

# Kiwanis

California - Nevada - Hawaii District

[www.cnhkiwanis.org](http://www.cnhkiwanis.org)

PETE HORTON, Executive Director • 8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730

Office: 909-989-1500 Toll-Free: 877-597-1770 Fax: 909-989-7779 E-mail: [pete@cnhkiwanis.org](mailto:pete@cnhkiwanis.org)

June 2010

To: Kiwanis Clubs and Potential Exhibitors

From: Pete Horton, Executive Director

Re: Exhibit Booths at District Convention

We are contacting you in anticipation of your need for an exhibit space at our 90<sup>th</sup> Annual District Convention.

We have included an application and contract that must be returned to our office in order to secure exhibit space. Please complete this form carefully and return it to our office with the appropriate fees. The contract **must be signed** before the application will be considered. The application and fee must be received in the District office **no later than July 30, 2010**.

You may return the signed contract and completed application via e-mail to [convention@cnhkiwanis.org](mailto:convention@cnhkiwanis.org) or fax to 909-989-7779 or mail to Cal-Nev-Ha Kiwanis District Office, 8360 Red Oak Street, Suite 201, Rancho Cucamonga, CA 91730.

Confirmation will be sent upon the receipt of your application and payment.

The application also contains the details of the convention times and location. Please retain a copy for your records.

If you need any further information, please feel free to call on me.

Sincerely yours,

*Pete Horton*

PETE HORTON  
Executive Director

PCH:tjf

Enclosure

*Kiwanis is a global organization of volunteers dedicated to*



*changing the world one child and one community at a time.*

# Kiwanis

California-Nevada-Hawaii District

## Exhibit Booth Application for Kiwanis District Convention

Silver Legacy Resort & Casino, 407 N. Virginia Street, Reno, NV 92108

**Exhibit Dates: Thursday, August 19, 2010 - Saturday, August 21, 2010**

Name of Kiwanis Club: \_\_\_\_\_

or

Name of Organization: \_\_\_\_\_

Name of booth/exhibit (required for booth sign): \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Category Entered:** Please check appropriate box.

- District Committees and Projects ..... No charge
- District Club Service Projects (no electrical power required)..... \$75.00 refundable "no show" deposit
- Non-Profit (501(c)(3)) Organization ..... \$225.00
- Fundraising Projects and Outside Vendors/Organizations ..... \$400.00

(Please note: Kiwanis clubs may not make application for other organizations, corporations or vendors)

I would like to purchase \_\_\_\_\_ exhibit booth(s) - Total \$ \_\_\_\_\_  
(# of booths - see above for pricing)

I would like to purchase \_\_\_\_\_ additional table(s) at \$50 per table - Total \$ \_\_\_\_\_  
(# of tables - maximum two (2) additional tables per booth. Will include 2 additional chairs per table ordered)

Electrical power will be required for this exhibit:  Yes  No

Please list any additional requirements: \_\_\_\_\_ **TOTAL enclosed:** \$ \_\_\_\_\_

**Exhibit Setup Time:** Thursday, August 19, 10:00 a.m. - 12:00 p.m.

**Exhibit Location:** Silver Legacy Resort & Casino, Grande Exposition Hall, Expo B

**Exhibit Hours:** Thursday, August 19, 12:00 p.m. - 5:00 p.m.;

Friday, August 20, 8:00 a.m. - 5:00 p.m.;

Saturday, August 21, 8:00 a.m. - 3:00 p.m.

Exhibits MUST be removed from exhibit area no later than 5:00 p.m. on Saturday, August 21

Payment must be received in the District office no later than **July 30, 2010**.

**No booth application can be accepted unless this form is accompanied with the correct payment AND a signed exhibit booth application/contract.**

If you wish to use your Visa, MC, AMEX, or Discover, please complete the following:

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code\* \_\_\_\_\_

\*For American Express customers, the security code is the 4 digit code located above your credit card number on the front of your card; For Visa, MasterCard or Discover customers, the security code is the last 3 digits located on the back of your card.

