

# ROTARY INTERNATIONAL



October 2006

Dear Global Networking Group Officer,

It is my pleasure to announce that the application for exhibit booth space for Global Networking Groups is now available for the 2007 Rotary International Convention!

Please read this announcement letter and the accompanying booth application carefully as it contains important information regarding exhibiting at the 2007 RI Convention.

## **HOUSE OF FRIENDSHIP INFORMATION**

The Global Networking Groups exhibition will be held in the Salt Palace, Halls 1-5, in Salt Lake City, Utah. Please see attached information for set-up/tear down and core hours for Global Networking Groups exhibitors. Each exhibit booth space will be approximately 10' x 10', and will include one table, two chairs, booth walls, and one booth header sign.

## **BOOTH ALLOCATION**

The booth application deadline is **Friday, 9 February 2007**. Exhibit space is limited and demand is high, so you are urged to return your completed, legible booth application to RI as soon as possible. **One** booth will be allocated to each eligible Global Networking Group. Requests for additional booths and requests to be located near other Global Networking Group booths will be allocated based on availability. ***All booth space will be allocated after the deadline of Friday, 9 February 2007.***

## **EXHIBITOR INFORMATION**

Please ensure that the contact details completed in the booth space application are legible and accurate. If the information provided is incorrect or illegible, exhibitors will miss important information regarding the Global Networking Groups exhibition. RI will only distribute exhibitor information to the contact person(s) listed in the original booth application unless RI receives written authorization from the original contact person.

## **GLOBAL NETWORKING GROUPS**

**Please be sure to confirm your group's official name (as registered with RI) on the attached application, as it will appear on your booth header sign.** If you are unsure of your group's official name as registered with RI, please contact Jesse Allerton, at [rotaryfellowships@rotary.org](mailto:rotaryfellowships@rotary.org) or via telephone at: +1-847-866-4494.

One Rotary Center  
1560 Sherman Avenue  
Evanston, Illinois  
60201-3698 USA  
ph 847.866.3000  
fax 847.328.8554  
[www.rotary.org](http://www.rotary.org)

## **TERMS & CONDITIONS**

For the 2007 RI Convention in Salt Lake City, Utah, Rotary International has made an important revision to the Global Networking Groups Application Terms & Conditions.

RI reserves the right to remove the following items from an exhibit booth space as a result of non-occupancy by Saturday, 16 June at 1000 hrs (*unless the absence is due to extenuating circumstances and RI Meetings staff is duly notified*):

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

Any reinstallation of the above items due to non-occupancy by Saturday, 16 June at 1000 hrs must be organized and paid for by exhibitor. Please read the attached application carefully, as exhibitors who fail to comply with the terms & conditions listed in the application will be denied the opportunity to exhibit at the 2008 RI Convention.

## **REGISTRATION**

RI Board policy states that all Rotarians are required to register and pay the corresponding registration fees by the established deadlines. To register for the 2007 RI Convention, Rotarians can either register online via Member Access or download the registration form at [www.rotary.org/events](http://www.rotary.org/events) or contact RI Registration Services via e-mail at: [ri.registration@rotary.org](mailto:ri.registration@rotary.org). To take advantage of the early registration rates, you should register prior to Friday, 1 December 2006. Fees increase after Friday, 1 December, and the final pre-registration deadline is Saturday, 31 March 2007.

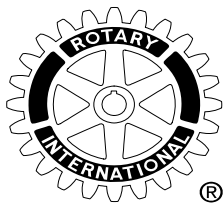
**If your booth proposal is approved, you will receive an award letter confirming your booth number, along with an exhibitor registration form for non-Rotarian booth personnel only.** Non-Rotarian exhibitor registration fees have been established in response to the high demand for lower “guest” registration fees. The non-Rotarian exhibitor registration fees are US\$50 per person (pre-registration) and US\$100 per person (onsite). The non-Rotarian exhibitor registration fee will allow for **limited** access to the House of Friendship (HOF) only. The non-Rotarian exhibitor registration form must be fully completed to obtain these lower fees.

Any non-Rotarian guests that wish to participate in other programmed convention activities such as workshops or plenary sessions must register as a guest of a Rotarian via the general convention registration form, and pay the corresponding registration fees.

Registration will open on Friday, 15 June, from 0800-1800 hours and on Saturday, 16 June, from 0800-2000 hours (*please note, these times are subject to change, check the RI website for updates*).

Only those persons properly designated as registered exhibitor set-up personnel will be allowed into the exhibit areas during set-up times. Further information regarding this issue will be included in the award letter, if your exhibit proposal is approved.





# Global Networking Groups

## Exhibition Application

2007 Rotary International Convention  
17-20 June, Salt Lake City, Utah



All Exhibitors Must Register for the Convention

### Booth Application Deadline: Friday, 9 February 2007

EXHIBITOR INFORMATION *(Please print clearly or type the required information 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)*

Global Networking Group Name (as it will appear on your sign)

Contact Person (to whom subsequent materials should be sent. Please note: RI will not deliver exhibitor materials to a PO Box)

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

#### ADDITIONAL REQUESTED INFORMATION

Rotary Fellowships and Rotarian Action Groups must meet all guidelines set forth in article 43 of the Rotary Code of Policy to be eligible for booth space or other formal involvement in the RI Convention. **Only one booth per Global Networking Group may be requested at this time.** When all booths have been allocated, applications that have not received a booth space will automatically be placed on a waiting list. The first eligible Global Networking Group will be notified if booth space becomes available.

