



# 90th Annual Lions Clubs International Convention • Chicago, IL, USA

## July 2 – July 6, 2007

### EXHIBITOR RULES AND REGULATIONS

#### EXHIBIT SHOW LOCATION

McCormick Place – South Hall A1

2301 S. Lake Shore Drive

Chicago, Illinois 60616

Website: [www.mccormickplace.com](http://www.mccormickplace.com)

**LCI CONTACT:** Vivian Leabhart, Manager of Convention Services. Email: [vivian.leabhart@lionsclubs.org](mailto:vivian.leabhart@lionsclubs.org)

#### EXHIBIT SHOW SCHEDULE:

Friday, June 29	13:00 – 16:00	Exhibitor Move-In / Set-Up
Saturday, June 30	08:00 – 16:00	Exhibitor Move-In / Set-Up
Sunday, July 1	08:00 – 16:00	Exhibitor Move-In / Set-Up
Monday, July 2	09:00 – 17:00	Exhibit Hall Open
Tuesday, July 3	09:00 – 17:00	Exhibit Hall Open
Wednesday, July 4	09:00 – 17:00	Exhibit Hall Open
Thursday, July 5	09:00 – 17:00	Exhibit Hall Open
Friday, July 6	07:00 – 10:00 & 10:00 – 14:00	Exhibit Hall Open  Tear Down / Move-Out

**Booths can only be set-up during the hours as listed above. All booths must remain set up throughout the show hours as listed above.** Should an exhibitor move out before the show closes, the exhibitor forfeits any future opportunity to participate in a Lions Clubs International event. Each exhibiting organization will receive a confirmation packet including a service kit with forms to arrange shipping, furnishings, electrical, telecom, etc. through our official decorator, TradeshowLogistics.

#### WHAT YOUR EXHIBIT SPACE COST INCLUDES

Payment for your standard exhibit booth (10' x 10') includes:

- Four (4) Exhibit Hall Passes
- ID Signage
- 8' high back wall drape with 3' high side drape
- Aisle Carpeting (Booth cleaning is the responsibility of the exhibitor)
- 1 Standard 6' Table
- 2 Standard Chairs
- 1 Wastebasket
- Listing in the Official Convention Program, which is distributed to all convention delegates. Your organization listing will include a 25-word description. This must be submitted before April 2, 2007 to ensure its entry into the program.

#### EXHIBIT SPACE RESERVATIONS AND PAYMENT

Full payment is required with each application. Requests for exhibit space must be received by May 1, 2007.

#### 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 of 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.

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 McCormick Place removing the exhibitor and/or denying the exhibitor the opportunity to participate in future LCI-sponsored events.

## **CANCELLATION POLICY**

Cancellation of exhibit space must be made in writing to Lions Clubs International. If notification of cancellation is received before March 1, 2007, 100% of the fee will be refunded. If notification of cancellation is received by May 1, 2007, 75% of the fee will be refunded. No refunds will be issued after May 1, 2007.

## **SALE OF PRODUCTS/SERVICES and FUNDRAISING**

Only exhibitors who have paid and registered as retail exhibitors may sell items during the convention. All items must be approved by LCI. Items bearing the official Lions emblem may not be sold unless your organization is an approved licensee.

All exhibitors who have paid and registered as a not-for-profit organization can provide and share information about their organization to our members, however, donations **cannot** be solicited at the convention nor can any items be sold.

## **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.

## **TAX INFORMATION**

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

### **Taxpayer Identification**

All exhibitors/vendors need to apply for a Taxpayer Identification Number and register as an Illinois Business.

Exhibitors must complete and return a *W9* form (see [www.irs.gov](http://www.irs.gov)) prior to the convention, and an *Illinois Business Registration Form* (see [www.iltax.com](http://www.iltax.com)) must be filed with the State of Illinois at the following address:

Illinois Department of Revenue  
City Hall – Room 107  
121 N. LaSalle Street  
Chicago, IL 60602

Information regarding tax issues can be obtained by contacting the following departments:

- 1. City of Chicago**  
Customer Service (312) 747-4747 or via the web at [www.cityofchicago.org](http://www.cityofchicago.org)
- 2. State of Illinois**  
Information Hotline (217) 782-3336 or (800) 732-8866

### **Current Tax Rates**

#### **Sales Tax: 9.00%**

If an exhibitor sells *point-of-purchase* merchandise including souvenirs or participates in *late selling/post-show direct selling* merchandise, then the exhibitor is responsible for paying this tax and must be properly registered.

#### **Communication Tax: City – 6.50% and State – 7.50%; for a total of 14.00%**

Both city and state interests are combined in this tax on telecommunications and Internet services. Taxes are applied to services and usage.

#### **Personal Property Lease Transaction Tax: 6.00%**

All exhibitors are subject to this tax for any items they rent for use during the show. McCormick Place and your show contractors collect and pay these taxes on behalf of the exhibitors.

#### **Exemptions:**

If your organization is eligible for exemptions to any of the taxes presented based on its business purpose (501C3, etc.), specific applications may be required. Please note that organization exemptions *do not* cover the communication taxes listed.

