

# 95<sup>th</sup> Annual Lions Clubs International Convention

Busan Exhibition & Convention Center (BEXCO)

Busan, Korea

June 22 – June 26, 2012



## Exhibitor and Advertising Prospectus & Terms and Conditions





## EXHIBITOR INFORMATION

The Lions International Convention exhibitor’s area has been designed to provide a large, easy to find section in a prime hall location. Space is limited so reserve your space soon before they sell out. A benefit of coming on board as one of our valued exhibitors by February 24, 2012 will be your company or organization’s details listed in our convention program. The program is printed in several languages and is given to all attendees. We will include a brief description of your company/organization along with your website or e-mail address.

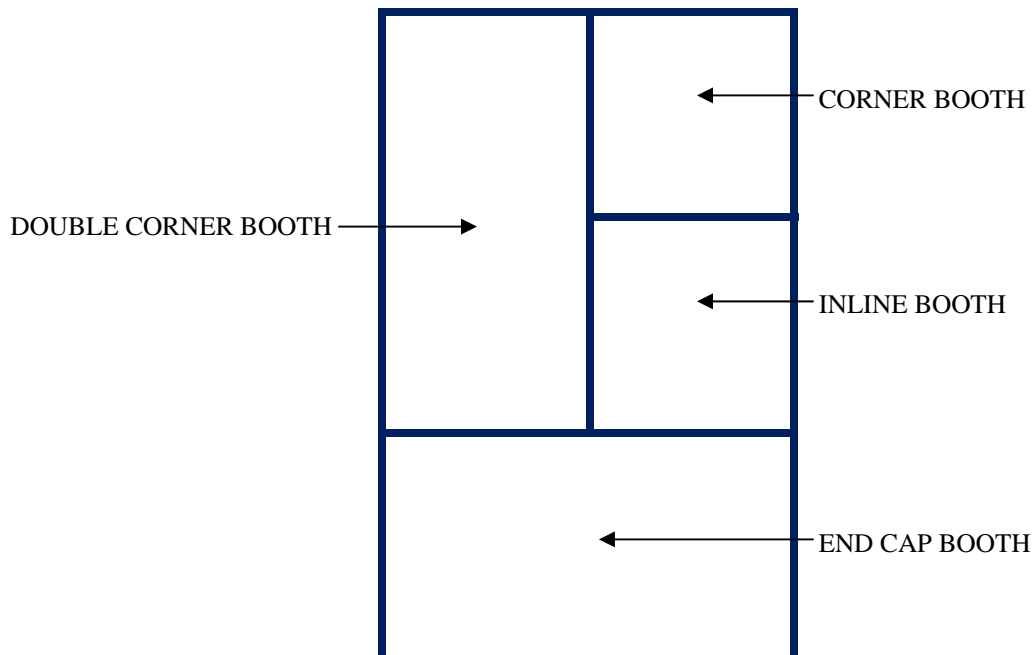
### How much does it cost to be an exhibitor?

The price for each 3m x 3m exhibit booth varies based upon the exhibitor classification and booth specifications. LCI offers additional discounts for repeat exhibitors and for any exhibitor referrals. Prices are inclusive of VAT. Please refer to the chart below as a guide:

	RETAIL EXHIBITORS	NOT-FOR-PROFIT/CHARITABLE ORGANIZATIONS
STANDARD 3m x 3m INLINE BOOTH	\$1500.00	\$400.00
CORNER 3m x 3m BOOTH*	\$1600.00	\$500.00
END CAP 6m x 3m BOOTH*	\$3200.00	\$1000.00
DOUBLE CORNER 6m x 3m BOOTH*	\$3100.00	\$900.00

**NOTE: All rates are shown in US Dollars (USD)**

\* **NOTE:** Corner, Double Corner and End Cap Booth space is not guaranteed and is subject to availability.





### What is included with my exhibition fee?

- ❖ Four (4) exhibit hall passes for each 3m x 3m booth.
- ❖ Each booth includes a 2.4m high hard back and side walls
- ❖ 1 – 100cm x 50cm Table
- ❖ 1 – 70cm Round Table
- ❖ 2 – Chairs
- ❖ 3 – Lights; 1 - Fluorescent and 2 - Incandescent
- ❖ 1 – 3kw Electrical Outlet and Consumption
- ❖ Booth ID Sign.
- ❖ Company or organization listing in the Official Convention Program, which is distributed to all convention attendees and translated into numerous languages. Each listing will include a description of up to 25 words. Your application must be received by **February 24, 2012** to be included in the program.

