

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

Washington State Convention and Trade Center  
Seattle, Washington USA

July 4 – July 8, 2011



## Exhibitor & Sponsorship Prospectus





# Exhibitor & Sponsorship Prospectus

Lions Clubs International

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## LIONS CLUBS INTERNATIONAL

Established in 1917 and headquartered in Oak Brook, IL, Lions Clubs International (LCI) is the world's largest service organization with over 1.3 million members in 206 countries. Lions Clubs International is commonly recognized for its service to the blind and visually impaired, though our members volunteer their time to answer the many needs that challenge their communities and the world.

For over 90 years, wherever there is a need - at home or around the world - Lions are there to help. To learn more about LCI, visit our website at: [www.lionsclubs.org](http://www.lionsclubs.org).





## LIONS CLUBS CONVENTION 2011

This is the association's only event where all global members are invited to join together for five days of fellowship at the International Convention which will be held for the first time in Seattle, Washington, USA. Each year our registrants look forward to marching in the annual International Parade, participating in numerous educational seminars, voting on important association issues while enjoying the sights of an international city. The "Emerald City," surrounded by mountains and water, is the quintessential destination where visitors can enjoy abundant sightseeing attractions, cultural activities, and international cuisine in the heart of a scenic and vibrant city.



Convention events including LCI's exhibit hall and all meetings and seminars will take place at the Washington State Convention and Trade Center (WSCTC). The exhibit hall will be located in WSCTC's Hall 4. The KeyArena at Seattle Center will be the venue for the plenary sessions and the International Show.



The Exhibit Hall is open daily and traffic flow inside the exhibit hall is steady throughout the week. Slower periods will occur during our International Parade on Tuesday, July 5 and Opening Plenary Session on Wednesday, July 6. Immediately following these events, exhibitors can expect large crowds to return to the exhibit hall.



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The majority of the exhibit hall is dedicated to LCI. The focal point of our exhibit hall is our large Headquarters section that features each division of LCI. Here, Lions members can meet and discuss issues directly with key personnel. Other popular exhibit hall attractions include our Club Supplies Store offering official Lions Clubs merchandise; our complimentary Internet Café; the International Food Court; the Environmental Photo Contest competition highlighting the best entrants from around the world, and of course, the always popular Exhibitors section. These are just a few of the exhibit hall attractions available to our attendees. In addition, we will have some fun activities inside the hall spotlighting our Seattle destination for all to enjoy.

Exhibitors range from service organizations that rely upon or seek support from our members, to retail exhibitors selling souvenir, gift and handicraft items. Our Lions members appreciate the convenience of being able to shop for items and learn about humanitarian programs within the central Exhibitors section and this area continues to grow in popularity.



Over eighty (80) exhibitors participated in our 92<sup>nd</sup> annual convention in Minneapolis, Minnesota in 2009. This was the last time the convention was in the United States.

We invite your company or organization to participate as an exhibitor and/or sponsor at our convention to market your products or share your programs and services with our global Lions members. Take advantage of the many sponsorship options available to you, or give a presentation at our Exhibitors Stage and share your message with our members.

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## **WHY PARTICIPATE?**

**Showcasing your products at the 2011 convention will provide you with the following unsurpassed benefits:**

- ❖ The opportunity to have access to over 12,000 Lions members from all over the world in one market place. The top countries that attended the last US convention in 2009 were the United States, Japan, India and China.
- ❖ The US Postal Service will have a booth inside the exhibit hall to make it easy for attendees to ship their purchases and other items back home.
- ❖ The opportunity to showcase your products and services to Lions members on the Exhibitors Stage at no charge.
- ❖ The opportunity to have your company's or organization's message listed in the Convention Program in several different languages.
- ❖ The opportunity to increase future online sales for your brand.
- ❖ Best of all, shoppers come to you!!



