



Exhibitor Information: National Council of Catholic Women Convention August 13-17, 2024

Deadline to Register: June 14, 2024

Exhibitor Fee (Tabletop space): \$350.00

Limit of 1 table per exhibitor

Omni Hotel downtown Oklahoma City, OK

Fee includes a listing and short description in the Convention Program provided exhibitor is registered by deadline of June 14, 2024. Exhibitors will be located near the Oklahoma Station Ballroom on the 2nd floor. Exhibit hours (subject to change):

- Wednesday, August 14, 2024- Exhibit set up 9:00a.m.-12:00p.m., 1:00p.m.-7:00p.m.
- Thursday, August 15, 2024- Exhibits open 8:00a.m.- 9:00a.m., 2:30-3:30p.m.
- Friday, August 16, 2024- Exhibits open 8:00a.m.- 10:30a.m. – 2:30-3:30p.m.
- Saturday August 17, 2024- Exhibits open 8:00a.m.-1:30p.m.

Exhibitors receive one 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. Please ensure boxes are received **no more than 3 business days prior** to the event. Additional boxes and pallets to be charged at the standard prices are as follows: Pallets/Crates- \$150.00 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- NCCW Convention 8/13/24-8/17/24; Hotel address (see above); attention: Events**

*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.

Name of Exhibit: _____

Contact Person: _____

Address: _____ Phone: _____

Email _____

Send the completed NCCW exhibitor form, a **ONE PARAGRAPH DESCRIPTION & CONTACT INFO** for the 2024 *Convention Program*, primary contact name and payment no later than **June 14, 2024 to the address below or email to convention@nccw.org**. Please call the NCCW office with any questions 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 Omni 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:

Sign Here: _____

**National Council of Catholic Women
10335 - A Democracy Lane/ Unit 201/ Fairfax, VA 22030**