

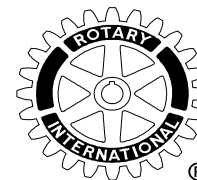


Project Exhibition Application

2008 Rotary International Convention

15-18 June - Los Angeles, California

Deadline: Thursday, 31 January 2008



All Exhibitors Must Register for the Convention

EXHIBITOR INFORMATION *(Please print or type the required information clearly as this information is used to send pertinent materials regarding the booth. Please note, RI will only send exhibit information to the person(s) listed in this application)*

Club & District Project Name (As it will appear on your sign)

Contact Person (To whom subsequent materials will be sent. Please note, RI will not send exhibit materials to a PO Box address)

Street Address

Suite/Apt

City

State/Province

Postal Code

Country

Business Telephone (including country/city/area codes)

Residence Telephone (including country/city/area codes)

Fax Number (including country/city/area codes)

E-mail Address

ON A SEPARATE PIECE OF PAPER PLEASE PROVIDE THE FOLLOWING INFORMATION

Only one 10' x 10' exhibit booth space per Club & District Project may be requested at this time. When all booths have been allocated, applicants that have not received an exhibit booth space will be placed on a waiting list. The first eligible Club & District Project will be notified if exhibit booth space becomes available.

1. Describe your project including the purpose, how and when it began, and the results of the project to date. Include the number of Rotarians, Rotaractors, Interactors, and RCC members involved. (This information will assist us in the booth allocation process.)
2. Describe how the project will be displayed, including use of posters, brochures, photos, videos, etc.
3. Has this project been displayed at past Conventions? Yes No Which year(s)? _____
4. If you are not assigned a booth, would you like to be placed on our waiting list? Yes No
(Please see further details in the 2008 Project Exhibition Terms & Guidelines)

EXHIBITOR AGREEMENT

Completion of this application verifies agreement that the exhibitor will assume responsibility for all items in the booth during the 2008 RI Convention, 15-18 June 2008, and during set-up/tear down and will ensure that the Project "name" is in accordance with policies established by RI. To apply, please complete and submit this application to the address listed below immediately as space is limited and will be allocated on a first-come, first-served basis. Please type or print clearly and attach additional sheets as needed.

"I have read and agree to all of the guidelines for the Club & District Projects Exhibition on the following page. In addition, I verify that responses provided on the application above are accurate."

Rotary Club President (club projects)

Date

District Governor (district projects)

Date

Sponsoring Rotary Club President (Rotaract projects)

Date

Only one signature of endorsement by applicable leadership is REQUIRED.

Submit Completed Application to: Rotary International, International Meetings Division, IM100

One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

Fax: +1-(847) 328-9239 **E-mail:** exhibitor@rotary.org

Deadline: Thursday, 31 January 2008

2008 RI Convention "Rotary Shares" Club & District Project Exhibition

Terms & Guidelines

PURPOSE OF CLUB & DISTRICT PROJECTS EXHIBITION

The Projects Exhibition gives Rotary clubs and districts the opportunity to showcase their ongoing 2007-08 humanitarian service projects. The exhibit will be a place where the clubs and districts share information with fellow Rotarians from all over the world. The following guidelines have been set to ensure the success of the Projects Exhibition. Your cooperation, as exhibitors, is greatly appreciated.

HOUSE OF FRIENDSHIP (HOF) EXHIBIT SCHEDULE

13 June	0900-1800	Move-In/Set-up
14 June	0900-1900	**Core Hours**
15 June	0900-1900	**Core Hours**
16 June	0900-1800	**Core Hours**
17 June	0900-1800	**Core Hours**
18 June	0900-1800	**Core Hours**
18 June	1800-2200	Tear Down

****Booths must be staffed during the core hours of 1200-1800 daily****

APPLICATION

All interested Rotary Club & District Projects must submit a completed booth application by **Thursday, 31 January 2008** to:

Rotary International
International Meetings Division, IM100
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698, USA
Fax: (847) 328-9239 E-mail: exhibitor@rotary.org

ELIGIBILITY

Each exhibit must represent an ongoing 2007-08 humanitarian service project of a Rotary club, district, or Rotaract club. Projects will focus on innovative, cost-effective means of meeting an important need in a local or overseas community, show significant personal involvement of Rotarians, Rotaractors, and/or Interactors, and have the potential to be replicated by other clubs and districts.