## PRIVATELY OWNED VEHICLES (POVs)

McCormick Place will permit exhibitors to transport items using their own **two wheel** cart from a designated drop off point in the main entrance area, however, you **must** have a driver with the vehicle at all times since any unattended vehicle will be towed. POV's do **not** include large trucks or vehicles pulling trailers. For safety and to maintain efficient traffic movement, you may be required to move your POV. Complete details will be included in your exhibitor kit.

If the materials in your POV cannot be moved with your own two-wheel cart, then the unloading can only be done at the loading dock. TradeshowLogistics will coordinate the dock assignment, labor and times with you.

## UNION REGULATIONS / FREIGHT HANDLING

Information on freight and shipping will be included in your exhibitor booth kit provided by TradeshowLogistics. Installation of exhibits will be on Friday, June 29 from 1:00pm to 4:00pm and Saturday, June 30 and Sunday, July 1 from 8:00am to 4:00pm. Exhibitors must adhere to the following guidelines regarding union regulations and freight handling:

1. An exhibitor or a full-time employee of the exhibitor is permitted to do much of his or her own set-up work. In a booth of **300 square feet or less**, an exhibitor may do their own assembly and decorating work, if they so choose. The **only** restriction is that carpenters or decorators must perform work involving the use of power tools or ladders.
2. An exhibitor's full time employee may work along with labor by assisting with the installation and dismantling of a booth of 300 square feet or less.
3. Exhibitors and their full-time employees may plug 110v/120v equipment into the outlets provided. This includes VCRs, TVs, computers and other appliances:
  - Exhibitors and their full-time employees may set up computers and peripherals, e.g., monitor, mouse, keyboard.
  - Exhibitors and their full-time employees may operate a single video camera, VCR and switching equipment. This applies to both battery operated and equipment that is plugged into an electrical outlet.
  - While electricians must still perform all power terminations and on-site cable installation, exhibitors and their full-time employees may terminate the interconnecting cables in control panels between their equipment.
  - No stand-by labor is required for 480-volt service work.
4. Exhibitors may carry in small packages provided they can be **hand-carried**. Four wheel dollies are **not permitted**.
5. Exhibitors may transport items using their own two wheel cart, provided that they adhere to McCormick Place's guidelines. Complete details will be included in your exhibitor kit.
6. Exhibitors may carry in computers and appliances provided the movement may be reasonably done by hand. Exhibitors may remove small computers and appliances from crates and boxes provided work is done **without** a forklift or any power equipment. Exhibitors removing large items that require the use of tools to release/remove restraining straps would require rigging labor.

Any questions regarding the movement of freight should be directed to Vivian Leabhart of LCI's Convention Division at (630) 571-5466 ext. 341 or via email at [vivian.leabhart@lionsclubs.org](mailto:vivian.leabhart@lionsclubs.org).

## BOOTH STORAGE

Chicago's fire code allows a one-day supply of advertising materials, product or literature to be kept in your booth, but not behind your booth backwall. A Fire Marshall will inspect your booth prior to the show opening and throughout the event. A storage area will be set up by TradeshowLogistics to allow for the daily movement of surplus inventory needed in the booth. Accessible storage fees for this service will be outlined in the exhibitor kit. Exhibitors may **not** store cartons in or behind the booth backwall or under the table. TradeshowLogistics will temporarily remove your empty crates, cartons, containers (including plastic) and packing materials if you label them with stickers marked "empty". Stickers can be obtained at the Service Desk in the exhibit hall. Empty items will be returned to you during move-out.

## PROTECTION OF HALL

Exhibitors agree to comply with all fire safety requirements of McCormick Place. Paper decorations are not permitted. Exhibitors may not tape, paste, thumbtack, or otherwise affix signs or posters to the walls and columns, or hang items from sprinkler pipes. Helium balloons are not allowed in McCormick Place.

All personnel must be dressed appropriately at all times and confine their activities to the 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 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.

The purpose of the exhibition is to introduce and familiarize club members with the products and services available to them by organizations licensed to use the Lions trademark, or such other organizations that may qualify. Booths must be open to all club members. Exhibitors may not limit admission to any special group.

### **CONVENTION 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, 2007. After this date, rooms and rates will be on an availability basis only.

### **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.

### **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.

### **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.

### **DOMESTIC ANIMALS**

If an exhibitor is planning to use a domestic animal in their exhibit booth (i.e. dog or cat), you must contact LCI's Show Management for approval. An insurance disclaimer, that McCormick Place can obtain for you, will need to be completed at least thirty (30) days prior to the convention.

### **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.

### **SECURITY**

LCI will provide security guards in the exhibit area during Show hours, and will take reasonable precautions to safeguard exhibitor's 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.

### **LIABILITY, INDEMNIFICATION & WARRANTIES**

By submitting and signing an application for exhibit space, the exhibitor expressly agrees that LCI and McCormick Place 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 McCormick Place'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.

## **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 McCormick Place 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.

## **ATTENTION: MOBILE SCREENING UNIT & OTHER AUTOMOTIVE-TYPE EXHIBITORS**

In addition to the insurance information above, McCormick Place requires that any exhibitor with automotive-type equipment carry **Comprehensive Liability** insurance insuring any owned, not-owned and hired self-propelled vehicles of the type for use on and off the McCormick Place Complex, such policy to insure loading and unloading hazards with limits of liability of at least \$1,000,000.00 in respect of injuries and property damage in any one occurrence.