

Unofficial Affiliate Events Form

EXCLUSIVELY FOR GLOBAL NETWORKING GROUP
MEETING SPACE AT THE LOS ANGELES
CONVENTION CENTER



2008 Rotary International 99th Annual Convention
15 – 18 June 2008 – Los Angeles, CA, USA



Meeting Reservation Deadline: Monday, 31 March 2008*

Please fill out and fax to:
+1-847-866-6116
Attn: Jesse Allerton/PD210

*Meeting space offered on a first come, first served basis. Each group must limit their request to one hour. Additional time may become available after the deadline.

1. Meeting Information				
Global Networking Group Name				
Requested Meeting Date	___ June 2008			
Requested Start and Finish Time	__:__ to __:__			
Function (please check one option only if applicable)	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner	<input type="checkbox"/> Reception
Estimated Attendance				
Organizer Name				
Telephone				
Fax				
E-mail				

2. Additional Information	
Do you want Rotary International to publish details of your event in the <i>Official Program Book</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you interested in requesting additional time if it becomes available?	<input type="checkbox"/> Yes – if so, how much time: _____ <input type="checkbox"/> No

3. Terms of Usage (signature required)
The Unofficial Affiliate Event Organizer (hereinafter referred to as the "Organizer") agrees to the following terms when using the space (hereinafter referred to as the "Space") provided by Rotary International (hereinafter referred to as "RI") to hold the (TITLE OF EVENT)_____ (hereinafter referred to as the "Event") at the Los Angeles Convention Center (hereinafter referred to as the "Facility"):

WHEREAS the Organizer wants to hold the Event at the Space provided by RI at the Facility, it is agreed as follows:

- ___ The Organizer of the Event shall use the Space in its existing room set and shall pay for the cost of any modifications to the room set, additional linens and equipment rental as required by the Facility's caterer.
- ___ RI shall provide one lectern and one microphone connected to the house sound system and the Organizer shall pay for any additional audiovisual equipment.
- ___ The Organizer shall pay for the services of an audio-visual technician[s] if required by the Facility or the Facility's caterer.
- ___ The Organizer shall pay for the cost of all food and beverages; furthermore, the Organizer shall pay for all costs related to all negotiations and arrangements in order to hold the Event.
- ___ The Organizer shall permit access to the facility not earlier than 30 minutes prior to the start time of the event and shall vacate the Space no later than 15 minutes after the finish time of the Event as indicated above.
- ___ The Organizer shall work with the Facility's caterer to determine the most appropriate entrance to the Facility for the Event guests to use in order to attend the Event.
- ___ The Organizer shall pay for the cost of any additional security personnel required to supervise the entrance to the Facility used by the Event guests to attend the Event.
- ___ The Organizer shall provide directional signage to guide the Event guests from the entrance door of the Facility to the Space where the Event shall take place.
- ___ The Organizer shall provide personnel on the day of the Event to assist the Event guests and answer questions pertaining to the Event.
- ___ The Organizer shall be aware of all emergency procedures set up by RI during the Event. RI is responsible for ensuring that personnel and equipment are in place to assist on medical emergencies.
- ___ The Organizer shall pay for all services provided by the Facility's caterer and the Facility, including all state and local taxes and gratuities. It is understood that all services needed for the Event shall be contracted directly with the Facility's caterer and the Facility. The Organizer hereby acknowledges that RI is a separate entity providing only the Space at the Facility and that the Organizer does not have the right, power or authority to bind or obligate RI regarding the services to be provided for the Event.
- ___ The Organizer shall defend, indemnify and hold harmless RI and The Rotary Foundation including their directors, trustees, committees, officers, employees, volunteers, agents and representatives (hereinafter referred to as "RI Indemnitees") from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses, including reasonable attorney's fees and other legal expenses, awards, judgements and fines asserted against or recovered from RI Indemnitees, arising out of any act, conduct, omission, negligence, misconduct or unlawful act (or act contrary to any applicable governmental order or regulation), of Organizer, its directors, members, owners, officers, employees, contractors, sub-contractors, agents or representatives in complying with these terms. The foregoing includes, without limitation, injury or damage to the person or property of RI Indemnitees or any third party, whether or not subject to any policy of insurance.
- ___ The Organizer shall be responsible for maintaining at its expense the proper insurance for the type of Event to be held at the Facility.
- ___ The Organizer shall comply with the Facility's Rules and Regulations.
- ___ It is understood by the Organizer that failure to comply with any of these terms may result in RI's right to refuse the use of the Space at the Facility by the Organizer.
- ___ The Organizer shall return this signed form on or before (31 March 2008) in order to be considered for the use of the Space at the Facility.

By signing this form, the Organizer understands and agrees to the above terms and conditions

Organizer

Signature

Date