

**PA STATE COUNCIL OF LIONS CLUBS
EXHIBITOR RULES AND REGULATIONS**

Exhibition Dates and Hours:

Set-up:	Thursday	12 noon to 5 PM
Display Hours:	Thursday	12 noon to 5 PM
	Friday	8:AM to 4:30 PM
	Saturday	8:AM to 4:30 PM
Tear-down:	Saturday	4:30 PM to 6:00 PM

Location:

Booth Specifications: The size of the display area shall be determined by the space provided by the hotel or convention center.

Payment: Full payment is required with each application. Deadline to reserve a booth is January 31, _____.

Booth Assignments: Made on a first-come, first-served basis upon receipt of **full** payment.

Participation is subject to compliance with all federal, state and local laws governing this activity. PA State Council of Lions Clubs reserves the right to refuse any application for space.

Cancellations: Cancellation of exhibit space must be made in writing to PA State Council of Lions Clubs. Cancellations received before May 1, _____ are subject to a \$100 fee. After May 1, _____ the exhibitor forfeits the entire amount paid.

All exhibits must be fully staffed during the above show hours. Any exhibiting company that tears down before the closing time of 4:30 PM. on Saturday, _____ will not be invited to participate in future conventions.

All efforts to design the exhibit must be done in such a way as to not violate the rights of other exhibitors or visitors. Displays may not extend into another booth or aisle.

Protection of Hall: Exhibitors agree to comply with all fire safety requirements of the Hotel or Convention Center. Paper decorations are not permitted. Exhibitors may not tape, paste, thumbtack, or otherwise affix signs or posters to the walls, columns, or booth drape, or hang items from sprinkler pipes.

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Booth set-up is subject to the approval of PA State Council of Lions Clubs who reserves the right to order withdrawn from a display any item(s) which, in its sole opinion, do not comply with these rules and regulations. PA State Council of Lions Clubs 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 PA State Council of Lions Clubs 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

Any exhibitor failing to occupy contracted space is not relieved of the obligation to pay the full rental of such space. If not occupied by the opening of the show, such space may be possessed by PA State Council of Lions Clubs

Sales Tax: Exhibitor is responsible to collect and remit applicable sales and use taxes to the City or State of Pennsylvania for its sales of products or services. PA State Council of Lions Clubs has no responsibility to do so and will cooperate with officials of the City or State of Pennsylvania to make available requested information and/or to provide access to such officials to the exhibit area.

Sale of Products/Services: Exhibitors at the State Conventions shall be permitted to conduct sales in their booth space as long as their items do not include Lions Club International Emblem (unless approved by Lions Clubs International) and the PA State Council of Lions Clubs approves the items in advance. No merchandise may be displayed or sold that is available in the PA State Council of Lions Clubs Merchandise Store.

Endorsements: Unless otherwise authorized, PA State Council of Lions Clubs 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 Lions Club International trademark on certain products.

Liability and Insurance: The exhibitor understands and expressly agrees that:

The PA State Council of Lions Clubs and the Hotel or Convention Center, its officers, directors, members and employees shall not be responsible for any loss or damage to goods or property of exhibitor or exhibitor's employees, and exhibitor releases the above mentioned and agrees to indemnify them against all claims.

Exhibitor agrees to indemnify and hold harmless PA State Council of Lions Clubs and the Hotel or Convention Center, their respective officers, directors, employees and agents, against all claims, losses, suits, damages, judgment, expenses, and costs of every kind arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises, excluding any such liability caused by the sole negligence of PA State Council of Lions Clubs its officers, directors, employees, and agents.

Exhibitor acknowledges that PA State Council of Lions Clubs and the Hotel or Convention Center do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain appropriate insurance, including but not limited to, general liability, property damage, fire and theft insurance covering such losses by exhibitor. The exhibitor must supply a certificate of insurance along with the completed application and payment.

General Information: All matters not covered by these rules and regulations are subject to the decision of PA State Council of Lions Clubs, acting through its State Convention Host Committee Chairman. These rules and regulations may be amended at any time by PA State Council of Lions Clubs 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 PA State Council of Lions Clubs to the exhibitors.

PA State Council of Lions Clubs • 949 East Park Drive • Harrisburg, PA 17111

Phone: 717-564 2586 • Fax: 717 564 2880

PA STATE COUNCIL OF LIONS CLUBS
APPLICATION FOR EXHIBIT SPACE

General Information: (Please type or print)

Company/Organization _____

Address _____

City/State/ _____ Zip Code _____

Phone (____) _____ Fax (____) _____

Email: _____

Person to receive exhibitor information: _____

Booth Request:

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

Booth Description: List products, materials, and/or services to be displayed and/or sold. Enclose descriptive literature, photographs and any proposed handout material.

Will you sell items out of your booth? _____

Booth Costs:

Profit

Non-profit

Booth Area:

Authorized Signature: (To be completed by company official) I/We hereby agree to abide by the policies as indicated on the **Exhibitor's Rules And Regulations** section of this Application. I/We further agree to comply with all federal, state and local laws governing this activity.

Printed Name _____ **Title** _____

Signature _____ **Date** _____

Payment: Payment/insurance certificate are required with application. Mail to:

PA State Council of Lions Clubs

949 East Park Drive, Harrisburg, PA 17111

Phone No.:(717) 564-2586 FAX: (717) 564-2880

Check: made payable to PA State Council of Lions Clubs

DEADLINE to reserve booth space is January 31, _____.

OFFICE USE ONLY:

Date Received: _____ Total Paid \$ _____