- Is your Global Networking Group
  - a) Fellowship:
  - b) Rotarian Action Group:
- If your Global Networking Group would like to be placed on a separate waiting list for a second booth, **if** additional space becomes available, please check this box:
- Our Global Networking Group has agreed to share booth space with another Global Networking Group.  Yes  No  
Global Networking Group we would like to **share** with. *(Please note, RI must receive the same request from the Global Networking Group stated below, in order for this request to be met):* \_\_\_\_\_
- Has this Global Networking Group exhibited at past Conventions?  Yes  No Which year(s)? \_\_\_\_\_
- We will not be able to exhibit this year, but we are interested in providing information for display at the general Global Networking Group booth.

#### EXHIBITOR AGREEMENT

Completion of this application verifies agreement that the exhibitor will assume responsibility for all items in the booth during the 2007 RI Convention, 17-20 June 2007, and during set-up/tear down.

To apply, please complete and return 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 terms and guidelines for the Global Networking Groups Exhibition on the following page. In addition, I verify that responses provided on the application above are accurate."

Global Networking Group Chair Signature

Date

**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](mailto:exhibitor@rotary.org)  
**The deadline to submit a booth application is Friday, 9 February 2007**

# 2007 RI Convention Global Networking Groups Exhibition

## TERMS AND GUIDELINES

### PURPOSE OF GLOBAL NETWORKING GROUPS EXHIBITION

The Global Networking Groups Exhibition gives Rotarians the opportunity to showcase what the groups are doing worldwide and to generate interest among fellow Rotarians. It is a place where Rotarians with similar interests can gather and share information. The following guidelines have been set to ensure the success of the Global Networking Groups Exhibition. Your cooperation, as exhibitors, is greatly appreciated.

### HOUSE OF FRIENDSHIP (HOF) EXHIBIT SCHEDULE

15 June	0900-1800	<b>Move-In/Set-up</b>
16 June	1000-2000**	<b>(1000-1030 Grand Opening of HOF)</b>
17 June	0900-2000**	
18 June	0900-2000**	
19 June	0900-2000**	
20 June	0900-2000**	
20 June	2000-2200	<b>Tear Down</b>
21 June	0900-1200	<b>Move-Out</b>

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

### APPLICATION

All interested Rotary Global Networking Groups must submit a completed booth application by **Friday, 9 February 2007** 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](mailto:exhibitor@rotary.org)

### ELIGIBILITY

Rotary Fellowships and Rotarian Action Groups must meet all guidelines set forth in article 43 of the Rotary Code of Policy to be eligible for booth space or other formal involvement in the 2007 RI Convention.

### EXHIBITOR SET-UP

Set-up is scheduled to begin on Friday, 15 June at 0900 hrs. ***Those groups who are not set-up on Saturday, 16 June at 1000hrs may forfeit their booth space unless the absence is due to extenuating circumstances and RI Meetings staff is duly notified.*** In addition, RI reserves the right to remove the following items from exhibit booth space as a result of non-occupancy by Saturday, 16 June at 1000 hrs:

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

Reinstallation of any of the above items due to non-occupancy 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 who fail to comply with this policy will be denied the opportunity to exhibit at the 2008 RI Convention.** 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 Salt Palace. Additional information regarding this and other policies will follow in the Exhibitor Service Kit and we ask that you read over these policies carefully.

### BOOTH ALLOCATION

All booth space will be allocated after the deadline of Friday, 9 February 2007. RI will assign booth spaces based on space availability and the number of eligible applications received. Eligible Global Networking Groups who are not assigned booth space will have the option of being placed on a 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. Requests for two (2) booths will be honored based on space availability and Convention Chair approval.***

### CANCELLATION

To cancel your request for booth space, please send written notification as soon as possible. Please send the cancellation request via e-mail to: [exhibitor@rotary.org](mailto:exhibitor@rotary.org) or fax: +1-847-328-9239. 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 Global Networking Group(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 Saturday, 31 March 2007. After Saturday, 31 March 2007, 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 Global Networking Groups opportunities, at least one Rotarian, spouse, or Rotaractor must staff the booth during the core hours listed. **If your booth is not staffed, you will be denied the opportunity to exhibit at the 2008 RI Convention.**

## FURNISHINGS

Each booth space will include:

- One (1) booth space approximately 10' x 10'
- One (1) table approximately 60cm x 180cm (2' x 6')
- Two (2) chairs
- 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 assigned 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. ***No amplified sound is permitted in exhibit booth space. Exhibitors who fail to comply with the requests of RI Convention Management regarding music and audiovisual equipment will forfeit their booth without refund and will be denied the opportunity to exhibit at the 2008 RI Convention.***

## SPECIAL NEEDS

Please inform us of any large items that will be included in your exhibit (e.g. motorcycles or model yachts) or any special needs your Global Networking Group might have. Please provide reasonable notice of such requests so that accommodations may be made during set-up on Friday, 15 June. The item or equipment must remain in the booth throughout the duration of the exhibition. The balance of booth design is subject to the approval of RI Convention Management.

## INSURANCE

Exhibitors assume all responsibility for all items they provide in booths, including audiovisual equipment. For other liability concerns, Rotary International purchases special events insurance coverage; however, its application to the operations of the booths 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 by the Rotary Global Networking Groups participants.

## 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 closely for violators. ***Exhibitors failing to comply with this policy will be asked to leave and will be denied the opportunity to exhibit at the 2008 RI Convention.***