

**MD-14 Pennsylvania State Council of Lions Clubs  
STATE CONVENTION AND COUNCIL OF GOVERNORS MEETING  
EXHIBITOR/VENDOR RULES AND REGULATIONS**

**Purpose of Exhibitor/Vendor Area:** To afford Lions and non-Lion exhibitors and vendors the opportunity to showcase their projects and products to a statewide market in an inexpensive, one-step manner.

The purpose of the exhibition is to introduce and familiarize club members with the products and services available to them by organizations licensed to use the Lions trademark or such other organizations that may qualify. Booths must be open to all club members. Exhibitors may not limit admission to any special group

**General Information:** All displays must be done in such a way as to not violate the rights of other exhibitors or visitors. Displays may not extend into another booth or aisle. PA State Council of Lions Clubs reserves the right to refuse any application for space. Display set-up is subject to the approval of PA State Council of Lions Clubs who reserves the right to order withdrawn from a display an item(s) which, in its sole opinion, do not comply with these rules and regulations. PA State Council of Lions Clubs 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 PA State Council of Lions Clubs, its officers, directors, employees, or agents shall be incurred because of such rejection.

**Date(s):** \_\_\_\_\_

**Location:**

\_\_\_\_\_

\_\_\_\_\_

**MD-14 STATE CONVENTION - Display Dates and Hours**

Set-up:	Thursday	11:00 AM-12 Noon
Display Hours:	Thursday	12 Noon - 5:00 PM-
	Friday	8:00 AM - 4:30 PM
	Saturday	8:00 AM - 4:00 PM
Tear-down:	Saturday	4:00 PM - 4:30 PM

**MD-14 COUNCIL OF GOVERNORS MEETING – Display Dates and Hours**

Set-up:	Friday	11:00 AM–12 Noon
Display Hours:	Friday	12 Noon – 5:00 PM
	Saturday	8:00 AM – 4:00 PM
Tear-down:	Saturday	4:00 PM – 4:30 PM

**Display Area Specifications:** One (1) 8-foot table will be provided to each Exhibitor/Vendor unless special arrangements are made with the MD-14 State Administrator and the chairperson of the State Convention Host Committee and chairperson of the Council of Governors Meeting.

**Fees:** All fees shall be waived for recognized MD-14 Lions projects. A minimal fee shall be collected from local and regional Lions programs. A fee of \$300 shall be collected from a commercial vendor.

**Payment of Fees:** All fees must be paid in full and due with the application to the MD-14 State Administrator or chairperson of the State Convention Host Committee prior to the start of a State Convention or Council Meeting. All fees are non-refundable except under extenuating circumstances.

**Deadline to reserve Exhibitor/Vendor space:** Applications must be submitted to State Convention Host District Chairperson or State Administrator no later than 30 days prior to the opening of the State Convention.

**Booth Allocation and Assignment:** 14 days prior to the start of each State Convention. Booths will be assigned by the chairperson of the Host Committee's Exhibitor/Vendor sub-committee with the approval of the MD-14 State Administrator and chairperson of the State Convention Host Committee.

**Display Guidelines:**

- All Exhibitors and Vendors are expected to have their booths open throughout the duration of a State Convention and Council of Governors meeting unless special arrangements have been made with the MD-14 State Administrator.
- Selling of items such as project pins will be allowed.
- No distribution of campaign materials or campaigning will be allowed.
- All exhibits must be staffed throughout the duration of Display Dates and Hours listed. Any exhibitor or vendor that tears down before the closing time of 4:00 PM. Saturday will run the risk of not being invited to participate in future MD-14 State Conventions and Council of Governors meeting.
- Any Exhibitor/Vendor booth left unoccupied for an extended period of time will be subject to closure and possible denial of future requests for display space at future MD-14 State Conventions and Council of Governors meeting.
- All efforts to design the exhibit must be done in such a way as to not violate the rights of other exhibitors or visitors. Displays may not extend into another booth or aisle.
- All personnel must always be dressed appropriately.

**Protection of Hall:** Display participants agree to comply with all Hotel or Convention Center and Council of Governors meeting safety requirements.

**Sales Tax:** Exhibitor is responsible to collect and remit applicable sales and use taxes to the City or Commonwealth of Pennsylvania for its sales of products or services. PA State Council of Lions Clubs has no responsibility to do so and will cooperate with officials of the municipality or Commonwealth of Pennsylvania to make available requested information and/or to provide access to such officials to the exhibit area.

