



# APPLICATION FOR THE DISPLAY OF PROJECTS POSTER EXHIBIT

## 93<sup>rd</sup> Lions Clubs International Convention

Sydney Convention and Exhibition Center ♦ Sydney, Australia

June 28 – July 1, 2010

Multiple/Single District Number and Country _____	
Contact Person responsible for planning, set-up and teardown of display _____	
E-Mail _____	
Address _____	
City _____	State _____
Zip/Postal Code _____	Country _____
Phone _____	Fax _____

### **Included in Poster Exhibit Space fee**

Your poster exhibit space purchase includes:

- One (1) poster board (approximately 2.0m x 1.94m) in a designated area of the exhibit hall
- Convention program listing if completed application is received by March 26, 2010

Display of Project Rates (USD)	Cost per 2.0m x 1.94m Poster Board	Multiply x No. of Poster Boards	Total
<input type="checkbox"/> <b>Poster Board Rate</b>	\$50.00USD	X	\$

Please provide a brief description of the project to be displayed

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### **Agreement**

Our multiple/single district understands that we will be responsible for all materials and supplies used on the display board as well as the set-up and tear down and customs clearance if necessary.

Our multiple/single district agrees to abide by the policies as indicated in the enclosed Display of Lions Projects Poster Exhibit Rules and Regulations.

Name of Council Chairperson (printed) \_\_\_\_\_

Signature of Council Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

### **For LCI Use Only**

EMS number \_\_\_\_\_

Order number \_\_\_\_\_

Date Processed \_\_\_\_\_

CC Transaction # \_\_\_\_\_





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 DISPLAY of PROJECT TERMS and CONDITIONS**

**EXHIBITION LOCATION**

Sydney Convention and Exhibition Center (SCEC) – Exhibit Hall 1 - 3  
 Darling Drive Darling Harbour  
 Pyrmont, NSW 2009 Australia  
 Website: [www.scec.com.au](http://www.scec.com.au)

**LIONS CLUBS INTERNATIONAL CONTACT:** Scot Jacobson, Coordinator - Convention Services and Meetings Logistics.

E-Mail: [scot.Jacobson@lionsclubs.org](mailto:scot.Jacobson@lionsclubs.org)

**EXHIBITION SHOW SCHEDULE (times subject to change):**

Monday, June 28	09:00 – 17:00
Tuesday, June 29	09:00 – 17:00
Wednesday, June 30	09:00 – 17:00
Thursday, July 1	09:00 – 17:00

**WHAT YOUR DISPLAY OF PROJECT SPACE COST INCLUDES:**

- Your payment will secure one (1) poster board (approximately 2.0m x 1.94m) in a designated area of the exhibit hall.
- Listing in the Official Convention Program, this is distributed to all convention attendees. Your project listing will include a 25-word description. This must be submitted before March 26, 2010 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 28, 2010. Applications received after March 26, 2010 will not be listed in our Official Convention Program. Display of project fees are as follows:

Display of Project Rate (USD)	Cost per 2.0m x 1.94m Poster Board
<input type="checkbox"/> <b>Poster Board Rate</b>	\$50.00USD

**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.



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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 June 28, 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 SCEC 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, June 26	09:00 – 16:00
Sunday, June 27	09:00 – 16:00

- Display of Project participants will have access to the Exhibit Hall for set-up of their display ONLY on the date and times shown above.
- An LCI issued exhibitor badge must be worn during set-up. Beginning June 28, 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 June 28, 2010.
- 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**

Thursday, July 1	17:01 – 23:59
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- No display shall be dismantled before the official closing time of Thursday, July 1 at 17:00.
- 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 28, 2010. Your district name will be printed in the official convention program if your application and payment is received by March 26, 2010.

**BALLOONS**

Helium balloons are only permitted as fixed features of an exhibit, event display or table decoration.

**DECORATIONS**

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, wall, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to the exhibitor.

**EQUIPMENT & FREIGHT HANDLING**

Our official Freight Handling Agent and Customs Broker will be announced in the upcoming weeks.



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Detailed information on freight and shipping will be provided by our Official Decorator.  
Installation of Display of Projects will be on Saturday, June 26 and Sunday, June 27 from 09:00 to 16:00.

**FIRE SAFETY**

At all times, clear access to the SCEC's emergency exits must be maintained. No items should be placed in front of fire cupboards and hose reels located within the SCEC and loading docks.

Exhibition booths are only permitted to have naked flames where it is part of their product range or essential for the demonstration of their product. The flame source must be positioned so that it cannot be knocked over or come into contact with any person or flammable item. An appropriate fire extinguisher must also be positioned at the booth. Approval to have a naked flame requires receiving approval from the SCEC along with a completed Naked Flames Permit Form. The SCEC reserves the right to stop or postpone the use of naked flames, even with prior approval, at anytime if they are not satisfied with the safety precautions.

**LIABILITY & INSURANCE**

It is recommended that an insurance/liability clause be included in any correspondence with third parties and also in the Exhibitor Manual (refer to the Centre's Standard Terms and Conditions, found on the Centre's website at [www.scec.com.au](http://www.scec.com.au), under Downloads).

**PRIVATELY OWNED VEHICLES (POVs)**

SCEC does not allow exhibitors to load or unload any freight/inventory at their front doors – only at their loading docks. Please coordinate with our Official Decorator to schedule your loading dock assignment

**PROTECTION OF HALL**

Display of Project participants agree to comply with all fire safety requirements and the SCEC's General Rules and Regulations of Exhibition. Display of Project 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 SCEC staff with full liability and cost to the Display of Project participant.

**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.



**93rd Lions Clubs International Convention  
Sydney, Australia  
Official Schedule of Events (subject to change)  
Monday, June 28 - Friday, July 2, 2010**

**MONDAY, JUNE 28**

09:00 – 17:00 Exhibit Hall and Convention Services Center  
19:00 – 21:30 District Governors-elect Seminar Celebration Banquet

**TUESDAY, JUNE 29**

10:00 Step-off International Parade  
09:00 – 17:00 Exhibit Hall and Convention Services Center  
14:00 – 16:00 Membership Key Awards Ice Cream Social  
15:30 – 17:00 Seminars  
18:30 – 20:00 International Show

**WEDNESDAY, JUNE 30**

09:00 – 17:00 Exhibit Hall and Convention Services Center  
10:00 – 13:00 Opening Plenary Session – *Presidential Address, Flag Ceremony, International Parade Results*  
13:00 – 15:00 Melvin Jones Fellow Luncheon  
13:30 – 16:15 Seminars

**THURSDAY, JULY 1**

09:00 – 17:00 Exhibit Hall and Convention Services Center  
10:00 – 12:30 Second Plenary Session – *Memorial Service, Keynote Address, Nominations for Second Vice President and International Directors*  
13:00 – 17:00 Seminars  
18:30 – 22:30 "The Ginkgo Awards" Banquet

**FRIDAY, JULY 2**

07:00 – 10:00 Voting  
09:30 – 13:00 Final Plenary Session – *Humanitarian Award Presentation, Installation of 2010–2011 International President, U.N. Flag Ceremony, Installation of 2010-2011 District Governors*  
19:00 – 21:00 International Officers Reception

**Sydney Convention and Exhibition Centre includes:** Onsite Registration, LCI/LCIF Headquarters Area, Parade Office, Pin Traders, Host Committee Desk, Local Tours and Attractions, Club Supplies. **Certification and Voting** in Parkside Ballroom.

**Sydney Entertainment Centre includes:** Plenary sessions and International Show.