## EXHIBITOR INFORMATION

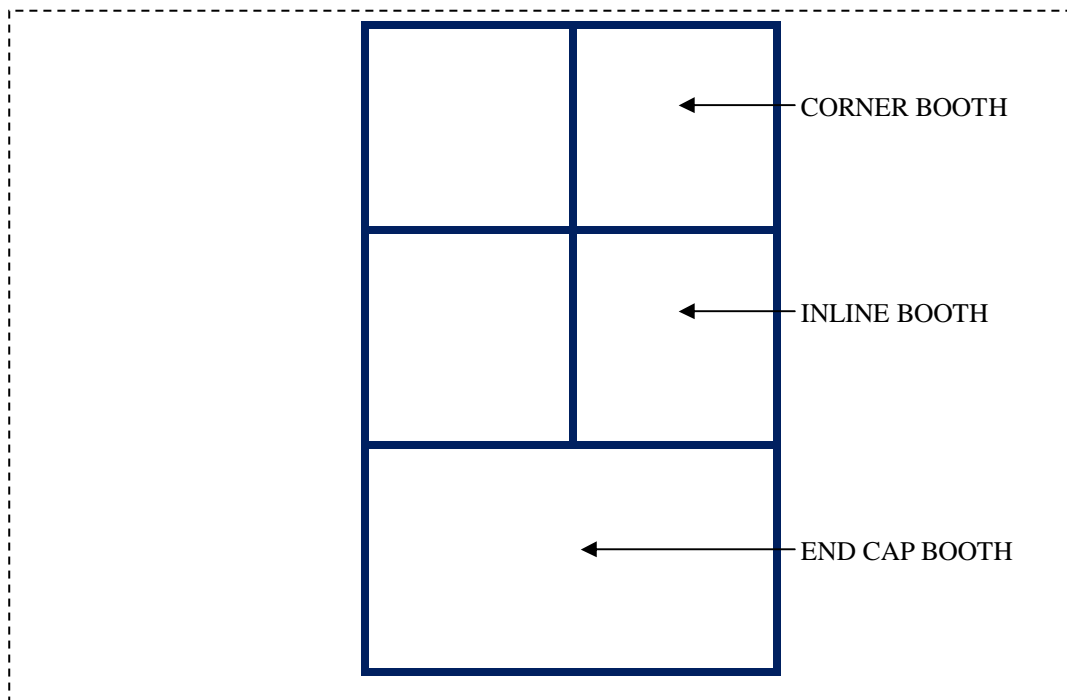
The Lions International Convention exhibitor's area has been designed to provide a large, easy to find section in a prime hall location. Space is limited so reserve your space soon before they sell out. A benefit of coming on board as one of our valued exhibitors by March 25, 2011 will be your company's or organization's details listed in our convention program. The program is printed in several languages and 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 10' x 10' exhibit booth varies based upon the exhibitor classification and booth specifications. LCI offers additional discounts for repeat exhibitors and for any exhibitor referrals. Please refer to the chart below as a guide:

	RETAIL EXHIBITORS	NOT-FOR-PROFIT/CHARITABLE ORGANIZATIONS
STANDARD 10' x 10' INLINE BOOTH	\$750.00	\$400.00
CORNER 10' x 10' BOOTH*	\$850.00	\$500.00
END CAP 20' x 10' BOOTH*	\$1900.00	\$1200.00

\* **NOTE:** 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 10' x 10' booth.
- ❖ Each booth includes standard carpeting, an 8' high pipe and drape back wall and 3' high pipe and drape side walls, one 6' table, two chairs and one wastebasket.
- ❖ 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 **March 25, 2011** to be included in the program.
- ❖ The opportunity to schedule and present up to a 45-minute informational session at our designated Exhibitor Stage with complementary deluxe A/V package . One presentation per exhibiting company/organization. Session times are subject to availability, approval and scheduled on a first come basis.

### Exhibitor Schedule at a Glance:

**Exhibition Venue:** Washington State Convention and Trade Center - Hall 4  
 800 Convention Place  
 Seattle, Washington USA 98101-2350  
 Website: [www.wsctc.com](http://www.wsctc.com)

<b>Exhibitor Move-in Period:</b>	Saturday	July 2, 2011	09:00 – 16:00
	Sunday	July 3, 2011	09:00 – 16:00

<b>Convention Dates and Times:</b>	Monday	July 4, 2011	09:00 – 17:00
	Tuesday	July 5, 2011	09:00 – 17:00
	Wednesday	July 6, 2011	09:00 – 17:00
	Thursday	July 7, 2011	09:00 – 17:00
	Friday	July 8, 2011	07:00 – 10:00

<b>Exhibitor Move-out Period:</b>	Friday	July 8, 2011	10:01 – 17:00
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**NOTE: All times are subject to change – LCI will notify exhibitors of any schedule changes. Refer to the Terms and Conditions for further information.**



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## What are the requirements to be an exhibitor?

- ❖ 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 showcase 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 Friday, July 8.
- ❖ By signing and submitting the exhibitor application, all exhibitors and sponsors agree to the Terms and Conditions of Agreement included in this prospectus. 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.
- ❖ 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 the WSCTC 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.



