

2009 FLORIDA KIWANIS CONVENTION TABLE TOP DISPLAY RENTAL AGREEMENT

AUGUST 27 – 30, 2009 Rosen Centre Hotel, Orlando
9840 International Drive, Orlando, FL 32819-8122 Phone: 407-996-9840.

Call the Rosen Centre Hotel, Orlando directly for overnight accommodations. Florida Kiwanis has a special room rate of \$99.00 plus 13.5 % tax. Call 1-800-800-9840 or 407-996-9840. Kiwanis group rate will be honored 2 days prior and 1 days following the convention, based on availability.

The following conditions/requirements apply to all exhibitors:

1. Rental Fee: The established rental fee of \$200.00 includes the following: One (1) skirted 6' table, two (2) chairs, and one (1) wastebasket. Add \$100.00 for each 6' expanded display area w/ 1 added table. Kiwanis offers tabletop exhibit opportunities only. There will be no pipe and drape or decorator amenities. Electrical service connections are not included in the standard rate:

2. Payment: A minimum payment of \$200.00 plus any applicable additional charges, including electricity and additional exhibit spaces with 1 additional table @ \$100.00 per section, must accompany the signed copy of this agreement. Checks should be made payable to Florida Kiwanis.

3. Electrical Connections: Electrical connections are not included in the standard booth rental. The rates, subject to verification with contractor at time of application, are:

120 Volt, 60 cycle, 1 Phase	Advance Order Rate	On-Site Order Rate
500 watt (5 amps)	\$50.00	\$65.00
1000 watt (10 amps)	\$65.00	\$75.00
1500 watt (15 amps)	\$75.00	\$85.00
2000 watt (20 amps)	\$95.00	\$110.00
3000 watt (30 amps)	\$120.00	\$135.00
Call for larger service requirements.		

4. Audio/Visual Equipment: Audio/Visual presentations are permitted; however, exhibitors must provide their own equipment and maintain a volume level so that it is inaudible at a distance of ten feet. They must also pay the appropriate electrical connection fees. Displays, balloons and other table fixtures and attachments shall not interfere with the line of sight of other tables. Disruption of others or interruption in the line-of-site of other booths will not be permitted.

5. Restrictions: Nothing shall be affixed to hotel walls. Exhibit space is limited to one 6' table and no more than 1 easel, which you must provide. Exhibitors may use free standing or tabletop displays, but total floor space shall not exceed 10', without a minimum additional payment of \$100.00 per added section. Kiwanis and the hotel will not provide or permit pipe and draping.

6. Exhibit Hours: Exhibits may set up on Thursday after 8:00 a.m. Display hours: Thursday: 10:00 a.m. - 4:00 p.m. (recommended, but optional). Friday: 9:00 a.m. - 4:00 p.m. (Mandatory). Saturday: 9:00 a.m. - 4:00 p.m. (Mandatory). Exhibitors may extend their hours, but floor traffic cannot be guaranteed. All exhibits must be removed by 5:00 p.m. on Saturday, without exception. Exhibits not removed by 5:00 p.m. will be disposed of, regardless of the nature of the exhibit. Kiwanis assumes no responsibility for exhibits, not removed by the deadline. Kiwanis does not transport, ship or maintain unclaimed booth or exhibit materials. Anyone wishing to send return shipments through the hotel shipping department, must make arrangements through the convention services department of the hotel, the bellman or the front desk. Packing, shipping and payment are your responsibility and at your own risk and initiation. Kiwanis does not have staff available to assist with these services and will not return materials to the District Office for later pick-up. There are substantial package handling and/or storage fees for items shipped to the hotel. These fees are the sole responsibility of the exhibitor.

7. Security: The exhibit area is accessible to the public at all hours. Exhibitors are advised that no security is provided. Please safeguard materials and equipment after hours or when you are not at your table. Kiwanis disclaims any responsibility for lost, stolen or removed items.

8. Direct Sales: All exhibitors may conduct point of purchase sales from their booth. Florida Kiwanis makes no representation of product or merchandise exclusivity.

9. Table Locations: The allocation of space and the assignment of locations shall be at the discretion of the Florida Kiwanis District. Every attempt will be made to provide exhibitors locations in high traffic areas on the meeting room level or levels.

10. Maintenance of Displays: All displays shall be attractively maintained and adequately staffed throughout the convention. A representative must be present at the table to answer any questions by visitors during the published exhibit hours (See # 6). Unattended tables are not permitted. Tables may be unmanned during the Interclub Luncheons on Friday and Saturday, at the exhibitor's discretion. Thursday is considered a move-in day for exhibitors. Approximately 400 attendees arrive on Thursday. Manning booths on Thursday is at the exhibitor's option. However, booths must be completely set up and manned by 9:00 a.m. on Friday.

11. Contact Person: Each exhibitor shall provide the Florida Kiwanis Convention Office with the name, room number and phone number of the person responsible for the supervision of the booth as soon as you check into the hotel.

12. Deliveries of displays and materials to the hotel and related handling and storage charges are the responsibility of the exhibitor. Hotel drayage and storage charges are generally substantial. Kiwanis accepts no responsibility for materials shipped to, or displayed at, the hotel, financial or otherwise.

13. Exhibit Removal: All exhibits must be removed from the hotel between the hours of 4:00 p.m. and 5:00 p.m. on Saturday. No exhibits are to be removed prior to that time. Exhibits not removed by 5:00 p.m. on Saturday will be disposed of at the exhibitor's expense.

14. Cancellations: Written requests for cancellation will be honored if received by the District Office at least 21 days in advance of the opening of convention. No refunds will be issued within 21 days, regardless of the circumstances. However, if you must cancel within 21 days of the convention, it is requested that the District Office be notified, to prevent unused tables, which tend to gather discarded cups and materials that detract from the professional appearance of other properly staffed displays.

Please complete the information on the following page. Please return this entire contract with your check in the minimum amount of \$200.00. Add a minimum of \$50.00 if electricity is required (see chart.) For each additional 6' table, add \$100.00. Make checks payable to Florida Kiwanis.

**Mail to: Convention Exhibitor
Florida Kiwanis
5545 Benchmark Lane
Sanford, Florida 32773**