

PA STATE COUNCIL OF LIONS CLUBS
Display of Lions Projects RULES AND REGULATIONS

Display Dates and Hours

Set-up:	Thursday	12 noon to 5 PM
Display Hours:	Thursday	12 noon to 5 PM
	Friday	8 AM to 4:30 PM
	Saturday	8 AM to 4:30 PM
Tear-down:	Saturday	4:30 PM to 6:00 PM

• Location _____

• **Display Area Specifications:** The size of the display area shall be determined by the space provided by the hotel or convention center.

• **Payment:** Cost of the area is \$100.00. Full payment is required with each application. The fee is non-refundable. Deadline to reserve an area is January 31, _____.

• **Booth Allocation and Assignment:** Only one (1) booth will be assigned to each Lions Project. Additional space may be allocated after May 1, _____ if space is available. Booths are assigned on a first-come, first-served basis upon receipt of the completed application and full payment.

• **Display Guidelines:** This is an excellent opportunity for Lions Projects to showcase a unique project. Selling of items such as project pins or _____ will be allowed. **No distribution of campaign materials or campaigning will be allowed.** Lions members are encouraged to be in the booth to answer questions about the project on display.

• **Notice** any Lions Project failing to occupy contracted space is not relieved of the obligation to pay the full rental of such space. If not occupied by the opening of the convention, the space may be reassigned by the PA State Council Lions Clubs to another Lions Project.

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 Display set-up is subject to the approval of PA State Council of Lions Clubs who reserves the right to order withdrawn from a display an item(s) which, in its sole opinion, do not comply with these rules and regulations.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.

Security: Display participants acknowledge that PA State Council of Lions Clubs and the Hotel or Convention Center do not maintain insurance covering the display booths and that it is the sole responsibility of the exhibitor to protect its property or to obtain appropriate insurance.

Protection of Hall: Display participants agree to comply with all Hotel or Convention Center safety requirements.

1. All matters not covered by these rules and regulations are subject to the decision of PA State Council of Lions Clubs, acting through the State Convention Host Committee Chairman. These rules and regulations may be amended at any time by the 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

Phone: (717) 564-2586 • Fax: (717) 564-2880

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APPLICATION FOR DISPLAY OF LIONS PROJECTS

Name of Lions Project: _____

Contact person responsible for planning, set-up and tear-down of the display:

Name _____ Title _____

Address _____

City _____

State/Province _____ Zip Code _____

Telephone (____) _____ Fax _____

E-mail address _____

Provide a brief description of the project to be displayed and the display method (photos, brochures, etc). _____

- =====
1. Our Lions Project understands that 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 Lions Project agrees to abide by the policies as indicated in the enclosed Display of Lions Projects Rules and Regulations.

Name of Representative:(print) _____

Signature of Representative _____

Date _____

Full payment of \$_____ is required with this application. Mail to:

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

Check made payable to Pa State Council of Lions Clubs

Office use only

Received _____ Form of payment _____