

COALITION OF LABOR UNION WOMEN



17th Biennial Convention Exhibitor Information and Booth Application

Grand Sierra Resort & Casino, 2500 East 2nd Street, Reno, NV
89525

**Coalition of Labor Union Women (CLUW)
2013 17th Biennial Convention**

OFFICIAL EXHIBITION RULES AND REGULATIONS

All exhibitors are subject to the following rules and regulations. The letters "CLUW" refer to the Coalition of Labor Union Women, acting through its officers, committees or agents. "Show Management" also refers to the CLUW in the management of the exhibition.

EXHIBITION LOCATION, DATES AND TIMES: Exhibits will be held at Grand Sierra Resort & Casino, 2500 East 2nd Street, Reno, NV, 89525. All exhibits must be opened and staffed during the hours listed below. The CLUW reserves the right to change the dates and/or times of the exhibition, and will notify all registered exhibitors of any such changes as soon as possible.

Exhibition Hours:

Date: November 12, 2013

Time: 3:00 pm - 8:00 pm

November 13, 14, 15, 2013

Time: 7:00 am – 5:00 pm

November 16, 2013

Time: 8:00 am – 1:00 pm

CONTRACT FOR SPACE: 10' x 10' Booths are \$600.00 (\$200.00 for non-profit organizations and \$100.00 for CLUW chapters). Applications for exhibit space are to be received on the official CLUW Exhibitor Application and Space Contract, and must include 50% of the deposit amount. To be assured an available space, applications must be received by October 25, 2013. Eligibility for any company or organization to exhibit at the Convention is at the sole discretion of the CLUW. Full payment must be sent with the application.

BOOTH EQUIPMENT AND CONSTRUCTION: The exhibit space, standard-or corner, is a 10'x10' area with an 8' high drape back wall, 3' high draped side rails and a two-line booth identification sign (4"x24") bearing the company name and booth number. Displays must be self-supporting. Nails and screws are not permitted in the building's floors, columns or walls. Exhibits must not obstruct the view or interfere with the displays of neighboring exhibits. All other furniture and equipment must be obtained from the official service contractor or provided by the exhibitor.

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USE OF EXHIBIT SPACE: No exhibitor shall reassign, sublet or share space allotted without the written consent of the CLUW. Demonstrations, interviews and other activities must be confined to the assigned space. To maintain uniformity and prevent obstruction of view to adjoining booths, displays must not be higher than 8' in the back and 3' along the side dividers and aisles. Exhibitors with island space may submit a written request for a height waiver to the CLUW.

Exhibitors who erect or store other exhibit-related material or utilize any exhibit space not assigned to them are subject to forfeiture of contracted exhibit space, expulsion of the violating exhibitor and all personnel from the exhibit floor, disqualification from further entrance to the exhibit floor and possible barring from further participation at any CLUW event without obligation on the part of the CLUW for refund of any fees.

EXHIBITOR'S AUTHORIZED REPRESENTATIVES: The CLUW will have sole control over all admittance to the conference and exhibition. Exhibitor badges are restricted to the owners and full time employees of registered exhibiting organizations or other authorized representatives of exhibiting unions, affiliates, chapters and firms approved by the CLUW. Exhibitor badges are limited to persons who are actually "staffing" the booth during the published move-in, show and move-out hours. False certification of individuals as "booth personnel", misuse of badges or any other method or device used to secure exhibitor credentials for unauthorized individuals will result in expulsion of the violating individuals from the exhibit floor, disqualification from further entrance to the exhibit floor and possible barring from further participation of any CLUW event without obligation on the part of the CLUW for refund of any fees.

REGISTRATION OF BOOTH REPRESENTATIVES: Each exhibiting organization shall provide the CLUW, in advance, with the name and title of the person(s) who will be in attendance and responsible for the installation, operation and removal of the display. For security purposes, all exhibitor personnel are required to wear badge identification, as provided by the CLUW, at all times and must present corporate identification at the request of the CLUW or the representatives of the official service contractor.

ACCEPTABILITY OF EXHIBITS: All products and services exhibited shall be to serve the interests of the members of the CLUW and its affiliates and shall be operated in a way that will not detract from the other exhibits, the exhibition or conference as a whole. Exhibitors may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. No product or service made or distributed by a company on the AFL-CIO boycott list may be displayed or promoted. Whenever possible, union-made products must be used in all exhibits. The CLUW reserves the right to determine the eligibility of any organization or products for inclusion in the exhibition and reserves the right to require the immediate withdrawal of any exhibit.

