



NATIONAL FEDERATION OF REPUBLICAN WOMEN

38th Biennial Convention

September 10-13, 2015 • Phoenix, Arizona

Exhibitor / Vendor Opportunities

Thank you for your interest in being an exhibitor/vendor at the NFRW Convention at the JW Marriott Desert Ridge Resort & Spa in Phoenix, Arizona. The NFRW convention will bring together nearly 1,300 women who are political and business leaders in their communities and states for three days of planning, education and networking.

The NFRW is a grassroots coalition with more than 65,000 members nationwide who strengthen the Republican Party by recruiting, training and electing candidates, advocating the Party's philosophy and initiatives and empowering women of all ages, ethnicities and backgrounds in the political process.

Exhibitor Benefits:

- Reach women who are leaders in their communities and in their states
- Network with existing and potential customers
- Demonstrate product applications and benefits
- Get immediate feedback on products and services
- Broaden exposure to new markets

Tentative Exhibit Hours:

- **Friday, September 11, 2015**
11:00 am – 5:00 pm
- **Saturday, September 12, 2015**
8:00 am – 5:00 pm
- **Sunday, September 13, 2015**
8:00 am – 1:00 pm

To register for your booth space:
<https://ereg.biz/a/wpg/NFRW15/103>

For more info:
meetings@nfrw.org





Exhibitors/ Vendors, cont.

2015 Exhibitor Fee Schedule:

- Corner 10x10 Booth: \$1,500
- Standard 10x10 Booth: \$1,000
- NFRW Federated Club or State Organization: \$750
(must be standard booth space)

Booth Space includes:

- 10x10 Booth (8ft back drape with 3ft side drape)
- 1 skirted 6ft table
- 2 chairs
- Identification sign with company name and booth number
- General security during overnight hours

Booths will be located in the ballroom foyer. The ballrooms are located in one area on one floor at the JW Marriott Desert Ridge, so exhibitors/vendors will have exposure to attendees everytime they move between general sessions, luncheons and workshops.

All equipment, furnishings or services, other than those provided as indicated above must be arranged for with the Freeman Company at the exhibitor's expense. Labor to assist with loading and unloading will be available from Freeman Company and applicable fees charged directly to the exhibitor.

Exhibitor Housing:

Housing arrangements can be made through the JW Marriott Desert Ridge Resort and Spa at 800.835.6206.

Move In:

- Thursday, September 10, 2015
12:00 noon – 5:00 pm
- Friday, September 11, 2015
9:00 am – 10:30 am

Move Out:

- Sunday, September 13, 2015
1:00 pm – 6:30 pm

Registration:

Register for your booth space online at <https://ereg.biz/a/wpg/NFRW15/103>.

Cancellation Policy:

All cancellations must be received by the NFRW in writing by mail, email or fax at one of the following:

NFRW Registration
P.O. Box 12, Barhamsville, VA 23011

NFRW@epsilonregistration.com

FAX: 443.524.9358

Cancellations received on or before August 12, 2015, will be assessed a fee of 10% of monies paid. Cancellations received August 13, 2015, through August 31, 2015, will be assessed a fee of 20% of monies paid. After August 31, 2015, cancellations will incur a 75% fee of monies paid.



Exhibitors/ Vendors, cont.

2015 RULES AND REGULATIONS

These rules and regulations form the Exhibitor Agreement made between the National Federation of Republican Women (NFRW) and the exhibitor.

Neither the Exhibitor Agreement nor any booth or display space request or allocation will be binding on the NFRW unless and until the exhibitor completes, the online registration process and issues payment in accordance with said agreement, and said agreement is executed by NFRW convention management.

NFRW convention management reserves the right to alter the location of exhibits or booths shown in the official floor plan as it deems advisable and if it is in the interest of the convention. However no change of location will be made without full discussion with the exhibitor affected by such change.

If an exhibitor fails to abide by the regulations of the exhibition as set forth, then the contract between the NFRW and the exhibitor will be in default. The exhibition regulations constitute a portion of the contract between the NFRW and the exhibitor. Therefore, any failure on the part of the exhibitor to comply with the regulations represents a default.

