

National Conference

July 18 - 20, 2008 • Hyatt Regency Hotel • Bethesda, Maryland

EXHIBIT SETUP: Thu, 7/17, 2 pm - 7 pm

EXHIBIT HOURS: Thu, 7/17, 2 pm - 7 pm; Fri, 7/18, 9 am - 7 pm; Sat, 7/19, 9 am - 7 pm; Sun, 7/20, 9 am - 4 pm

Exhibitors can opt to stay longer or leave earlier. **Security will start at 7:00 pm and leave at 8:30 am.**

EXHIBIT BREAKDOWN: Sun, 7/20, 12 noon - 4 pm

NOW will provide each exhibitor with: *one draped table, *2 chairs, 1 sign and 2 exhibitor passes. 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, 2008** will be listed in the program book. *Removing tables or chairs from another vendor's space constitutes a breach of contract. Violators will be fined \$500, payable immediately. _____ **initial please**

The Conference will be held at the Hyatt Regency, Bethesda, MD. If you reserve your rooms by **June 16, 2008** and identify yourself with the code **NOWC** and you will receive the conference rate (1-800-232-1234). If you are unable to attend but would like for your literature to be displayed, you may purchase Information Table space if available. All merchandise, literature and other materials should be sent to the hotel/contractor. **Do not mail materials to the NOW address in Washington, D.C.** NOW is **not responsible** for shipping charges to or from the hotel or the return of materials after the Conference.

To apply for space at the 2008 National NOW Conference, return Exhibitor Registration Form, Exhibitor Agreement and payment for the full amount by **June 16, 2008**. **Space is limited** and available on a first come, first served basis.

EXHIBITOR REGISTRATION FORM/INVOICE

<p>Organization _____</p> <p>Contact Person _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Phone _____ Fax _____</p> <p>Email _____</p>	<p>FEES (check one)</p> <p><input type="checkbox"/> NOW Chapters and States.....\$300</p> <p><input type="checkbox"/> Feminists' businesses and organizations.....\$400</p> <p><input type="checkbox"/> Small businesses and non-profit organizations..... \$800</p> <p><input type="checkbox"/> Businesses and government agencies.....\$1150</p> <p><input type="checkbox"/> Information Table Space (2 items of literature).....\$150</p> <p><input type="checkbox"/> Conference Bag insert.....\$150</p> <p>O Door Drop - request information</p> <p>Payment Enclosed:(check one)</p> <p><input type="checkbox"/> Check enclosed (make payable to NOW)</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover</p> <p>_____ Name as it appears on card</p> <p>_____ Credit card number Exp. Date</p>
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What products will be sold? _____ Title of Exhibit: _____
(as it should appear on sign)

Return form & full payment by June 16, 2008 to: NOW Conference Manager, 1100 H St, NW, Third Floor, Washington, DC 20005
Questions? Email: conference@now.org or call 202-628-8669 x117

National Conference

EXHIBITOR AGREEMENT

The undersigned Exhibitor and the National Organization for Women (NOW) agree to the following terms and conditions for the National NOW Conference, July 18 - July 20, 2008.

1. NOW will reserve exhibit space at the Hyatt Regency, 600 Town Center Drive, Bethesda, MD 20707
2. Exhibitors will purchase from NOW the use of exhibit space for the period of time beginning July 17, 2008 (set-up from 2:00 p.m. – 7:00 p.m.) and ending July 20, 2008 (dismantling: Noon - 4:00 p.m.). Exhibitors can be in the exhibit area from 8:00 a.m. – 9:00 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 the 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 25% fee will be charged for cancellations made before April 18, 2008. A 50% cancellation fee will be charged for cancellations made between April 18, 2008 and June 1, 2008. No refunds will be made on or after June 2, 2008.
10. Exhibitor assumes entire responsibility and agrees to indemnify and defend NOW, the Hyatt Regency Bethesda 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 Hyatt Regency, Bethesda, MD 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 Hyatt Regency, Bethesda, MD MI 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 all pages of this document for your records.
This is your invoice/contract/receipt.**