Only approved Rotary organizations may request a booth. Rotary clubs/districts working in cooperation with a non-Rotary organization may display a project that highlights that organization. **The Rotary club/district must make the request for booth space and staff the booth.**

Projects and all supporting promotional materials and publications must comply with the guidelines for the use of Rotary International's trademarks by Rotary clubs and districts as set forth in the Rotary International Code of Policies, sections 33.010.4, 33.020.4 and 52.020.1

No more than two projects of the same type (e.g., literacy) will be allowed to exhibit; booths are assigned on a first-come-first-served basis. No groups that focus on fundraising are allowed.

EXHIBITOR SET-UP

Set-up is scheduled to begin on Friday, 13 June at 0900 hrs. Those exhibitors who are not set-up by Saturday, 14 June at 0900 hrs may forfeit their booth space unless the absence is due to extenuating circumstances and RI Meetings staff is duly notified. RI reserves the right to remove the following items from exhibit booth space as a result of non-occupancy by Saturday, 14 June at 0900 hrs:

- Booth signage
- Furniture
- Telecommunications/electrical/computer equipment

Reinstallation of the above items due to non-occupancy by Saturday, 14 June at 0900 hrs must be organized and paid for by exhibitor. Delivery to the booths during set-up and tear down may only take place at the times stipulated in the HOF exhibit schedule above. Exhibitors must arrange for the unloading and transportation of equipment to and from the booth. Exhibitors are not authorized to utilize wheeled carts or hand truck dollies to transport their materials into the Los Angeles Convention Center. Additional information regarding this and other policies will follow in the Exhibitor Service Kit. RI kindly asks that you read these policies carefully.

BOOTH ALLOCATION

All booth space will be allocated after the deadline of Thursday, 31 January 2008. RI will assign booth space based on space availability and the number of eligible applications received. Eligible Projects who are not assigned a booth can request to be placed on our waiting list.

RI will attempt to accommodate as many applicants as possible. RI will notify those applicants who are not assigned booth space whose applications are placed on a waiting list. **Allocation is first come, first served basis upon eligibility.**

CANCELLATION

To cancel your request for booth space and applicable non-Rotarian exhibitor registration fees, please send written notification, **prior to Tuesday, 1 April 2008** via e-mail to exhibitor@rotary.org or fax: +1-847-328-9239. Non-Rotarian exhibitor registration fees are subject to a US\$30 per person cancellation fee and are non-refundable after Tuesday, 1 April 2008. To accommodate your fellow Rotarians, kindly notify us as soon as possible so we can reallocate the space.

WAITING LIST

Any available booth space will be allocated to the first eligible Project(s) on the waiting list as space permits.

REGISTRATION

All booth personnel, including non-Rotarian booth staff, are required to register for the convention and pay the appropriate registration fees using the designated registration forms. Pre-registration is available until **Monday, 31 March 2008**. After Monday, 31 March 2008, all Rotarians, booth personnel and their guests may register on-site at the increased on-site rate.

BOOTH STAFFING

To better inform fellow Rotarians of the available Projects, booths must be staffed by at least one Rotarian during the core hours listed. If your booth is not staffed, you may jeopardize your opportunity to exhibit at future conventions.

FURNISHINGS

Each booth space will include:

- One (1) booth space approximately 10 feet x 10 feet
- One (1) table approximately 60cm x 180cm (2' x 6')
- Two (2) chairs
- Booth Signage

AUDIOVISUAL AND OTHER BOOTH EQUIPMENT

Audiovisual equipment will be provided to exhibitors at cost. Do not send funds with this application. If you are allocated a booth, the audiovisual supplier and/or decorator will send you an order form and pricing information. Arrangements for booth equipment should be made directly with this company.

Excessive noise will not be tolerated in your booth space. Exhibitors who fail to comply with RI Staff regarding music and audiovisual equipment sound levels will be asked to leave.

INSURANCE

Exhibitors assume all responsibility for all items they provide in booths, including audiovisual equipment. For other liability concerns, RI purchases special events insurance coverage; however, the application to booth space is limited. Any property brought into the booths by exhibitors is not covered under this insurance policy. RI recommends that exhibitors consider securing their own property and liability insurance coverage for any activities in the booth or property brought into the booth.

FUNDRAISING POLICY

Per the President and the Rotary International Convention Committee, absolutely no fundraising is permitted in the House of Friendship or adjacent exhibit area with the exception of The Rotary Foundation booth. Booths will be monitored for violators. Exhibitors failing to comply with this will be asked to leave and denied the opportunity to exhibit at the 2009 RI Convention.