Should exhibitor be in default, all rights of exhibitor and obligations of NFRW hereunder shall cease. The parties agree that in such event it will be impossible to calculate NFRW's damages and NFRW shall be entitled to retain as liquidated damages any amount paid for space rental, regardless of whether or not the NFRW enters into a further lease of the space involved. Interpretation and application of the regulations are within the sole discretion of the NFRW and decisions by the NFRW are final.

Any exhibitor who, in the opinion of the NFRW convention management, conducts themselves unethically or unprofessionally, will be subject to ejection from the convention and/or forfeit the right to exhibit in subsequent years. No disruption of the conference or any other exhibitor's right to conduct business will be tolerated and no monies will be refunded should ejection occur.

In the event that an exhibitor engages in on-location transactions, the exhibitor will be responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales. The exhibitor understands that the NFRW is not responsible for the volume of sales.

The NFRW and the JW Marriott Desert Ridge Resort and Spa do not accept advance freight shipments for exhibitors. Freight must be consigned to the Freeman Company. All goods shall be consigned in accordance with the instructions in the Exhibitor Services Kit.

Any firm/company that markets products for, or provides services to, women and families, political organizations and government organizations is eligible to exhibit. The NFRW reserves the right to determine the eligibility of any company and/or product, promotion or part thereof that in its opinion is not in keeping with the character and purpose of the exhibit hall.

No company or industry will be permitted to exhibit or hold any sponsored activity in any of the convention facilities including hotel designated as part of the convention-housing complex, without the express permission of the NFRW. Please note that while all exhibitors and meeting attendees are invited to the exhibit floor, any company or attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the NFRW Exhibition Rules and Regulations, will be asked to leave immediately. Additional penalties may be applied.

The NFRW reserves the right to decline an exhibitor permission to conduct, maintain and exhibit if, in the sole judgment of the NFRW show management, said exhibitor shall in any respect be deemed unsuitable or offensive to other individuals. This reservation includes, but is not limited to, personnel attire and conduct, articles of merchandise, printed matter, souvenirs, catalogs, and any other items,



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without limitation, which affect the character of the exhibit hall or the NFRW.

The exhibitors shall have the rights, subject to the provisions herein contained, to arrange their exhibits within the space allotted to them in the manner best suited for displaying and demonstrating the goods manufactured by them. No part of an exhibit shall extend outside the exhibitor boundary. All materials, items, etc. must be contained within the space assigned to the exhibitor as per the completed Agreement and in accordance with the NFRW booth construction guidelines. No items can be hung from the support railings of the exhibit booth.

The exhibitors shall care for their own exhibits and take such steps and precautions as may be necessary to prevent injury or damage to themselves or their exhibits. The exhibitor shall not place in the exhibit area any material, equipment, apparatus or goods that will in any manner be dangerous or calculated to cause injury to any persons coming in contact with them or result in fire or damage to the building or exhibits. Any such item which may be a hazard to a persons or property shall be removed forthwith.

Nothing shall be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. The exhibitor shall not place in the exhibit area any material or equipment whose presence, appearance or operation produces noise, vibration, odor or other irritant that is objectionable to the NFRW, the hotel, other exhibitors or visitors. Exhibits that defame or unfairly attack the products or integrity of another exhibitor, or exhibits that disturb or disrupt the exhibits of another, through audio or video displays or otherwise, are also prohibited.

If you know that your booth will require more than your allotted time to set up, you will need to notify NFRW convention management in writing so that your materials can be delivered on time.

Exhibits are to be set-up and torn-down during assigned times. Exhibits not set up during the designated time may be resold or reassigned by NFRW without obliga-

tion on the part of NFRW for any refund whatsoever. In addition, labor will be assigned to install or remove the exhibit from the hall. Labor expenses will be borne by the exhibitor. The NFRW is not responsible for any damage to the exhibitor's product due to setup or removal of Exhibitor's Booth.