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## SPONSORSHIP OPPORTUNITIES

With a forecasted attendance of over 12,000 global Lions members, we invite you to participate as an official Sponsor of our event. Take advantage of this unique opportunity to extend your marketing reach with our attendees. Sponsorship opportunities include:

### **Internet Café Sponsorship**

**\$2,000.00 USD**

Located inside the Exhibit Hall, the Internet Cafe continues to be one of the most popular spots at our convention. Attendees can catch up on e-mail and send messages to their friends and family at home.

Sponsorship entitlements include:

- ❖ Recognition as an Internet Café Sponsor (with company logo) in the Official Convention Program and Exhibition Hall signage \*
- ❖ Recognition as an Internet Café Sponsor on the sponsors' page of the Convention website (with organization logo, including a hyperlink to your company's home page)
- ❖ Sponsor logo included on Internet Café signage

### **International Food Court & Social Networking Wall**

**\$2,000.00 USD**

Located conveniently inside our Exhibit Hall, the International Food Court features a variety of cuisines to appeal to our worldwide members. Attendees dine, relax and enjoy our Flickr Wall that posts photos taken during the convention by our Lions members.

Sponsorship entitlements include:

- ❖ Recognition as an International Food Court & Flickr Wall Sponsor (with company logo) in the Official Convention Program and Exhibition Hall signage \*
- ❖ Recognition as an International Food Court & Flickr Wall Sponsor on the sponsors' page of the Convention website (with organization logo, including a hyperlink to your company's home page)
- ❖ Sponsor may post up to 10 photos on the Flickr Wall subject to approval by LCI.

*\* Listing in Convention publications is determined by confirmation of sponsorship prior to print deadlines. Please confirm your participation by the earliest date possible.*



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### **Advertisement in the Official Convention Program**

**\$500.00 - \$1,300.00 USD**

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.

### **Official Event Bag Insert**

**\$300.00 USD**

Sponsoring companies or organizations can choose the literature, coupon or product sample that will be included in the official tote bag that every registered attendee receives. The exhibitor is responsible for delivering the bag insert to LCI by June 28.

*\* Listing in Convention publications is determined by confirmation of sponsorship prior to print deadlines. Please confirm your participation by the earliest date possible.*



**EXHIBIT SPACE APPLICATION**  
**94<sup>th</sup> Lions Clubs International Convention**

Washington State Convention & Trade Center ♦ Seattle, Washington USA  
Exhibit Hall Show Dates July 4 – July 8, 2011



**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 10' x 10' Booth**

Your exhibit space purchase includes:

- ❖ 8' high pipe and drape back wall and 3' pipe and drape side walls
- ❖ Standard carpeting in LCI's show colors
- ❖ Four (4) exhibit hall passes
- ❖ 6' skirted table, two chairs plus one wastebasket
- ❖ Booth identification sign
- ❖ Convention program listing if application is received by printing deadline date
- ❖ Opportunity to schedule and present up to a 45-minute informational session at our designated Exhibitor Stage. Session times are subject to availability, approval and scheduled on a first come basis.

Please review the important exhibitor terms and conditions that have been included with this prospectus. 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 (USD). 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 due to printing deadlines.

**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 March 25, 2011.

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<b>BOOTH RATES (USD)</b>	<b>Inline 10' x 10' Booth</b>	<b>Corner 10' x 10' Booth</b>	<b>End Cap 20' x 10' Booth</b>	<b>Multiply x No. of Booths</b>	<b>Total</b>
<input type="checkbox"/> <b>Retail Exhibitors</b>	\$750.00	\$850.00	\$1900.00	X	\$
<input type="checkbox"/> <b>Not-for-Profit/Charitable Organizations and those that are showcasing Lions Humanitarian supported programs</b>	\$400.00	\$500.00	\$1200.00	X	\$
<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 13, 2011  
After May 13, 2011

**Liquidated Damages**

Full refund  
No refund

**SPONSORSHIP / MARKETING OPPORTUNITIES**

Please check the box of the appropriate program you wish to sponsor. A representative from **LCI** will follow-up with you regarding your chosen sponsorship package.