**Sale of Products/Services:** Exhibitors at the State Conventions and Council of Governors meetings shall be permitted to conduct sales in their booth space as long as their items do not include Lions Club International Emblem (unless approved by Lions Clubs International) and approved by the State Administrator or Host District Chairperson in advance. No merchandise may be displayed or sold that is available in the PA State Council of Lions Clubs Merchandise Store.

**Endorsements:** Unless otherwise authorized, PA State Council of Lions Clubs does not endorse or recommend the use of any specific commercial products or services. Therefore, the exhibitor may not state or imply, either verbally or in printed literature, that its products are endorsed or recommended by the Pennsylvania State Council of Lions Clubs and/or Lions Clubs International, except, when applicable, to state that it has received authorization to use a specific Lions Club International trademark on certain products.

**Liability and Insurance:** The exhibitor understands and expressly agrees that the PA State Council of Lions Clubs and the Hotel or Convention/Meeting Center, its officers, directors, members, and employees shall not be responsible for any loss or damage to goods or property of exhibitor or exhibitor's employees, and exhibitor releases the above mentioned and agrees to indemnify them against all claims.

Exhibitor agrees to indemnify and hold harmless PA State Council of Lions Clubs and the Hotel or Convention/Meeting Center, their respective officers, directors, employees and agents, against all claims, losses, suits, damages, judgment, expenses, and costs of every kind arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises, excluding any such liability caused by the sole negligence of PA State Council of Lions Clubs its officers, directors, employees, and agents.

Exhibitor acknowledges that PA State Council of Lions Clubs and the Hotel or Convention/Meeting Center do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain appropriate insurance, including but not limited to, general liability, property damage, fire and theft insurance covering such losses by exhibitor. The exhibitor must supply a certificate of insurance along with the completed application and payment.

**Amendments:** All matters not covered by these rules and regulations are subject to the decision of PA State Council of Lions Clubs, acting through its State Convention Host Committee Chairperson and State Council of Governors Meeting Chairperson. These rules and regulations may be amended at any time by PA State Council of Lions Clubs 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 PA State Council of Lions Clubs to the exhibitors.

PA State Council of Lions Clubs  
949 East Park Drive  
Harrisburg, PA 17111  
Office Telephone: (717) 564-2586  
Fax: (717) 564-2880

**MD-14 Pennsylvania State Council of Lions Clubs  
STATE CONVENTION/COUNCIL OF GOVERNOR MEETING EXHIBITOR/VENDOR**

**APPLICATION FOR EXHIBITOR/VENDOR SPACE**

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General Information: (Please type or print)

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

Contact Person and Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Person to receive exhibitor information: \_\_\_\_\_

**Booth Description:** List products, materials, and/or services to be displayed and/or sold. Enclose descriptive literature, photographs and any proposed handout material.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Our project understands we will be responsible for all materials and supplies used inside the booth as well as the set-up and tear-down, maintenance, booth representation and customs clearance, if necessary.
2. Our project agrees to abide by the policies as indicated in the MD-14 Pennsylvania State Council of Lions Clubs State Convention Exhibitors and Council of Governors Meeting Exhibitor/Vendor Rules and Regulations.

**Authorized Signature:** We hereby agree to abide by the policies as indicated on the State Convention and Council of Governors Meeting Exhibitor/Vendor Rules and Regulations. We further agree to comply with all federal, state and local laws governing this activity.

Name of Representative: (Please print) \_\_\_\_\_

Signature of Representative \_\_\_\_\_

Date \_\_\_\_\_

**Payment:** Payment and insurance certificate, if applicable, are required with completed application.

Check: made payable to PA State Council of Lions Clubs

**Mail to:**

PA State Council of Lions Clubs  
949 East Park Drive, Harrisburg, PA 17111  
Office Telephone: (717) 564-2586 / Fax: (717) 564-2880

**DEADLINE:** Applications and any fee must be submitted to the State Convention Host District Chairperson or State Administrator no later than 30 days prior to the opening of the State Convention.

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***OFFICE USE ONLY:***

Date Received: \_\_\_\_\_

Form of Payment: \_\_\_\_\_ Check \_\_\_\_\_ Credit Card Total Amount Paid \$ \_\_\_\_\_

Certificate of Insurance, if applicable \_\_\_\_\_