### Official Service Contractor:

- ❖ Our official decorator is **LEE Convention**.
- ❖ LEE will contact you concerning the exhibitor kit.
- ❖ The exhibitor kit contains information on your booth decor, along with order forms for your additional electrical, telecom, audio-visual, decorating and other services you may require.
- ❖ Exhibitor Terms and Conditions are included in your confirmation packet – please review thoroughly.
- ❖ LEE Convention’s contact information:  
Room 415, Ace High-Tech 21, 1470, Woo-Dong, Haeundae-Gu  
Busan, Korea 612-020  
Phone: +82-51-711-0044  
Fax: +82-51-747-7030  
[hskim@leeconvention](mailto:hskim@leeconvention)

### Exhibitor Schedule at a Glance:

**Exhibition Venue:** Busan Exhibition & Convention Center (BEXCO) - Hall 4  
43 APEC-ro Haeudae-gu  
Busan, Korea 612-704  
Website: [www.bexco.co.kr](http://www.bexco.co.kr)

<b>Exhibitor Move-in Period:</b>	Wednesday	June 20, 2012	10:00 – 16:00
	Thursday	June 21, 2012	10:00 – 16:00
<b>Convention Dates and Times:</b>	Friday	June 22, 2012	10:00 – 16:00
	Saturday	June 23, 2012	10:00 – 16:00
	Sunday	June 24, 2012	10:00 – 16:00
	Monday	June 25, 2012	10:00 – 16:00
	Tuesday	June 26, 2012	07:30 – 10:30
<b>Exhibitor Move-out Period:</b>	Tuesday	June 26, 2012	10:31 – 17:00

**NOTE: All times are subject to change – LCI will notify exhibitors of any schedule changes. Refer to the Terms and Conditions for further information.**



**EXHIBIT SPACE APPLICATION**  
**95<sup>th</sup> Lions Clubs International Convention**  
 Busan Exhibition & Convention Center ♦ Busan, Korea  
 Exhibit Hall Show Dates June 22 – June 26, 2012



**Exhibiting Organization Information** Please print all information EXACTLY as it should appear on all promotional listings.

**Name You Wish to Exhibit Under** \_\_\_\_\_

**Company name for invoicing** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**Zip/Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Web Address** \_\_\_\_\_

**Exhibit Contact** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Exhibit Space Rates for a 3m x 3m Booth**

Your exhibit space purchase includes:

- ❖ Four (4) exhibit hall passes for each 3m x 3m booth.
- ❖ Each booth includes a 2.4m high hard back and side walls
- ❖ 1 – 100cm x 50cm Table
- ❖ 1 – 70cm Round Table
- ❖ 2 – Chairs
- ❖ 3 – Lights; 1 - Fluorescent & 2 - Incandescent
- ❖ 1 – 3kw Electrical Outlet and Consumption
- ❖ Booth ID Sign
- ❖ Convention program listing if application is received by printing deadline date

Please review the important exhibitor Terms and Conditions that have been included with this document. The Terms and Conditions for this year's convention can also be viewed at:

[www.lionsclubs.org/EN/news-and-events/international-convention](http://www.lionsclubs.org/EN/news-and-events/international-convention)

Full payment is required with each application. Please note that booth fees are listed in US Dollars. Requests for exhibit space must be received by May 11, 2012. Applications received after February 24, 2012 will not be listed in our Official Convention Program due to printing deadlines.

Our official decorator is LEE Convention. LEE will contact you concerning the exhibitor kit. The exhibitor kit contains information on your booth decor, along with order forms for your additional electrical, telecom, audio-visual, decorating and other services you may require.

**Contact Information for LEE Convention:**

Room 415, Ace High-Tech 21, 1470, Woo-Dong, Haeundae-Gu  
 Busan, Korea 612-020  
 Phone: 82-51-711-0044  
 Fax: 82-51-747-7030  
[hskim@leeconvention](mailto:hskim@leeconvention)

**Product/Service Listing in the Official Convention Program**

Please provide in 25 words or less a description of your organization and any products or services you will be highlighting in the exhibit hall. Forms submitted with more than 25 words will be subject to editing. LCI does not guarantee description will be listed if received after February 24, 2012.

