



**Exhibitor Information: National Council of Catholic Women Convention
August 26-29, 2020 DEADLINE TO REGISTER: June 15, 2020 Exhibitor Fee (Table top space): \$200***

Crystal Gateway Marriott, 1700 Richmond Highway (formerly Jefferson Davis Highway), Arlington, VA 22202

Fee includes a listing and short description in the Convention Program provided exhibitor is registered by deadline of June 15, 2020. Vendors will be located in Salons B,C,D,E on the same level as the main ballroom. Exhibit hours (subject to change):

Wednesday, August 26 Exhibit Set up: 8:00 am – 3:00 pm Exhibits Open: 3:00 pm – 8:00 pm

Thursday, August 27 Exhibits open 8:00 am– 8:00 pm

Friday, August 28 Exhibits Open: 8:00 am – 8:00 pm

Saturday, August 29 Exhibits Open: 8:00 am – 1:00 pm Exhibits cleared: 2 pm

Exhibitors receive one draped table with two chairs and a waste basket; 1 electric power strip and electric connection per table; Complimentary high-speed wireless internet connection and usage per table; Complimentary exhibitor fees for shipping/receiving up to 3 boxes per exhibitor; storage, handling and delivery charges waived for the 3 boxes for exhibitors. Discounted self-parking rate of \$24 for 24 hours. Complimentary exhibitor fees for shipping/receiving up to (3) three boxes per exhibitor; storage, handling and delivery charges waived for the (3) three boxes per each exhibitor. Additional boxes and pallets to be charged at the standard prices as follows: Pallets- \$75.00 per day. Crates- \$100.00 per day. Exhibit cases- \$10.00 per case per day. 10 or more boxes- \$5.00 per day, per 10 boxes. Label must include: Hold for (GUEST NAME-GUEST CELL); Hotel address; 8/26 -29/2020; (Convention/Conference/Group/Event Name); 1 of # (of boxes). For more info call the hotel FedEx at (703) 302-3415. To arrange audio visual services from the hotel, please contact Zachary Clark at (703) 271-5175 or zclark@jsav.com. *Fee does not include Convention Registration. If you wish to participate in any Convention sessions or activities, a Convention registration will be necessary. Entry to Convention venues will be monitored. There is a maximum of 2 tables per exhibitor.

Name of Exhibit: _____
Contact Person: _____
Address: _____
Cell Phone: _____
E-Mail: _____

Send the completed NCCW exhibitor form, a **ONE PARAGRAPH DESCRIPTION & CONTACT INFO** for our **2020 Convention Program**, primary contact name and payment no later than **June 15, 2020** to: Convention 2020 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 Crystal Gateway Marriott (“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 :
