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Exhibitor Information: National Council of Catholic Women Convention

August 21-24, 2019 Renaissance Atlanta Waverly Hotel & Convention Center

2450 Galleria Parkway SE, Atlanta, Georgia 30339-3130

DEADLINE TO REGISTER: July 5, 2019 * **Exhibitor Fee (Table top space): \$100**

Fee includes a listing and short description in the Convention Program if registered by deadline of July 5, 2019. Vendors will be located in the Habersham Room on the second floor. Exhibit hours:

Wednesday, August 21 8:00 am – 2:00 pm Exhibit Set up

2:00 pm – 8:00 pm Exhibits Open

Thursday, August 22

8:00 am– 8:00 pm Exhibits open

Friday, August 23

8:00 am – 8:00 pm Exhibits Open

Saturday, August 24

8:00 am – 1:00 pm Exhibits Open

2:00 pm Exhibits cleared

Vendors receive **one six-foot draped table with 2 chairs and a waste basket**, 1 electric power strip and connection per table; complimentary dedicated password-protected high-speed wireless internet. Parking is \$5.00 per day for exhibitors. Exhibitor fees for **shipping up to 3 boxes** per exhibitor are waived; after that at \$5.00 per box. Pallet fees for shipping up to 1 pallet per exhibitor at \$100 per pallet and after that at \$150 per pallet. Storage, handling and delivery charges waived for exhibitors. **Shipping can be held between 3 – 5 days before event to ensure no additional storage fees are applied.** Label must include: Hold for (GUEST NAME-GUEST CELL); Hotel address; 8/21-25; (Convention/Conference/Group/Event Name); 1 of # (of boxes). For more info call the hotel UPS Store at 770-303-3102. To arrange audio visual services from the hotel, please contact Rick Williams (rrwilliams@PSAV.COM).

Name of Exhibit: _____

Contact Person: _____

Address: _____

Cell Phone: _____

E-Mail: _____

Send the completed NCCW exhibitor form, a **ONE PARAGRAPH DESCRIPTION & CONTACT INFO** for our **2019 Convention Program**, primary contact name and payment no later than **July 5, 2019** to: Convention 2019 Exhibitors, 200 N. Glebe Rd., # 725 Arlington, VA 22203 Questions? Call the NCCW office at 703-224-0990

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Renaissance Atlanta Waverly Hotel & Convention Center ("Hotel"), Hotel's owner and each of their respective owners, managers, subsidiaries, affiliates, employees, and agents (Collectively "Hotel Parties"), as well as the National Council of Catholic Women (NCCW) as well as its agents, servants, and employees, from any and all such losses, damages, claims, expenses (including reasonable attorney's fees) arising out of exhibitor's use of the Hotel's exhibition premises. The Exhibitor understands that neither NCCW nor the Hotel maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance to protect itself.

By signing, I acknowledge I have read and understand this clause. _____