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<b>BOOTH RATES (USD)</b>	<b>Inline 3m x 3m Booth</b>	<b>Corner 3m x 3m Booth</b>	<b>End Cap 6m x 3m Booth</b>	<b>Double Corner 6m x 3m Booth</b>	<b>Total</b>
<input type="checkbox"/> <b>Retail Exhibitors</b>	\$1500.00	\$1600.00	\$3200.00	\$3100.00	\$
<input type="checkbox"/> <b>Not-for-Profit/Charitable Organizations and those that are showcasing Lions Humanitarian supported programs</b>	\$400.00	\$500.00	\$1000.00	\$900.00	\$
<b>Repeat Exhibitors Appreciation Credit</b> (Subject to verification by LCI)	- \$50.00	- \$50.00	- \$50.00		- \$
<b>New Exhibitor Referral Credit</b> (Subject to verification by LCI) <b>Referred Exhibiting Company Name:</b> _____	- \$50.00	- \$50.00	- \$50.00		- \$
<b>Total Amount Due</b> Please add all the charges and any credits in right hand column					\$

**Cancellation / Booth Size Reduction Policy:**

Liquidated damages will be charged per exhibit space to any exhibitor that cancels or reduces their booth size within the following time periods:

**Time Period**

Before May 11, 2012  
After May 11, 2012

**Liquidated Damages**

Full refund  
No refund

<b>PAYMENT INFORMATION</b>	<i>Payment is due with application</i>
<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Check            Payable to LCI	
Account Number _____	Expiration Date _____
Name on Card _____	Address _____
City _____	State _____
Zip/Postal Code _____	Country _____
Authorized Signature _____	Authorized Amount _____

**AGREEMENT**

I agree to abide by the provisions of the Terms and Conditions governing the 95<sup>th</sup> Lions Clubs International Convention as well as the conditions, which the exhibit space in the convention hall is leased to LCI.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**BY SIGNING THIS AGREEMENT, YOU AGREE TO ALL TERMS AND CONDITIONS. THE TERMS AND CONDITIONS CAN BE FOUND ON PAGES 8-11 OF THIS DOCUMENT.**

**PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR FILES.**

Please Return the Completed Application and signed agreement to:

Scot Jacobson  
Convention Coordinator  
Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Direct Line: 1-630-468-6928 Fax: 1-630-706-9285  
[scot.jacobson@lionsclubs.org](mailto:scot.jacobson@lionsclubs.org)

## ADVERTISING OPPORTUNITIES

With a forecasted attendance of 30,000 global Lions members, we invite you to participate as an Advertiser in our Official Convention Program. Take advantage of this unique opportunity to extend your marketing reach with our attendees.

### Advertisement in the Official Convention Program **\$500 - \$1,300**

Our Program, which is translated into several languages, is a must for all of our attendees and is often kept as a treasured keepsake and souvenir. Convention attendees can view our scheduled program of events, voting information, exhibitor descriptions and delegation activities to name just a few. Your advertisement will help guide attendees to your booth and increase your company/organization's exposure to the thousands of worldwide Lions members onsite.

Advertising prices vary based upon the size of the ad and if the ad will be in 4-color, 2-color or black and white. **The number of color advertisements available is limited.** Program cover advertisements are assigned on a first-come, first-served basis. As a special thank you to our exhibitors, Lions Clubs International is offering discounts up to 25% off for participating convention exhibitors who wish to advertise in our program.



**APPLICATION FOR CONVENTION PROGRAM ADVERTISING**  
**95<sup>th</sup> Lions Clubs International Convention**

Busan Exhibition & Convention Center ♦ Busan, Korea  
 Exhibit Hall Show Dates June 22 – June 26, 2012



**Company/Organization Information:** (Please Print)

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Web Address \_\_\_\_\_ E-Mail \_\_\_\_\_

**Advertisement Sizes & Fees:**

Type of Program Advertisement	Standard Rate	2012 Convention Exhibitor Rate	Total
4-Color, Full Page 3" x 7 1/4"	\$1300.00	\$975.00	
2-Color, Full Page 3" x 7 1/4"	\$1000.00	\$750.00	
Black & White, Full Page 3" x 7 1/4"	\$900.00	\$675.00	
Black & White, Half Page 3" x 3 1/2"	\$500.00	\$375.00	
<b>TOTAL AMOUNT DUE</b>			

Please note that ads can be supplied as a PDF/X1a file. The PDF must contain all high-resolution cmyk images (300 dpi) and embedded fonts. Please ensure that the PDF ad is designed to fit the advertisement size indicated above.

