

National Conference

July 2 – 4, 2010 • Park Plaza Hotel • Boston, Massachusetts

EXHIBIT SETUP: Thursday, 7/01/2010 - 6 PM – 9 PM and all day 7/02/2010

EXHIBIT HOURS: Friday, 7/02/2010 - 9 am - 8 pm; Saturday, 7/03/2010 - 9 am - 8 pm; Sunday, 7/04/2010 - 9 am – 4:30 pm

EXHIBIT BREAKDOWN: Sun, 7/04 - 12 noon – 5:00 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 for the conference.

The names and addresses of Exhibitors who register by June 2, 2010 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 Boston Park Plaza Hotel & Towers in Boston, MA. If you reserve your room by June 11, 2010 and identify yourself with the code that is on the NOW web site. You will receive the conference rate of \$119 for single or double room. You can make reservations on the NOW web site or call 1-800-225-2008. 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. Mail your boxes to: Name of on site contact (your name/guest), C/O Park Plaza Hotel, 50 Park Plaza at Arlington St, Boston MA 02116, Hold for: NOW Conference July 2-4, 2010, Boxes ___ of ___ (multiple boxes **MUST**) be numbered, NOW Convention Service Manager.

To apply for space at the 2010 National NOW Conference, return Exhibitor Registration Form, Exhibitor Agreement and **payment** for the full amount by June 2, 2010. **20 spaces are available on a first come, first served basis.** Please contact conference@now.org if you have specific needs for payment.

EXHIBITOR REGISTRATION FORM/INVOICE	
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Organization	FEES (check one) 25%discount on booths paid by 4/30/10 <input type="checkbox"/> NOW Chapters and States.....\$300 <input type="checkbox"/> Feminists' businesses and organizations.....\$400 <input type="checkbox"/> Small businesses and non-profit organizations..... \$800 <input type="checkbox"/> Businesses and government agencies.....\$1150 <input type="checkbox"/> *Information Table Space (1/2 6 ft. table).....\$200 <input type="checkbox"/> Conference Bag insert (per item)\$200 * not a staffed table
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Contact Person	Payment Enclosed:(check one) <input type="checkbox"/> Check enclosed (make payable to NOW) Preferred <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Address	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Name as it appears on card
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> City, State, Zip	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Credit card number Exp. Date
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Phone Fax	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> Email	

What products will be sold? _____ Title of Exhibit: _____
(as it should appear on sign)

Return form & full payment by June 2, 2010 to: NOW Conference Manager, 1100 H St, NW, T Suite 300, Washington, DC 20005
Questions? Email: conference@now.org or call 202-628-8669 x121

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 2-4, 2010.

1. NOW will reserve exhibit space at the Boston Park Plaza Hotel & Towers, Boston, MA
2. Exhibitors will purchase from NOW the use of exhibit space for the period of time beginning July 01, 2010 (set-up from 6:00 – 9:00 p.m.) and ending July 04, 2010 (dismantling: Noon -5:00 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 1, 2010. A 50% cancellation fee will be charged for cancellations made between April 1, 2010 and May 1, 2010. **NO REFUNDS** will be made on or after May 2, 2010.
10. Exhibitor assumes entire responsibility and agrees to indemnify and defend NOW, the Boston Park Plaza 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 Boston Park Plaza 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 Boston Park Plaza 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.

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.**