SIGNS & GRAPHICS: Absolutely no signs or graphics may be placed outside the area of the assigned exhibit space. No signs or graphics may be placed on posts or pillars in, or adjacent to, a standard booth or in any other areas of the facility.

PUBLIC ANNOUNCEMENT SYSTEM: The exhibit hall PA system is for the CLUW use only. Exhibitors will not be allowed to make any announcements over the system.

RESTRICTIONS IN OPERATIONS: If the operation of any equipment or apparatus produces noise in sufficient volume, odors or visuals that are objectionable to neighboring exhibitors or attendees, it will become necessary to discontinue such operation. The exhibitor agrees that radio, television, motion pictures or other sound and visual aids will be operated in such a manner and place as to provide no inconvenience to other exhibitors. No copyrighted music, if not licensed may be played in the exhibit area at any time. This applies whether music is recorded or live.

All wiring on exhibits or display fixtures must meet the Grand Sierra Resort & Casino's rules and local fire department regulations (3 wires only). This applies to all booth construction and electronic equipment. Please be sure these specifications are met prior to sending your display to the exhibition site. The use or distribution of balloons or other helium inflated items within the exhibit hall is prohibited.

CLUW reserves the right to prohibit the use of any equipment opposing these rules.

ON SITE SALES: Cash or credit card sales are permitted on the exhibit floor. Licenses to sell, payment of sales tax and other legal business requirements are the responsibility of the exhibitor. Purchasers of goods must be furnished with a bill of sale or receipt.

OFFICIAL SERVICE CONTRACTOR: The official service contractor for the 2013 17th Biennial Convention is Grand Sierra Resort & Casino.

USE OF EXHIBITOR-APPOINTED CONTRACTOR: Exhibitors intending to use the services of an exhibitor-appointed contractor may do so only as necessary, must employ only union companies, and must notify the CLUW and **Grand Sierra Resort & Casino** in writing of said intent. Notice must be received no later than 30 days prior to exhibitor move-in. Certificates of insurance in amounts and form satisfactory to the CLUW must be provided to the CLUW before any work is performed by an Exhibitor-Appointed Contractor.

INSTALLATION & DISMANTLING: Exhibitors should install their exhibits during the following dates and times:

Date & Time: **Monday, November 11, 2013, 4:00pm –8:00 pm**

Setup and installation must be completed by **2:00 pm, Tuesday, November 12, 2013.**

Exhibitors must dismantle their exhibit by **4:00 pm, Saturday, November 16, 2013.**

STORAGE OF PACKING CRATES/BOXES: Exhibitors will not be permitted to store packing crates and/or large boxes within their exhibit space during show hours. These items, when properly marked, will be stored and returned to the booth by **Grand Sierra Resort & Casino** at the expense of the exhibitor. It is the exhibitor's responsibility to mark and identify their crates as soon as they are empty or otherwise ready for removal in order to facilitate the final preparation of the exhibition opening. Crates not properly marked or identified may be lost or destroyed and are not the responsibility of the CLUW, **Grand Sierra Resort & Casino**, or any representative thereof. Any charges incurred by the CLUW or **Grand Sierra Resort & Casino** in the removal and/or destruction of any display materials, crates, or boxes left by an exhibitor on any property will be charged to the exhibitor.

CARE OF FACILITIES: The exhibitor, in the installation and dismantling of booth display, may not post, tack, staple, tape or otherwise affix anything to the property, such as columns, walls, floors, doors, pillars or furniture. The exhibitor shall be liable for any and all costs to repair and/or replace property damaged or destroyed.

SECURITY: Exhibitors should insure their display against loss or damage. No units of an exhibit display, exhibit materials or packages may be removed from the exhibit area during the show without a written pass supplied by the CLUW or **Grand Sierra Resort & Casino** and supported business credentials. All packages, cases, etc. are subject to examinations before removal from the exhibition area. CLUW will not be hiring security for the exhibit area. If you choose to hire someone for security purposes, they must be approved by CLUW in advance. The room where exhibits will be set up has doors which will be locked outside of exhibit hours. You may purchase security directly from the Hotel only prior to November 8, 2013. Contact Grand Sierra Resort & Casino Event Services at 775 786 1122.

FIRE, SAFETY AND HEALTH: The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations regarding fire, electrical wiring, safety and health. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and underwriter's rules. Aisles and fire exits may not be blocked at any time by exhibit display materials, crates and/or boxes, etc. No combustible decoration, such as crepe paper, cardboard or corrugated paper shall be used at any time. All packing containers, wrapping materials, etc. are to be removed from the floor and may not be stored under tables or behind the exhibit space.