Format questions? Contact Connie Schuler at 1-630-468-6752 or e-mail [connie.schuler@lionsclubs.org](mailto:connie.schuler@lionsclubs.org)

**Deadline for ad requests is February 24, 2012 due to printing deadlines.**

**PAYMENT INFORMATION** *Payment is due with application*

American Express    MasterCard    Visa    Check Payable to LCI

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Authorized Amount \_\_\_\_\_

**Please Return the Completed Application to:**

Deade Apgar-Herman  
 Administrative Coordinator  
 Lions Clubs International  
 300 W. 22nd Street  
 Oak Brook, IL 60523 USA  
 Direct Line: 1-630-468-6757 Fax: 1-630-706-9110  
[Deade.Apgar-Herman@lionsclubs.org](mailto:Deade.Apgar-Herman@lionsclubs.org)

## TERMS AND CONDITIONS

All interested exhibitors are required to complete and submit the enclosed exhibitor application to LCI. The application must include a description of the purpose of the exhibit and indicate specifically what products, services and promotions you plan to display at your booth.

Items bearing the official Lions emblem/logo may **not** be sold unless your organization is an approved licensee of Lions Clubs International.

All assigned exhibition space **must be staffed at all times during the exhibition schedule**. Booths may not be dismantled until after our official event end time on Tuesday, June 26.

**At least one person representing the exhibiting company must speak English.**

By signing and submitting the exhibitor application, the Exhibitor agrees to observe and comply with all Host Country laws, statutes, ordinances, and all Terms and Conditions as stated herein. Failure to comply with applicable laws, terms and conditions may result in LCI or the BEXCO removing the exhibitor and/or denying the exhibitor the opportunity to participate in future LCI-sponsored events.

You may be required to provide background information to substantiate claims for any product or service.

All exhibitors are required to pay for additional items for their booth beyond the amenities included in the standard booth package. LCI has negotiated for special discounted pricing with our official suppliers. Additional available items to order will be included in your exhibitor kit that you will receive closer to the Convention from Lee Convention

### **BALLOONS**

Are not permitted.

### **BOOTH ASSIGNMENT**

Booth assignments are made on a first-come, first-served basis upon receipt of full payment.

**LCI reserves the right to relocate space. Relocations will be made only if deemed necessary and upon notification to the exhibitor by Convention Services.**

**No exhibitor shall assign, sublet or apportion the whole or any part of their space without the knowledge and consent of Convention Services.**

**All exhibitors must wear LCI issued exhibitor badges registered under the name of the exhibiting company.**

Exhibitors will have access to the Exhibit Hall for set-up of their booths **ONLY** on the dates and times previously mentioned. Access to the Exhibit Hall will be granted only to those persons who have been registered and are wearing the approved identification badge.

All exhibits and displays must be set up and ready for inspection before opening time at 10:00 on June 22, 2012.

Any exhibit or 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 Exhibitor.

Any materials left in the exhibit hall following the official move out time will be removed by Lee Convention, held in storage and charged at prevailing rates at the Exhibitor's expense. LCI also retains the right to discard any Exhibitor materials following the official move out time at its own discretion.

### **BOOTH CLEANING**

LCI is responsible for cleaning the common areas. The order form to clean your booth will be in your exhibitor kit and will be at your expense.

### **CANCELLATION POLICY**

Cancellation of exhibit space must be made in writing to Lions Clubs International. Exhibit booth fees will be refunded according to the following schedule:

Cancellations received in writing on or prior to May 11, 2012  
Cancellations received in writing after May 11, 2012

Full refund of amount paid  
No refunds

## **DANGEROUS AND HAZARDOUS SUBSTANCES**

No propane, acetylene or other flammable or explosive materials are allowed.

