



**93rd Annual Lions Clubs International Convention  
Sydney, Australia**

Exhibit Hall Show Dates: June 28 – July 2, 2010

**EXHIBITOR TERMS and CONDITIONS**

**EXHIBITION LOCATION**

Sydney Convention & Exhibition Centre (SCEC) – Halls 1-3  
Darling Drive  
Darling Harbour  
PYRMONT NSW 2009  
AUSTRALIA  
Website: [www.scec.com.au](http://www.scec.com.au)

**EXHIBITOR CONTACT**

**arinex pty limited**  
Jane Barlow  
Sponsorship & Exhibition Coordinator  
T – 61 2 9265 0700  
E – [jbarlow@arinex.com.au](mailto:jbarlow@arinex.com.au)

**2010 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
Friday, July 2	07:00 – 10:00

**WHAT YOUR EXHIBIT SPACE COST INCLUDES:**

Payment for your standard exhibit booth (3m x 3m) includes:

- Four (4) Exhibit Hall Passes
- ID Signage
- 2.44m Hard-wall on three sides
- 1 x Standard 2m Table
- 2 x Standard Chairs
- 1 x Wastebasket
- Listing in the Official Convention Program which is distributed to all convention attendees. Your organization listing will include a 25-word description. This must be submitted before **March 26, 2010** to ensure its entry into the program.
- The opportunity to schedule and present up to a 45-minute informational session at our designated Exhibitor Stage. Session times are subject to availability and scheduled on a first come basis.

Each exhibiting organization will receive an Exhibitor Kit with forms to arrange for shipping, furnishings, electrical, telecom, etc., through our Official Exhibition Managers arinex pty limited.

**arinex pty limited**

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**EXHIBIT SPACE RESERVATIONS AND FEES**

The price for each 3m x 3m exhibit booth varies based upon the exhibitor classification and booth specifications. Full payment is required with each application. Please note that booth fees are listed in Australian Dollars (AUD). Requests for exhibit space must be received by May 14, 2010. LCI offers additional discounts for repeat exhibitors and for any exhibitor referrals however you may refer to this chart and the diagram below as a guide:

Price per 3m x 3m Booth:	Retail Exhibitors	Not-for-Profit/Charitable Organizations
Standard Booth	\$850.00 AUD	\$475.00 AUD
Corner Booth *	\$960.00 AUD	\$585.00 AUD
End Cap Booth * (2 booths minimum purchase)	\$1,920.00 AUD	\$1,170.00 AUD

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

**All prices are in Australian Dollars and are inclusive of GST.**

Applications received after March 26, 2010 will not be listed in our Official Convention Program due to printing deadlines.

**BOOTH ASSIGNMENTS**

Booth 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 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 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 Rules and Regulations as stated herein. Failure to comply with applicable laws, rules and regulations may result in LCI or the SCEC removing the exhibitor and/or denying the exhibitor the opportunity to participate in future LCI-sponsored events.

**EXHIBITION MOVE-IN and SET-UP TIMES**

Saturday, June 26	09:00 – 16:00
Sunday, June 27	09:00 – 16:00

- Exhibitors will have access to the Exhibit Hall for set-up of their booths ONLY on the dates and times shown above.
- Access to the Exhibit Hall will be granted only to those persons who have been registered and are wearing the approved identification badge (see Exhibitor Kit).
- All exhibits and displays must be set up and ready for inspection before opening time at 09:00 on June 28, 2010.
- 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 the Exhibition Managers, **arinex pty limited**. 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.



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

**EXHIBITION BREAKDOWN TIME**

Friday, July 2	10:00 – 14:00
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- Booths may not be dismantled until after our official event end time on Friday, July 2.
- 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, Moreton Hire.
- Australian regulations require all exhibitors to have adequate Public and Product Liability insurance cover based on a limit of indemnity to the value of A\$10,000,000 or above. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand.
- LCI has appointed Australian-based **arinex pty limited** to manage our exhibition program. A representative from **arinex** will follow-up with all exhibitors to ensure all needs have been met.
- 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.

**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:

<b>Cancellations received in writing on or prior to January 29, 2010</b>	<b>Full refund of amount paid</b>
<b>Cancellations received in writing after January 29, 2010</b>	<b>No refunds, full amount payable</b>

**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 Australia and are used and displayed only in accordance with the terms and conditions governing the entry of the products and materials into Australia and the use of such materials in Australia.

LCI designates an area of the exhibit hall to outside companies and organizations that wish to purchase an exhibitor booth. Exhibitors range from service organizations that rely upon or seek support from our members to retail exhibitors selling souvenir, gift, handicraft items and services. Booths must be open to all club members. Exhibitors may not limit admission to any special group.



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**All exhibitors must comply with all state and local tax, permits and license requirements.** LCI will not be held liable for failure to conform. Australia has a flat Government Sales Tax of 10% payable on all goods and services. Additionally, exhibiting companies may be required to obtain an Australian Business Number (ABN) and/or may be required to register for GST.

**We highly recommend** exhibitors from countries outside of Australia to contact the Australian Tax Office before conducting any business in this country. Please visit their website at [www.ato.gov.au](http://www.ato.gov.au).

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#### **BALLOONS**

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

#### **BOOTH CLEANING**

All cleaning at the SCEC must be done by their Waste and Environmental Services (WES) staff. LCI will oversee cleaning of the public spaces of the exhibit hall however, exhibitors must complete the attached Cleaning Services Order Form along with the relevant Exhibitor Account Form and return to the SCEC no later than June 10, 2010 for the cleaning and maintenance of their exhibitor booth space.