<input type="checkbox"/> <b>Internet Café Sponsorship</b>	<b>\$2000.00</b>
<input type="checkbox"/> <b>International Food Court and Social Networking Wall Sponsorship</b>	<b>\$2000.00</b>
<input type="checkbox"/> <b>Official Event Bag Insert</b>	<b>\$300.00</b>

**PAYMENT INFORMATION**

*Payment is due with application*

American Express    MasterCard    Visa    Check   Payable to LCI in US Dollars drawn on a US bank

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

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

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

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

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



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**AGREEMENT**

I agree to abide by the provisions of the terms and conditions governing the 94<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: \_\_\_\_\_

**TERMS AND CONDITIONS CAN BE FOUND AT THE BACK OF THIS PROSPECTUS. BY SIGNING THIS AGREEMENT YOU AGREE TO ALL TERMS AND CONDITIONS.**

**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)**

**Please contact Scot Jacobson with any questions you may have or for more information visit [www.lionsclubs.org](http://www.lionsclubs.org) and search “International Convention”**

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



**EXHIBITOR STAGE APPLICATION**  
**94<sup>th</sup> Lions Clubs International Convention**

Washington State Convention & Trade Center ♦ Seattle, Washington USA  
 Exhibit Hall Show Dates July 4 – July 8, 2011



Lions Clubs International will have an Exhibitor Stage area in Seattle to offer registered exhibitors the opportunity to share information about your company or organization with our members in a 45-minute presentation. The Exhibitor Stage area will seat approximately 75 attendees and will include a standing podium with a wired microphone, LCD Projector, Screen, and Laptop Computer. Any additional equipment needed will need to be pre-approved by LCI and will be at the exhibitor's expense.

All presentations must be in English. Once your application is received, LCI will process and notify you of your presentation time within 3-weeks. Please note that time slots are limited and will be assigned on a first come/first served basis; one presentation per company or organization. The Exhibitor Stage Schedule will be included in the Convention Program (print deadline is March 25, 2011). Please note that a description of the presentation/program content is required by LCI and is subject to approval by LCI. Available presentation times include:

<b>Exhibitor Stage Presentation Times</b>		
<i>Please indicate your first, second and third time slot choices in the right hand column. LCI will do all possible to secure your presentation time, however, available times are limited and assigned on a first come, first served basis</i>		
<b>MONDAY, JULY 4</b>	09:15 – 10:00	
	10:15 – 11:00	
	11:15 – 12:00	
	12:15 – 13:00	
	13:15 – 14:00	
	14:15 – 15:00	
	15:15 – 16:00	
	16:15 – 17:00	
<b>TUESDAY, JULY 5</b>	14:00 – 14:45	
	15:00 – 15:45	
	16:00 – 16:45	
<b>WEDNESDAY, JULY 6</b>	14:00 – 14:45	
	15:00 – 15:45	
	16:00 – 16:45	
<b>THURSDAY, JULY 7</b>	09:15 – 10:00	
	13:00 – 13:45	
	14:00 – 14:45	
	15:00 – 15:45	
	16:00 – 16:45	



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## Program Information

Exhibiting Company/Organization:

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Title of Presentation (10 words or less):

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Program Description:

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**NOTE:** Exhibitors must include a program description and receive approval from LCI.

Presenter's Name:

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Telephone:

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E-Mail Address:

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**Please Return the Completed Application 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)



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

Washington State Convention & Trade Center ♦ Seattle, Washington USA  
 Exhibit Hall Show Dates July 4 – July 8, 2011



**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	2011 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 March 25, 2011 due to printing deadlines.**

**PAYMENT INFORMATION**

*Payment is due with application*

American Express    MasterCard    Visa    Check   Payable to LCI in US Dollars drawn on a US bank

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

## **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.**

The Exhibitor agrees to observe and comply with all Host Country laws, statutes, ordinances, rules and regulations, and the Exhibitor's Terms and conditions as stated herein. Failure to comply with applicable laws, terms and conditions may result in LCI or the WSCTC removing the exhibitor and/or denying the exhibitor the opportunity to participate in future LCI-sponsored events.

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 09:00 on July 4, 2011.

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.

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

All assigned exhibition space must be staffed at all times during the exhibition schedule.

By signing and submitting the exhibitor application, all exhibitors and sponsors agree to the Terms and Conditions of Agreement included in this prospectus.

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 our official exhibition contractor.

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 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 13, 2011	Full refund of amount paid
Cancellations received in writing after May 13, 2011	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 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.

## **DELIVERIES**

WSCTC is unable to accept/receive deliveries of freight, crates and mail for exhibitors or attendees. Please make advance shipment arrangements through the official service contractor. Please provide the contractor with a list of all deliveries. Due to limited storage, freight cannot arrive any earlier than June 29, 2011.