## **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 freestanding 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.

## **DELIVERIES**

BEXCO is unable to accept/receive deliveries of freight, crates and mail for exhibitors or attendees. Please make advance shipment arrangements through the Lee Convention. Please provide the Lee Convention with a list of all deliveries. Due to limited storage, freight cannot arrive any earlier than June 18, 2012.

## **DISTRIBUTION OF FOOD SAMPLES**

Exhibitors that do not provide food as their normal business shall not be permitted to sell or provide food and beverage in and outside of the Exhibition Halls.

Should the nature of the exhibition require sampling or provision of food and beverage, the Exhibitor shall report it to LEE Convention and BEXCO and acquire prior consent and approval from LEE Convention and BEXCO.

No selling of food or beverage is permitted **without prior approval from LEE Convention and BEXCO.**

## **DISTRIBUTION OF LITERATURE/PRODUCT**

Exhibitors are allowed to attract people to the booth. Exhibitors are not permitted to distribute information outside of the contracted booth area or in any other areas of the exhibit hall or conference areas without prior approval from LCI. Giveaways are appreciated and encouraged.

## **DOMESTIC ANIMALS**

Service dogs are permitted in the BEXCO. A written notification letter to BEXCO two (2) weeks prior to the event is required.

Exhibitors wishing to have other animals at their booth must receive advance permission from both LCI and BEXCO. Exhibitor will be responsible for obtaining any necessary permits and documentation.

Animals/pets must be on a leash, within a pen and under similar control, at all times. The owner shall take full responsibility for their pet.

## **ENDORSEMENT**

Unless otherwise authorized, LCI does not endorse or recommend the use of any specific commercial products or services. Therefore, the exhibitor may not state or imply, verbally or in printed literature, that its products are endorsed or recommended by Lions Clubs International except when applicable to state that it has received authorization to use a specific LCI trademark on certain products.

## **EXHIBITOR HOUSING**

LCI has made available The Haeundae Centum Hotel to all approved exhibitors at a discounted group rate. The deadline to secure hotel reservations at the discounted group rate is May 1, 2012. After this date, rooms and rates will be on an availability basis only. **Hotel reservations must be made by LCI.** The Hotel application will be included.

## **FIRE SAFETY**

All fire, safety and Convention Center regulations must be strictly followed.

## **FREIGHT HANDLING**

Exhibitors can hand carry or use a two-wheeled luggage cart to bring their merchandise into BEXCO.

Exhibitors should use the freight dock, located at the back of exhibition halls. This gives the exhibitor easier accessibility and a closer distance to the exhibitor's area.

Any assistance from the facility/contractor to deliver and/or set-up any items will be charged the current applicable labor or delivery fees for this service. Detailed rate information will be included in the exhibitor kit.

## **INSURANCE**

The exhibitor shall, at its own expense, obtain and keep in full force and effect during the entire duration of the convention, appropriate insurance coverage as is customary to maintain for its property, employees, agents, and exhibit programs, including sufficient general liability coverage for any bodily injury or property damage. The exhibitor's application and signature warrant that it has current and sufficient insurance coverage and that LCI has been named as an additional insured under such policies of insurance. LCI also reserves the right, in its sole discretion and at any time before, during or after the convention, to request that an exhibitor furnish to LCI a certificate of insurance evidencing sufficient coverage. The exhibitor acknowledges that LCI and BEXCO do not maintain insurance covering the exhibitor's property, employees, agents or exhibit programs and that it is the sole responsibility of the exhibitor to obtain appropriate insurance, including but not limited to, sufficient general liability, bodily injury, property damage, business interruption, fire and theft, and workers' compensation insurance covering any such losses caused by or related to the exhibitor. The exhibitor assumes all risk of loss or damage of any kind, including but not limited to, any such loss or damage in excess of insurance coverage limits.

## **MUSIC/VIDEOTAPE SOUND TRANSMISSION**

Exhibitor shall notify LCI in writing of its intentions to broadcast music/audio-visual sound transmission in its assigned booth space. Any music or other sound projection must be modified to avoid unnecessary distraction to other exhibitors.

## **NON-SMOKING POLICY**

BEXCO is a non-smoking facility.