#### **CAR DISPLAYS**

If an exhibitor intends to have a car display, written approval from the SCEC is required. The attached Car Displays Permit Form must be completed to receive approval.

#### **COMMUNICATION SOLUTIONS**

Exhibitors need to order telephone and internet service directly with the SCEC. Exhibitors must complete the attached Internet and Phone Services Order Forms along with the relevant Exhibitor Account Form and return to the SCEC no later than June 10, 2010

#### **DANGEROUS AND HAZARDOUS SUBSTANCES**

No dangerous goods or hazardous substances can be brought into the SCEC without written approval, with the exception of therapeutic goods and cosmetics.

#### **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.

#### **DELIVERIES**

The SCEC will not accept delivery of any goods on behalf of exhibitors, nor is there any responsibility taken for the safety of any such items delivered to the site in the absence of the exhibitor. Deliveries are not permitted before the contracted tenancy time of the event.

#### **DEMONSTRATIONS**

Demonstrations and other special activities must be located so crowds will be comfortably contained within the contracted display space and not blocking the aisle. Distracting activities are subject to adjacent exhibitor and LCI approval.



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#### DISTRIBUTION OF FOOD SAMPLES

The SCEC requires exhibitors to comply with the following regulations for sample servings of food and beverage not purchased from the SCEC's catering facility:

Samples to be given away free of cost to the visitor must be:

- Items which exhibitors sell wholesale in the normal conduct of business or items which are produced by equipment used in the normal conduct of their business

Portions are to be of normal tasting size only and:

- Non-alcoholic beverage samples should be no larger than 100mls
- Wine and beer samples should be no larger than 50mls
- Spirit samples should be no larger than 20mls
- Solid food should be no larger than bite size (50 grams)

**NOTE:** The city of Sydney has requirements for anyone serving, sampling or selling food and beverages from a temporary booth/stand in the SCEC. Further details can be obtained from the City of Sydney website at [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au).

Cooking of food at your booth/stand is discouraged, however the SCEC will consider each case in conjunction with the type and quality of food being cooked, the method used for cooking and the removal of any cooking odors. Approval is required by the SCEC and a Cooking Permit Form must be completed.

#### 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

No animals are permitted in the SCEC except guide/service dogs; when they are an approved exhibit; or the animals form part of an activity or performance legitimately requiring the use of animals. In these three (3) cases, written approval from the SCEC is required and the attached Animals Permit Form must be completed to secure approval.

#### 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.

#### EQUIPMENT

The SCEC does not provide furniture, equipment or carts for exhibitors. An order form is included with your exhibitor kit.

#### EXHIBITOR HOUSING

Convention hotel rates will be made available to all approved exhibitors and the deadline to secure hotel reservations at the discounted group rate is May 1, 2010. After this date, rooms and rates will be on an availability basis only.

#### 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.



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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.

#### **FREIGHT HANDLING**

Our official Freight Handling Agent and Customs Broker will be Transway Logistics.

Detailed information on freight and shipping will be included in your Exhibitor Kit provided by **arinex pty limited**. Installation of exhibits will be on Saturday, June 26 and Sunday, June 27 from 09:00 to 16:00.

#### **INSURANCE**

Australian regulations require all exhibitors to have adequate Public and Product Liability insurance cover based on a limit of indemnity to the value of A\$10,000,000 or above. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand. 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 SCEC 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 SCEC is a non-smoking facility. A few designated smoking areas can be found in the loading docks area.

#### **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. Details regarding exhibition deliveries and loading dock location will be provided in the Exhibitor Kit.

#### **POWER**

Power irregularities beyond the control of the SCEC have been known to occur. It is mandatory that equipment sensitive to supply fluctuations be protected with appropriate surge-protection equipment. The SCEC will not take responsibility for disruption to power which may be incurred by faulty equipment supplied by external electrical contractors.

#### **PROTECTION OF HALL**

Exhibitors agree to comply with all fire safety requirements and SCEC's General Rules and Regulations 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 SCEC 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 rules and regulations. LCI further reserves the right to reject at any time any



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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.

#### RECYCLING

During the move-in and move-out periods, waste materials are separated into three bins:

- Green bins labeled "Cardboard Only" for cardboard and paper waste
- Grey bins with red lids for food and non-recyclable waste
- Green bins with yellow lids for glass, PET bottles and tin/cans

Please note that untreated timber (such as pallets) can be left onsite for recycling by the SCEC with prior approval only.

#### RIGGING

Rigging can only be done through the SCEC's approved rigging companies.

#### 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.

#### STATE and LOCAL LAWS and REGULATIONS

All exhibitors must comply with all state and local tax, permits and license requirements. LCI will not be held liable for failure to conform. Australia has a flat Government Sales Tax of 10% payable on all goods and services. Additionally, exhibiting companies may be required to obtain an Australian Business Number (ABN) and/or may be required to register for GST.

**We highly recommend** exhibitors from countries outside of Australia to contact the Australian Tax Office before conducting any business in this country. Please visit their website at [www.ato.gov.au](http://www.ato.gov.au).

#### LIABILITY, INDEMNIFICATION & WARRANTIES

By submitting and signing an application for exhibit space, the exhibitor expressly agrees that LCI, **arinex pty limited** and SCEC 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 SCEC'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 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.