



**NATIONAL NOW CONFERENCE
 JULY 16 - JULY 18, 2004
 RIVIERA HOTEL
 LAS VEGAS, NEVADA
 EXHIBITOR INFORMATION SHEET**

Page 1 of 2

Exhibit Hours

Friday, July 16, 8:00AM - 9:00 PM
 Saturday, July 17, 8:00AM - 9:00 PM
 Sunday, July 18, 8:00AM - 4:00 PM

Setup

Thursday, July 15, 12:00PM - 9:00 PM

Dismantling

Sunday, July 18, 4:00PM - 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. No extra tables will be permitted in exhibit space. Please purchase additional exhibit space if needed. 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). The names and addresses of Exhibitors who register by **June 16, 2004** will be listed in the program book.

The Conference will be held at the Riviera Hotel, Las Vegas, NV. If you reserve your rooms by **June 25, 2004** and identify yourself with NOW you will receive a special rate (800-634-6753, www.now.org). 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 contractor. **Do not mail to the NOW address in Washington, DC.** NOW is not responsible for the return of materials after the Conference.

To apply for space at the 2004 National NOW Conference, return Exhibitor Registration Form, Exhibitor Agreement and payment for the full amount by **June 16, 2004**. 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 \$300
- Feminists' businesses and organizations \$400
- Small business and non-profit organizations \$800
- Businesses and government agencies \$1100

NEW!

- Information Table Space (2 items of literature) \$100

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 **June 16, 2004** to:
 NOW Conference Manager
 733 15th Street NW, 2nd Floor
 Washington, DC 20005
 p.202.628.8669 x.117 f.202.785.8576
www.now.org/conference

EXHIBITOR AGREEMENT

Page 2 of 2

The undersigned Exhibitor and the National Organization for Women (NOW) agree to the following terms and conditions for the National NOW Conference, July 16 - July 18, 2004.

1. NOW will reserve exhibit space at the Riviera Hotel, 2901 Las Vegas Blvd. South, Las Vegas, NV 89109.
2. Exhibitors will purchase from NOW the use of exhibit space (8' x 10') for the period of time beginning July 15, 2004 (setup from 12:00PM - 9:00 PM) and ending July 18, 2004 (dismantling: 4:00PM - 6:00 PM).
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 June 15, 2004. A 50% cancellation fee will be charged for cancellations made between June 16, 2004 and June 30, 2004. No refunds will be made on or after July 1, 2004.
10. Exhibitor assumes entire responsibility and agrees to indemnify and defend NOW, the DoubleTree Hotel Crystal City 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 Riviera Hotel Las Vegas, NV 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 Riviera Hotel Las Vegas, NV 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.