## **DISTRIBUTION OF FOOD SAMPLES**

Subject to Show Management approval, those who manufacture, process or distribute food as their normal course of business and wish to distribute food samples, may be allowed. This is provided that food samples are no larger than bite-size and beverages no larger than three ounces. Please contact Show Management for prior approval of food distribution. An exhibitor who does not manufacture, process or distribute food as their normal course of business and would like to distribute food items, must purchase these items from ARAMARK Food Services. Please contact ARAMARK at (206) 694-5085 to make these arrangements or to purchase food and beverage from the exhibitor menu. No selling of food or beverage is permitted **without prior approval from WSCTC**.

## **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. Exhibitors may distribute information from the Exhibitor Stage area during their assigned presentation time only. Giveaways are appreciated and encouraged.

## **DOMESTIC ANIMALS**

Service dogs are permitted in the WSCTC.

Exhibitors wishing to have other animals at their booth must receive advance permission from both LCI and the WSCTC. 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, either 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 Roosevelt Hotel to all approved exhibitors at a discounted group rate. The deadline to secure hotel reservations at the discounted group rate is May 1, 2011. 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 in the exhibitor kit.

## **FIRE SAFETY**

All fire, safety and Convention Center regulations must be strictly followed. Please refer to following web address for general fire safety information. [http://www.wsctc.com/our\\_space/fire\\_regs.aspx](http://www.wsctc.com/our_space/fire_regs.aspx)

## **FREIGHT HANDLING**

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.

Exhibitor Vehicle South Access During Move-In/Out: Exhibitors must use the 8th Avenue parking garage entrance. Passenger elevators and escalators may not be used for transporting freight. Clearance at this entry is 6'5". Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will not clear this entry).

Contact the official show contractor to make arrangements for your dock delivery. You may be routed via a marshalling yard to the loading dock. The contractor can also make arrangements for storage for a fee.

Exhibitor Vehicle North Access during Move-in/Out: Exhibitors must use alley entrance between Pike Street and Pine Street. Passenger elevators and escalators may not be used for transporting freight. Clearance at this entry is 8'. Vehicles exceeding this height must schedule deliveries through the loading dock (standard full size vans will clear this entry). Contact the official show contractor to make arrangements for your dock delivery. You will be routed via a marshalling yard to the loading dock. The contractor can also make arrangements for storage for a fee.

Exhibitor Building Access during Move-In/Move-Out: If you are walking to the facility, please use the Service Entrance on Pike Street at 9th Avenue. You will need to sign in/out and get a Convention Center Visitors Badge at the Security Control Office.

Bring Your Own Carts: to expedite your work. The WSCTC has a limited number of flatbed carts available on a first come, first served basis. Carts are checked-out at the HCF zone in the garage. Please return the cart when finished.

Door Clearance is 6'0" wide x 6'5" high: Door clearance is 6' x 6'5" at the Hand Carried Freight area in the garage. Delivery of materials exceeding these dimensions must go through the marshalling yard. Contact the official Show Contractor for scheduling.

Complimentary Parking: Complimentary parking is available only if you enter and exit within one hour. You can have your parking ticket validated at the HCF Service Desk. Restocking Supplies: If you need to replenish supplies during the show, make sure you know the access hours for HCF and the loading dock. Contact the Show Contractor in advance to arrange for your restocking needs during show days.

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 WSCTC 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 or Exhibitor Stage presentations.

### **NON-SMOKING POLICY**

The WSCTC is a non-smoking facility.

### **PROTECTION OF HALL**

Exhibitors agree to comply with all fire safety requirements and WSCTC'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 WSCTC 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) which, 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 may not 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 the United States and are used and displayed only in accordance with the terms and conditions governing the entry of the products and materials into the United States and the use of such materials in the United States.

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.*

The City of Seattle requires a Seattle Business License for all individuals, partners, corporations or associations that come into the Seattle city limits to solicit revenues by the sale of retail, wholesale or taking orders for future delivery in the State of Washington. The Business License fee is \$90.00 annually. All exhibitors must comply with all state and local tax, permits and license requirements. **LCI will not be held liable for failure to conform.** Exhibiting companies will need to contact the Department of Revenue. They issue temporary licenses up to three times per year for businesses doing temporary or seasonal work in Washington State. You can contact them by calling them at (360) 705-6676 or by visiting their website at [www.dor.wa.gov](http://www.dor.wa.gov) for more information.

**We highly recommend exhibitors contact the Washington State Tax Office before conducting any business in this state. Current sales tax is 9.5%.**

## **TELECOM**

Phone, Data Lines and Internet must be ordered thru the WSCTC. 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 WSCTC 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 WSCTC'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.*