## **PROTECTION OF HALL**

Exhibitors agree to comply with all fire safety requirements and BEXCO's General Terms and conditions of Exhibition. Exhibitors 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 BEXCO staff with full liability and cost to the Exhibitor.

All personnel must be dressed appropriately at all times and confine their activities to their assigned booth space.

Booth set-up is subject to the approval of LCI, who reserves the right to order withdrawn from a display, any item(s) that, in its sole opinion; do not comply with these terms and conditions. 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.

## **SALE OF PRODUCTS/SERVICES**

All items for sale must be approved by LCI. Items bearing the official Lions emblem/logo and convention logo cannot be sold unless your organization is an approved licensee of Lions Clubs International. If a non-licensee exhibitor is found selling items with the Lions emblem/logo, the booth will be shut down, the booth fee will be forfeited and any expenses incurred in the removal/storage of the booth and its contents will be at the sole expense of the Exhibitor.

It is the sole responsibility of the Exhibitor to ensure the products and materials they will be exhibiting are lawfully brought into Korea and are used and displayed only in accordance with the terms and conditions governing the entry of the products and materials into Korea and the use of such materials in Korea.

Booths must be open to all club members. Exhibitors may not limit admission to any special group.

## **SECURITY**

LCI will provide security guards in the exhibit area during show hours, and will take reasonable precautions to safeguard exhibitors' property. This does not guarantee or insure the exhibitor against loss. After show hours, exhibitors are encouraged to remove any valuable items from the exhibit area. LCI is not liable for any exhibitor's property in its booth. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense. All property destroyed or damaged by an exhibitor must be replaced in the original condition by the exhibitor or at the exhibitor's expense.

## **TAX INFORMATION**

**NOTE:** *The following information is for general purposes only and is not a substitute for any government ordinance, ruling or regulation.*

**All exhibitors must comply with all tax, permit and/or license requirements. LCI will not be held liable for failure to conform.**

**We highly recommend** that exhibitors from countries outside of Korea contact the Korean Taxation Office before conducting any business in this country. Please visit their website at <http://www.nts.go.kr/eng/resources/> or call **+82-1588-0560**. The Korean Taxation Office can direct you to a person who can speak English.

Exhibitors will be required to complete a tax form providing their financial statement.

Exhibitors will need to appoint a local representative who has a residential address in the Suyong-Gu district of Busan, Korea to manage the VAT and company tax. Further details can be obtained from the Korean Taxation Office.

## **TELECOM**

Phone, Data Lines and Internet must be ordered thru LEE Convention. The order form will be included in the exhibitor kit.

## **LIABILITY, INDEMNIFICATION & WARRANTIES**

**By submitting and signing an application for exhibit space, the exhibitor expressly agrees that LCI and BEXCO and their respective officers, directors, members, employees or agents, shall not be responsible for any loss or damage to goods or property of exhibitor or its employees or agents, and the exhibitor hereby releases the above-referenced parties from any and all claims. The exhibitor also agrees to indemnify and hold harmless each of the above-referenced parties against all claims, losses, damages, injuries, liabilities, suits, judgments, settlements, expenses, attorneys' fees and costs that are incurred by, related to, caused by or otherwise arise out of the exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or on account of any actions, negligent or otherwise, of the exhibitor, or its employees or agents. The exhibitor further releases the above-referenced parties from liability for any expense or any other damage incurred by the exhibitor if the convention is cancelled because of a strike, riot, act of God, terrorism, threats of terrorism, a local, state or federal government state of emergency, or any other cause beyond LCI's or BEXCO's control.**

The exhibitor warrants that it is fully authorized and licensed to use (a) the name and/or the portraits or pictures of persons, living or dead, or things; (b) any trademark, or copyrighted or otherwise private material; (c) any testimonials contained in any exhibit prepared by or on behalf of the exhibitor, and the exhibitor further warrants that such exhibit is not libelous, an invasion of privacy, violation of any right or publicity, or otherwise unlawful as to any third party. The exhibitor agrees to address all complaints, claims and causes of action, of any type of nature, with respect to any product or service offered by the exhibitor at the convention, and that LCI, including its affiliated and related entities, has no duty, obligation or responsibility to address in any manner any complaint, claim, or action that is in any way related to any product or service offered by the exhibitor at the convention.

*The abbreviation "LCI" used in the terms and conditions 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.*