



NOW Foundation  
 Institute for Women's Policy Research  
 National Council of Negro Women

**Sheraton Atlanta Hotel • Atlanta, Georgia**

**EXHIBIT SETUP:** Thu, April 10, 6 pm - 9 pm

**EXHIBIT HOURS:** Thu, April 10, 6 pm - 9 pm; Fri, April 11, 9 am - 6 pm; Sat, April 12, 9 am - 2 pm

**EXHIBIT BREAKDOWN:** Sat, April 12, 12 noon - 4 pm

NOW Foundation will provide each exhibitor with: one draped table, \*2 chairs, and 2 exhibitor passes. No extra tables will be permitted in exhibit space. Please purchase additional exhibit space if needed. Passes will be honored at all Summit events and entertainment. The names and addresses of Exhibitors who register by **March 1, 2008** will be listed in the program book.

The Conference will be held at the Sheraton Atlanta Hotel in Atlanta, Georgia. If you reserve your rooms by **March 18, 2008** and identify yourself with the **NOW Conference** and you will receive the conference rate of \$139.00 (1-800-833-8624). All merchandise, literature and other materials should be sent to the hotel. Please call the Sheraton and make arrangements for your boxes. **Do not mail materials to the NOW Foundation address in Washington, D.C.** NOW is **not responsible** for shipping charges to or from the hotel or the return of materials after the Summit.

To apply for space at the 2008 Economic Justice Summit, return Exhibitor Registration Form, Exhibitor Agreement and payment for the full amount by **March 1, 2008**. **Space is limited to 40 vendors** and available on a first come, first served basis. **Due to limited space we cannot hold space without payment.** Thursday exhibit hours are not mandatory; please feel free to set up and go to your room. We will have security in place on Thursday from 8:00 pm to 8:30 am Friday morning.

**EXHIBITOR REGISTRATION FORM**

	FEES (check one)
Organization	<b>Please call for tax deductible amount</b>
Contact Person	<input type="checkbox"/> Women-owned businesses and organizations.....\$300
Address	<input type="checkbox"/> Small businesses and non-profit organizations..... \$500
City, State, Zip	<input type="checkbox"/> Businesses and government agencies.....\$1000
Phone	<input type="checkbox"/> Door Drop (per item).....\$800
Fax	<input type="checkbox"/> Insert in Summit Bag (per item).....\$100
Email	<b>Please see door prize sheet for participation information!</b>
	<b>Payment (check one)</b>
	<input type="checkbox"/> Check enclosed (make payable to NOW Foundation)
	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
	Name as it appears on card
	Credit card number
	Exp. Date

What products will be sold? \_\_\_\_\_ Title of Exhibit: \_\_\_\_\_  
 (As it should appear on sign)

**Return form & full payment by March 1, 2008 to: NOW Foundation Conference Manager, 1100 H St, NW, 3rd Fl., Washington, DC 20005**  
**Questions? Email: [conference@now.org](mailto:conference@now.org) or call 202-628-8669 x.117 or x.108**

## EXHIBITOR AGREEMENT

The undersigned Exhibitor and the National Organization for Women Foundation agree to the following terms and conditions for the National Organization for Women Foundation Summit, April 11 - 12, 2008.

1. NOW Foundation will reserve exhibit space at the Sheraton Atlanta, 165 Courtland Street, Atlanta, Georgia 30303
2. Exhibitors will purchase from NOW the use of exhibit space for the period of time beginning 6:00 pm on April 10, 2008 (Setup will be from 6:00 pm - 9:00 pm) and end on April 12, 2008 (dismantling: 12 noon - 4:00 pm). Exhibitor's area will be unlocked at 8:30 am for exhibitors to set up.
3. All decorations, drapes, curtains, or other materials provided by Exhibitor must have a flameproof certificate. The certificate must be available upon request prior to the event. **Please contact NOW if you plan to bring extra materials or an exhibit booth.**
4. The **subleasing** of exhibit space by Exhibitors is **prohibited**. Merchandise or information that Exhibitors bring to the Conference for the purpose of sales or dissemination to conference participants must be registered via this agreement and located in the exhibit space purchased from NOW Foundation. **Sale of food and beverage is not permitted.** Materials and sales items of those who violate or attempt to circumvent this agreement will be confiscated. **WARNING:** Because we care about our legitimate Exhibitors, violation of this section will result in the revocation of the violator's exhibitor privilege without refund of any fees.
5. All demonstrations, exhibits, and distribution of literature must be confined to the allotted exhibit space except as specifically permitted in writing by NOW Foundation. In addition, the Exhibitor agrees for her/himself and her/his employees to use leased exhibit space for lawful purposes and to conform to laws of all applicable jurisdictions. This shall include, but is not limited to, avoiding disruptive behavior on the part of the Exhibitor and her/his employees.
6. Exhibits which include the operation of musical instruments, sound-producing motion picture equipment, public address systems, VCRs, televisions, computers, or any other sound equipment may not disrupt the business of adjacent exhibitors or the Conference. Operators of sound-producing exhibits must secure approval of operation methods in writing from NOW Foundation before the exhibit opens.
7. Exhibitor agrees to keep the area and immediately adjacent aisle clean.
8. Exhibitor agrees that NOW Foundation, its agents and employees shall not be liable for failure to hold exhibits as scheduled provided that any payment made by the Exhibitor to NOW Foundation is returned in proportion to the amount of scheduled exhibit time that is not available.
9. A 50% cancellation fee will be charged for cancellations made between January 2, 2008 and March 1, 2007. No refunds will be made on or after March 2, 2008.
10. Exhibitor assumes entire responsibility and agrees to indemnify and defend NOW Foundation, the Sheraton Atlanta and its respective employees and agents, and hold them harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof. Exhibitor understands that NOW Foundation does not maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. Certificate of Insurance should be available upon request.
11. NOW Foundation, the Sheraton Atlanta Hotel, Atlanta, Georgia, and its employees and agents will not be responsible for any loss, damage or destruction of the Exhibitor's property, from any cause whatsoever prior to, during or following the Conference or for any injury occurring to Exhibitors, their employees or visitors to the exhibition not caused by the negligence of NOW Foundation, the Sheraton Atlanta Hotel, Atlanta, Georgia or its employees or agents.

12. Should NOW Foundation institute suit or other action against Exhibitor as a result of Exhibitor's failure to comply with any term of this agreement, Exhibitor agrees to pay all damages, costs, and disbursements provided by law and all costs actually incurred by NOW Foundation, including reasonable attorneys' fees.

13. Exhibitor may not discriminate against participants based on race, national origin, religion, gender, age or sexual orientation.

14. NOW Foundation reserves the right to refuse an exhibit application, correct the Exhibitor's fee category, and review and reject materials displayed or sold.

**15. Exhibitor agrees to abide by all terms and conditions of the attached "Exhibitor Information Sheet" which is incorporated herein and made a part of this agreement.**

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Contact Name (printed)

Signature

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Company/Organization

Date

**Please make a copy of both sides of this document for your records.**