



**NATIONAL NOW CONFERENCE  
 JUNE 21 - JUNE 23, 2002  
 RADISSON RIVERFRONT ST. PAUL  
 ST. PAUL, MINNESOTA  
 EXHIBITOR INFORMATION SHEET**

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**Exhibit Hours**

Friday, June 21, 8:00 - 9:00 PM  
 Saturday, June 22, 8:00 - 9:00 PM  
 Sunday, June 23, 8:00 - 4:00 PM

**Dismantling**

Sunday, June 23, 4:00 - 6:00 PM

NOW will provide each Exhibitor with a draped table (8'x10'), two chairs, a sign and two passes to the exhibit area. Passes will be honored in the exhibit area and for conference entertainment. If you would like to participate in more activities, you may register for the Conference separately ([www.now.org/conference.html](http://www.now.org/conference.html)). The names and addresses of Exhibitors who register by **May 10, 2002** will be listed in the program book.

The Conference will be held at the Radisson Riverfront St. Paul Hotel. If you reserve your rooms by **May 22, 2002** and identify yourself with NOW you will receive a special rate (651-292-1900, [www.radisson.com](http://www.radisson.com)). If you are unable to attend but would like for your literature to be displayed, you may purchase information table space. All merchandise, literature and other materials should be sent to the hotel *no sooner than June 17 and no later than June 20, 2002*. **Do not mail to the NOW address in Washington DC.** NOW is not responsible for the return of materials after the Conference.

National Organization for Women  
 c/o Radisson Riverfront St. Paul Hotel  
 11 East Kellogg Boulevard  
 St. Paul, Minnesota 55101  
 Phone: 651-292-1900

To apply for space at the 2002 National NOW Conference, return Exhibitor Registration Form, Exhibitor Agreement and payment for the full amount by **May 10, 2002**. Space is limited and available on a first come, first served basis.

**EXHIBITOR REGISTRATION FORM**

*Please reserve space for us at the National NOW Conference!*

Organization/Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

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

Day/Evening Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Will you ship boxes to the hotel? yes no

What printed materials will be displayed? \_\_\_\_\_

What products will be sold? \_\_\_\_\_

What are your electrical needs? \_\_\_\_\_

Title of Exhibit: \_\_\_\_\_  
 (as it should appear on sign)

**FEES (Check one)**

- NOW Chapters and States ..... \$150
- Feminists' businesses and organizations ..... \$200
- Small business and non-profit organizations ..... \$400
- Businesses and government agencies ..... \$550

**PAYMENT (Check one)**

- Check enclosed (made payable to NOW)
- Visa  Mastercard  American Express

Credit Card # \_\_\_\_\_ Expiration date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

Return Registration, Agreement & full payment by **May 10, 2002** to:  
 NOW Conference Manager  
 733 15th Street NW, 2nd Floor  
 Washington, DC 20005  
 p.202.628.8669 x.108 f.202.785.8576  
[www.now.org/conference.html](http://www.now.org/conference.html)

# EXHIBITOR AGREEMENT

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The undersigned Exhibitor and the National Organization for Women (NOW) agree to the following terms and conditions for the National NOW Conference, June 21 - June 23, 2002.

1. NOW will reserve exhibit space at the Radisson Riverfront St. Paul Hotel, 11 East Kellogg Boulevard, St. Paul, MN 55101.
2. Exhibitors will purchase from NOW the use of exhibit space (8' x 10') for the period of time beginning June 21, 2002 and ending June 23, 2002 (dismantling: 4:00 - 6:00 p.m.).
3. All decorations, drapes, curtains, or other materials provided by Exhibitor must have a flameproof certificate. The certificate must be available upon request prior to the Conference.
4. Subleasing of exhibit space by Exhibitors is prohibited. Merchandise or information that Exhibitors bring to the Conference for the purpose of sales or dissemination to conference participants must be registered via this agreement and located in the exhibit space purchased from NOW. Sale of food and beverage is not permitted. Materials and sales items of those who violate or attempt to circumvent this agreement will be confiscated. **WARNING:** Because we care about our legitimate Exhibitors, violation of this section will result in the revocation of the violator's exhibitor privilege without refund of any fees.
5. All demonstrations, exhibits, and distribution of literature must be confined to the allotted exhibit space except as specifically permitted in writing by NOW. In addition, the Exhibitor agrees for her/himself and her/his employees to use leased exhibit space for lawful purposes and to conform to laws of all applicable jurisdictions. This shall include, but is not limited to, avoiding disruptive behavior on the part of the Exhibitor and her/his employees.
6. Exhibits which include the operation of musical instruments, sound-producing motion picture equipment, public address systems, VCRs, televisions, computers, or any other sound equipment may not disrupt the business of adjacent exhibitors or the Conference. Operators of sound-producing exhibits must secure approval of operation methods in writing from NOW before the exhibit opens.
7. Exhibitor agrees to keep her/his booth and immediately adjacent aisle clean.
8. Exhibitor agrees that NOW, its agents, and employees shall not be liable for failure to hold exhibits as scheduled provided that any payment made by the Exhibitor to NOW is returned in proportion to the amount of scheduled exhibit time that is not available.
9. A 10% fee will be charged for cancellations made before May 10, 2002. A 50% cancellation fee will be charged for cancellations made between May 10, 2002 and June 10, 2002. No refunds will be made on or after June 10, 2002.
10. Exhibitor assumes entire responsibility and agrees to indemnify and defend NOW, the Radisson Riverfront St. Paul Hotel and its respective employees and agents, and hold them harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof. Exhibitor understands that NOW does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Certificate of Insurance should be available upon request.
11. NOW, the Radisson Riverfront St. Paul Hotel and its employees and agents will not be responsible for any loss, damage or destruction of the Exhibitor's property, from any cause whatsoever prior to, during or following the Conference or for any injury occurring to Exhibitors, their employees or visitors to the exhibition not caused by the negligence of NOW, the Radisson Riverfront St. Paul Hotel or its employees or agents.
12. Should NOW institute suit or other action against Exhibitor as a result of Exhibitor's failure to comply with any term of this agreement, Exhibitor agrees to pay all damages, costs, and disbursements provided by law and all costs actually incurred by NOW, including reasonable attorneys' fees.
13. Exhibitor may not discriminate against Conference participants based on race, national origin, religion, gender, age or sexual orientation.
14. NOW reserves the right to refuse an exhibit application, correct the Exhibitor's fee category, and review and reject materials displayed or sold.
15. **Exhibitor agrees to abide by all terms and conditions of the attached "Exhibitor Information Sheet" which is incorporated herein and made a part of this agreement.**

Contact Name (printed)

Signature

Company/Organization

Date

**Please make a copy of both sides of this document for your records.**