an item(s), which, in its sole opinion, do not comply with these rules and regulations. LCI further reserves the right to reject at any time any display, which, in its sole opinion, is reasonably objectionable to members, exhibitors, and others. No liability or damages of any nature against LCI, its officers, directors, employees, or agents shall be incurred because of such rejection.

All matters not covered by these rules and regulations are subject to the decision of LCI, acting through its Convention Division manager. These rules and regulations may be amended at any time by LCI, and all amendments that may be so made shall be equally binding on all parties affected by them as are the original rules and regulations. In the event of any amendment or additions to these rules and regulations, written notice will be given by LCI to the Display of Project participants.

The abbreviation "LCI" used in the rules and regulations shall mean The International Association of Lions Clubs® and its officers, directors, employees, and agents duly acting for the association in the management of the convention.