



# APPLICATION FOR THE DISPLAY OF PROJECTS POSTER EXHIBIT

## 92<sup>nd</sup> Lions Clubs International Convention

Minneapolis Convention Center ♦ Minneapolis, Minnesota, USA

July 6 – 10, 2009

Multiple/Single District Number and Country _____	
Contact Person responsible for planning, set-up and teardown of display _____	
E-Mail _____	
Address _____	
City _____	State _____
Zip/Postal Code _____	Country _____
Phone _____	Fax _____

### **Included in Poster Exhibit Space fee**

Your poster exhibit space purchase includes:

- One (1) poster board (approximately 4' x 8') in a designated area of the exhibit hall
- Convention program listing if completed application is received by March 31, 2009

Display of Project Rates (USD)	Cost per 4' x 8' Poster Board	Multiply x No. of Poster Boards	Total
Poster Board Rate	\$50.00	X	\$

Please provide a brief description of the project to be displayed

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### **Agreement**

Our multiple/single district understands that we will be responsible for all materials and supplies used on the display board as well as the set-up and tear down and customs clearance if necessary.

Our multiple/single district agrees to abide by the policies as indicated in the enclosed Display of Lions Projects Poster Exhibit Rules and Regulations.

Name of Council Chairperson (printed) \_\_\_\_\_

Signature of Council Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

### **For LCI Use Only**

EMS number \_\_\_\_\_

Order number \_\_\_\_\_

Date Processed \_\_\_\_\_

CC Transaction # \_\_\_\_\_

<b>Payment Information</b>		<i>Non-refundable payment in full is due upon receipt of application</i>	
<b>MasterCard</b>	<b>Visa</b>	<b>Check</b>	Payable to LCI in US Dollars drawn on a US bank Check No. _____
<b>Expiration Date</b> ____ - ____	<b>Account Number</b> ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____ - ____		
<b>Name on Card:</b> _____		<b>Authorized Signature:</b> _____	
			<b>Authorized Amount</b> _____

**Please Return the Completed Application to:**

Lions Clubs International  
 Convention Services  
 300 West 22<sup>nd</sup> Street  
 Oak Brook, IL 60523  
 USA

Fax: 1-630-706-9307  
 E-Mail: [scot.jacobson@lionsclubs.org](mailto:scot.jacobson@lionsclubs.org)

**Questions?**

Contact Scot Jacobson of LCI's Convention Services Department at: [scot.jacobson@lionsclubs.org](mailto:scot.jacobson@lionsclubs.org)  
 Telephone: 1-630-468-6928  
 For more information visit [www.lionsclubs.org/EN/content/news\\_convention.shtml](http://www.lionsclubs.org/EN/content/news_convention.shtml)

**PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR FILES**



**92nd Annual Lions Clubs International Convention •  
 Minneapolis, Minnesota • July 6 – July 10, 2009  
 DISPLAY of PROJECT TERMS and CONDITIONS**

**EXHIBITION LOCATION**

Minneapolis Convention Center (MCC) – Exhibit Hall D-E  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 Website: [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

**LIONS CLUBS INTERNATIONAL CONTACT:** Scot Jacobson, Coordinator - Convention Services and Meetings Logistics.

E-Mail: [scot.jacobson@lionsclubs.org](mailto:scot.jacobson@lionsclubs.org)

**EXHIBITION SHOW SCHEDULE (times subject to change):**

Monday, July 6	09:00 – 17:00
Tuesday, July 7	09:00 – 17:00
Wednesday, July 8	09:00 – 18:00
Thursday, July 9	09:00 – 17:00
Friday, July 10	07:00 – 10:00

**WHAT YOUR DISPLAY OF PROJECT SPACE COST INCLUDES:**

- Your payment will secure one (1) poster board (approximately 4' x 8') in a designated area of the exhibit hall.
- Listing in the Official Convention Program, which is distributed to all convention attendees. Your project listing will include a 25-word description. This must be submitted before March 31, 2009 to ensure its entry into the program.

**DISPLAY OF PROJECT SPACE RESERVATIONS AND FEES**

Full payment is required with each application. Requests for exhibit space must be received by May 29, 2009. Applications received after March 31, 2009 will not be listed in our Official Convention Program. Display of project fees are as follows:

Display of Project Rate (USD)	Cost per 4' x 8' Poster Board
<b>Poster Board Rate</b>	\$50.00

**DISPLAY OF PROJECT BOARD ASSIGNMENTS**

Board assignments are made on a first-come, first-served basis upon receipt of full payment. In the coming months, the exhibit hall floor plan will be available to view on our website. Please check periodically.

LCI reserves the right to relocate space. Relocations will be made only if deemed necessary and upon notification to the Display of Project contact person by Convention Services.



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No Display of Project participant shall assign, sublet or apportion of the whole or any part of their space without the knowledge and consent of Convention Services. An LCI issued exhibitor badge must be worn during set-up. Beginning July 6, a registered attendee convention badge is required for admittance into the exhibit hall.