If the cardholder's **billing** address is different than the address listed above, please provide the billing address on the line below. Thank You.

**You may fax credit card orders to (909) 989-7779 or e-mail to office@cnhkiwanis.org, or if paying by check, make check payable and mail to: Cal-Nev-Ha Kiwanis, 8360 Red Oak St., Suite 201, Rancho Cucamonga, CA 91730**

# Kiwanis

California-Nevada-Hawaii District

## Exhibit Booth Contract for Kiwanis District Convention

Silver Legacy Resort & Casino, 407 N. Virginia Street, Reno, NV 92108

**Exhibit Dates: Thursday, August 19, 2010 - Saturday, August 21, 2010**

The undersigned makes application to participate as an exhibitor at the annual Cal-Nev-Ha District Convention of Kiwanis International at the Silver Legacy Resort & Casino, Reno, NV, August 19-21, 2010. We understand booth fees are charged as shown on the application form, and payment for the appropriate fee must accompany this contract. **We also understand written cancellation must be sent to the Cal-Nev-Ha District Office and must be received no later than 14 days prior to the first day of the convention to receive a refund. A \$50.00 cancellation fee will be charged on all cancellations.** After the cancellation deadline, no refunds will be issued, regardless of circumstances.

We agree to have our exhibit in place by 12:00 p.m., Thursday, August 19, 2010, and to maintain it until 2:30 p.m., Saturday, August 21, 2010. We agree to remove all materials from our booth no later than 5:00 p.m. on Saturday, August 21, 2010. We agree that Cal-Nev-Ha Kiwanis will not be held liable for any theft or damage to our booth when it is left unattended.

We agree to furnish the materials needed for our exhibit. **Cal-Nev-Ha Kiwanis will furnish a 10'x 10' booth (8' fabric wall and 3' fabric side rails), two chairs, and one skirted table.** For additional tables and chairs, we agree to pay \$50 per table (two chairs will be included for each table ordered). We assume responsibility for the men and/or women who represent our club or firm and will guarantee expenses incurred by them as our representatives. We understand that all Kiwanians and spouses of Kiwanians working in the booth must be registered for the convention and will be required to pay the appropriate registration fee.

We agree to abide by the decision of convention management for booth assignment. A limited number of booth spaces are available and reserved on a first requested, first reserved basis. **We further agree that no items of any kind will be sold by our company anywhere on the grounds of the convention facility without prior written approval.** If such activity takes place, we acknowledge that our booth shall be shut down immediately and all materials will be removed from the convention facility.

**Liability and insurance:** We agree Kiwanis International and the Cal-Nev-Ha District of Kiwanis (Kiwanis) shall not be held liable for any damages to any property or equipment whatsoever brought into the Kiwanis District Convention by us, claimed to result from the alleged negligence, act, or omission of Kiwanis, or because of the condition of the premises, or because of any cause whatsoever. We understand that exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

On any and all claims, other than for damages to Applicants' property as set forth in the preceding paragraph, it is agreed that Kiwanis and Applicant each will indemnify and hold harmless the other from and against all losses, claims, suits or other legal liability, and legal expenses of any nature, imposed upon or brought against the other by reason of any negligent or intentional act or omission of their respective agents or employees.

We agree to faithfully observe and to comply strictly with the rules and regulations set forth in this agreement and with such other reasonable rules and regulations as the convention management may, in their judgment, deem necessary for the proper conduct, safety or care of the exhibition area. We further agree to comply with all rules and regulations of the hotel and/or convention center and acknowledge our responsibility to obtain and abide by these rules. In the event that we breach any portion of this Agreement, Cal-Nev-Ha Kiwanis shall have the right to immediately terminate this Agreement and any amounts paid for our exhibition space shall be forfeited.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**\*\*\*Please submit this contract along with application on back and proper payment\*\*\***