Any space unclaimed by 5:00 pm on Thursday, September 10, 2015, may be reassigned without refund of rental paid; NFRW convention management will not be liable for any incurred expenses.

Exhibitor will not dismantle their display prior to the stated closing hour of the show. No exhibit or any part thereof may be removed during the period of such exhibition, without the written consent of NFRW.

Exhibitors shall remove all exhibits and any goods or property brought into the exhibit hall and leave said space both clean and free of rubbish.

An exhibitor may be required to move to a new booth if they request a downsizing or increasing of space.

Contracted exhibitors who have paid for space assignments shall not assign, sublet, or share any space allocated to them and may not advertise or display goods other than those manufactured or sold by them in the regular course of their business. Space assigned to the exhibitor is for their exclusive use.

No other person, firms, organizations, or companies shall be permitted to display or demonstrate their products or services, or distribute advertising materials to convention attendees in any conference area. Non-compliance with this regulation will result in the prompt removal of the offending person and property from the area.

The exhibitor will be responsible for designating an official authorized agent who will be the primary contact to work with NFRW convention management. This person will oversee and understand all contract issues, including those relating to registration, payment, housing, badging, materials handling, booth set up and tear down, operations and logistics, as well as ordering of furniture,



Exhibitors/ Vendors, cont.

signage, utilities, etc. The exhibitor Representative shall be authorized to enter into service contracts as may be necessary and for which the exhibitor is responsible. This agent shall receive all official correspondence from the NFRW and be responsible for communicating all information to appropriate individuals.

All personnel who are representatives of the exhibiting company must register as an “exhibitor.” There is no charge for this registration. Registering as an exhibitor allows access to the exhibit space only. Access to any meeting, workshop, meal function, etc. is an additional charge.

Exhibitors interested in distributing product samples, circulars or advertising materials may only do so within the booth space assigned to exhibitor. No materials shall be distributed to the hotel rooms of the convention registrants without NFRW’s prior approval or in any area of the convention facilities that is or is not as assigned area of the NFRW.

Any food and beverage samples must be approved by NFRW and the JW Marriott Desert Ridge Resort and Spa.

The NFRW will provide security in the exhibit as deemed necessary by NFRW. You are reminded that this is an open-booth show. The sole responsibility for safeguarding your exhibit and merchandise is yours at all times.

The NFRW shall not in any manner or for any cause be liable or responsible to any exhibitor or any other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition; and any and all claims for such injuries or damages are hereby waived and each exhibitor agrees to indemnify and hold harmless the NFRW and its directors, officers, employees and agents (the “Indemnified Parties”) against any and all claims, liabilities, losses and expenses, including reasonable attorney’s fees, directly or indirectly arising from or relating to the exhibition or to any act or omission of exhibitor.

The exhibitor acknowledges that the NFRW and the JW Marriott Desert Ridge Resort and Spa do not maintain insurance covering the exhibitor’s property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

The NFRW requires each exhibiting company to provide proof of liability insurance. This is a safeguard measure in the event an accident occurs within your booth. The regular liability insurance carried for your day-to-day operations typically is sufficient. Check with your insurance company. Send certificate by August 12, 2015 to: National Federation of Republican Women, 124 N. Alfred Street, Alexandria, VA 22314, email to: meetings@nfrw.org. The exhibitor shall, at his/her expense, provide insurance for protection of his property against fire, theft, vandalism or destruction by any cause. The exhibitor shall also provide workmen’s compensation and general liability insurance in an amount not less than \$1 million per occurrence.

The NFRW reserves the right to make changes, amendments and additions to the rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes.

All matters and questions not specifically covered by these rules and regulations and the Exhibitor Agreement are subject to the decision of the NFRW convention management, whose decisions will be final.

This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, and the Circuit Court for the City of Alexandria, Virginia or the Alexandria Division of the United States District Court for the Eastern District of Virginia shall have exclusive jurisdiction over and be the sole forum and venue for any proceedings relating to this Agreement. The NFRW shall be entitled to recover its reasonable attorney’s fees if it is the prevailing party in any such litigation.