Display of Project participants agree to observe and comply with all Host Country laws, statutes, ordinances, rules and regulations, and the Exhibitor’s Rules and Regulations as stated herein. Failure to comply with applicable laws, rules and regulations may result in LCI or MCC removing the project display and/or denying the participant the opportunity to participate in future LCI-sponsored events.

**DISPLAY OF PROJECT MOVE-IN and SET-UP TIMES**

Sunday, July 5	09:00 – 16:00
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- Display of Project participants will have access to the Exhibit Hall for set-up of their display ONLY on the date and times shown above.
- An LCI issued exhibitor badge must be worn during set-up. Beginning July 6, a registered attendee convention badge is required for admittance into the exhibit hall.
- All displays must be set up and ready for inspection before opening time at 09:00 on July 6, 2009.
- Any display that is not set up prior to the event start date and time may be removed and stored by Show Management at the sole expense of the Display of Project participant.
- This is an educational and informative venue for Lions members, therefore selling of merchandise is not allowed. In addition, the distribution of campaign materials or campaigning is prohibited.

**DISPLAY OF PROJECT BREAKDOWN TIME**

Friday, July 10	10:00 – 14:00
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- No display shall be dismantled before the official closing time of Friday, July 10 at 10:00.
- Any materials left in the exhibit hall following the official move out time will be removed by the official contractor and held in storage and charged at prevailing rates at the participant’s expense. LCI also retains the right to discard any participant materials following the official move out time at its own discretion.

**CANCELLATION POLICY**

The cost of each poster board is US\$50.00. Full payment is required with each application. The fee is non-refundable. Checks must be in U.S. funds and drawn on a U.S. bank. Deadline to reserve a poster board, space permitting, is May 29, 2009. Your district name will be printed in the official convention program if your application and payment is received by March 31, 2009.

**BALLOONS**

Helium balloons must be approved by LCI and the MCC for permanent attachment to authorized displays. A deposit may be required prior to installation.

If the Display of Project participant’s helium balloons are released for any reason within the facility, any MCC labor and/or lift equipment costs to remove balloons from ceilings and/or domes will be charged to the participant at the prevailing “Rigger” rates and conditions.

Helium (or like) balloons distributed outside the MCC shall not be permitted to be brought into the facility.



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**DECORATIONS**

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, wall, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to the Display of Project participant.

Glitter cannot be used as a decoration in the MCC due to the difficulty in removing glitter from carpet, chairs, etc.

Painting of any kind in the MCC is not permitted , unless approved by MCC management.

For regulations on the use of candles, trees, greenery and/or traditional holiday decorations, please refer to the section on Fire Safety.

**EQUIPMENT & FREIGHT HANDLING**

You may hand carry or use a light 2-wheeled luggage cart to transport your display materials into the exhibit hall. Please note there is a charge for using the facility's and/or contractor's labor force and/or equipment to transport or set-up your display.

**FIRE SAFETY**

Display of Project participants must comply with all federal, state and municipal fire codes that apply to a place of public assembly as well as any applicable OSHA regulations.

Participants are responsible for the proper and safe construction, materials and maintenance of their display. Materials used in the construction of displays must be fire resistant. All displays are subject to inspection by the Minneapolis Fire Department.

**LIABILITY & INSURANCE**

Display participants acknowledge that LCI and the MCC do not maintain insurance covering the Display area and that it is the sole responsibility of the district to protect its property or to obtain appropriate insurance.

**PRIVATELY OWNED VEHICLES (POVs)**

MCC does not allow Display of Project participants to load or unload any freight/inventory at their front doors. Please coordinate with our Official Decorator, to schedule your loading dock assignment if needed.

**PROTECTION OF HALL**

Display of Project participants agree to comply with all fire safety requirements and the MCC's General Rules and Regulations of Exhibition. Display of Project participants may not tape, paste, thumbtack, or otherwise affix signs or posters to the walls and columns, or hang items from sprinkler pipes. Repair or removal of any marks will be done by MCC staff with full liability and cost to the Display of Project participant.

**SECURITY**

LCI will provide security guards in the Display of Project area during Show hours, and will take reasonable precautions to safeguard participants' property. This does not guarantee or insure the participant against loss. LCI is not liable for any Display of Project participant's property in its display.



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**GENERAL INFORMATION**

All displays must be done in such a way as to not violate the rights of other exhibitors or visitors. All display items must be mounted securely on the poster board. LCI reserves the right to refuse any application for space. Display set-up is subject to the approval of LCI, who reserves the right to order withdrawn from a display, an item(s), which, in its sole opinion, do not comply with these rules and regulations. LCI further reserves the right to reject at any time any display, which, in its sole opinion, is reasonably objectionable to members, exhibitors, and others. No liability or damages of any nature against LCI, its officers, directors, employees, or agents shall be incurred because of such rejection.

All matters not covered by these rules and regulations are subject to the decision of LCI, acting through its Convention Division manager. These rules and regulations may be amended at any time by LCI, 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 LCI to the Display of Project participants.

The abbreviation "LCI" used in the rules and regulations shall mean The International Association of Lions Clubs® and its officers, directors, employees, and agents duly acting for the association in the management of the convention.