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LIABILITY, INSURANCE, INDEMNIFICATION: The exhibitor is responsible for all damages to the exhibit facilities and for any and all claims and demands on account of any personal injury or damage to property done or occurring in or about the premises used by any exhibitor, his/her employees, servants, agents, licensees or contractors occasioned by the negligence of the exhibitor or the by exhibitor's employees, servants, agents, licensees or contractors. The exhibitor agrees to indemnify and hold harmless the Coalition of Labor Union Women, Grand Sierra Resort & Casino, and their agents, servants, employees and directors, excluding any such liability caused by the sole negligence of the CLUW, Grand Sierra Resort & Casino, and their employees and agents.

- The exhibitor shall not be liable for any loss or damage resulting from Acts of God, such as, mud slide, earthquake, lightning, windstorm, cyclone, tornado, or hail; nor for damages due to riot attending a strike, civil commotion, terrorist act, smoke, motor vehicle damage and aircraft damage. The exhibitor is required to carry their own insurance to cover such occurrences.

GENERAL/AMENDMENTS: These rules and regulations are part of all space contracts. All interpretations as well as answers to questions and matters not specifically covered by these rules and regulations will be decided by the CLUW. These rules and regulations may be amended at any time by the CLUW and the regulations as amended will be equally binding on all parties affected. Written notification of any such amendments will be forwarded to exhibiting companies.

AMERICANS WITH DIABILITIES ACT: You must advise CLUW if you or any of your exhibiting staff may require special assistance or accommodations.

APPLICATION FORM
Coalition of Labor Union Women

Please complete the entire application. All blank spaces must be completed.

UNION, NON-PROFIT, CHAPTER OR COMPANY NAME:

STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

CONTACT NAME:

TELEPHONE #:

CELL PHONE #:

EMAIL ADDRESS:

10'x10' Booth (CHECK ONE):

\$200 for Non-Profits

\$100 for CLUW Chapters & Members

\$600.00 for all others

Each Standard Booth to Include:

8' x 10' area

8' x 10' Pipe & Drape

One (1) I.D. Sign

One (1) 6' draped table

Two (2) side chairs

One (1) wastebasket

COMPANY NAME: _____

NUMBER OF BOOTHS REQUIRED: _____

TOTAL COST: \$ _____ x _____ = _____
 Cost of booth Number of Booths Total Amount Due

Booth location preference: #1: _____ #2: _____ #3: _____
(see last page for map)___

Please sign, date, and return this form with payment (check) to:

**Coalition of Labor Union Women
Attn: Judy Beard, Treasurer
815 16th St NW, 2nd Flr So.
Washington, DC 20036**

Authorized by: _____

(Please Print)

Authorized Signature: _____

Date: _____

If you have any questions, please contact Meeting Management Services, Inc, at 202-624-1777

For CLUW Use Only

Received by: _____

Date Received: _____

You will receive a confirmation upon CLUW's receipt and the selection of exhibitors' spaces.



Electrical/Audio Visual/Phone Form

Buena Vista Palace; Lake Buena Vista, Florida

Show Name:	Booth Number/Name:
Company Name:	Phone Number:
Street Address:	Fax Number:
City, State & Zip:	E-mail Address:
Contact Arrival:	Dates:

Electrical and Service Set-up Charges (All Services Subject to One-time set-up fee)	Advance Rate	Quantity	Number of days	Total Charge
20 Amp, 1 Phase –Single Outlet Extension Cord	\$35/Day			
30 Amp, 1 Phase – Multiple Outlet Extension Cord	\$50/Day			
Phone line (One time charge only), calls extra*; one phone	\$200/Line			
Internet Access	\$300 per computer			
40" Plasma or Flat LCD Screen	\$200 / day			
DVD Player	\$85 / day			
ONE-TIME LABOR CHARGE (2 HOUR MINIMUM) –electric installation Only	\$40			
6.85% Nevada STATE SALES TAX				
20% Service Charge				
*Payment to be paid directly to the Grand Sierra Hotel & Casino				
TOTAL CHARGES				

*Local Telephone Calls will be charged per hotel pricing. Long Distance Telephone Calls will be charged at standard daily operator assisted rates. Hotel Installation charges for lines ordered are in addition to service, installation, and equipment charges



Security Form

Date Due: October 25, 2013

The exhibit area will be locked during off hours. If additional security is needed for your exhibit space, please complete the form below. Please return the form to IDEA Consultants, Inc.

***Payment to be paid directly to the Grand Sierra Hotel & Casino**

Hourly Security Rates

Please specify Dates and Times Security needed:

Straight time \$ 26.00 per hour/per person
8:00 AM – 4:30 PM

Dates: _____

Over Time \$ 35.00 per hour/per person
4:30 PM – 8:00 AM

Times: _____

Name of Exhibiting Company _____

Name of Contact _____

Phone # _____ **Fax #** _____

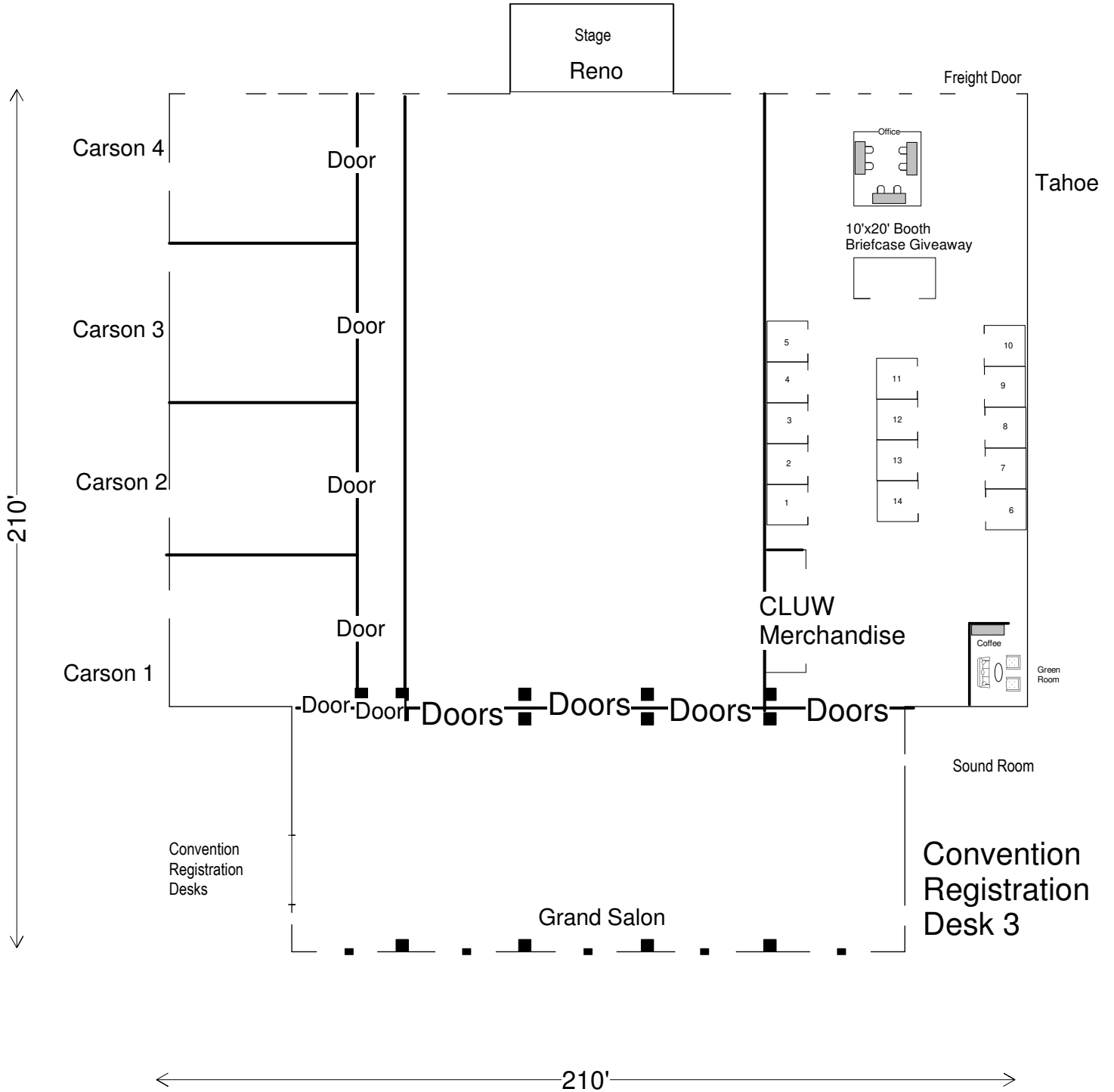
List of Property to be secured _____

List of person(s) to access to property _____

TOTAL\$ _____

CLUW Exhibit Area

Tahoe Room
November 2013



Revised On: 9/3/13