

Most Worshipful Prince Hall Grand Lodge
State of Washington and Jurisdiction

107th ANNUAL GRAND COMMUNICATION

The Red Lion Hotel - Pasco Washington
2525 North 20th Avenue • Pasco WA 99301
Ph: (509) 547-0701 • Fax: (509) 544-3908

July 10-14, 2010

VENDORS INFORMATION PACKAGE

SITE:

- **Red Lion Hotel in Pasco, Washington** offers a fine exhibit area.

EXHIBIT AREA:

- Exhibits will be located in the Foyer Area of the Hotel.

BOOTHS:

- Booths are **\$150.00** each which entitles the exhibitor to **two (2) chairs and one (1) skirted table.**
- ALL display booth spaces measure **6 ft.**
- ANY **additional** furnishings must be provided by Exhibitor.

HOW TO APPLY FOR SPACE:

- Complete the enclosed contract; sign and make one copy for your files; and return the original to:

Carlton B. Tucker - Convention Director
P.O. Box 5713 - Tacoma, Washington 98415

FLOOR CAPACITY:

- Floor load capacity throughout the exhibit area is **125 pounds per square foot, "live load."**
- Equipment in **excess of capacity**; special arrangements must be made through the Red Lion Hotel in Pasco, Washington.

UTILITIES:

- **Electrical:** AC 60-cycle, 120-volt, single phase, AC 60-cycle, 208-volt, single phase, AC 60-cycle, 120-208 volt, 3 phases, 4 wire current.

HOTEL ACCOMMODATIONS:

- The exhibitor upon request can obtain room and hospitality suite reservations by calling **1-800-733-5466** or Direct Line **509 547-0701.**
- Any additional information or problems don't hesitate to call **Carlton B. Tucker** at (253) 531-9230.

RULES AND REGULATIONS:

- Exhibit Rules and Regulations are enclosed, along with a contract for exhibit space.

EXHIBITOR RULES AND REGULATIONS

ASSIGNMENT OF DISPLAY SPACE:

- All booth display assignments will be made according to the date of receipt of application by the **Grand Entertainment Committee (GEC)**.
- Applicants are requested to select four (4) locations Preferences.
- In the event that all location preferences are committed, the Grand Entertainment Committee will contact the applicant to provide other satisfactory space.

RESPONSIBILITIES OF VENDO PRODUCT:

- All Vendors will be sole responsible for the security and storage of their respective vending products.
- The Red Lion Hotel in Pasco, Washington nor the GEC will not be responsible to provide security and storage for any vendor products.
- Any items brought to the hotel by vendors shall indemnify and hold harmless the GEC and the Red Lion Hotel in Pasco, Washington
- Exhibitors are responsible for any cause resulting or connected with the transportation, placing, replacing, stolen, miss placing of moneys, goods, removal or display of exhibits.

CONTRACT FOR DISPLAY SPACE:

- The GEC reserves the right to cancel any contract with an exhibitor at any time prior to, or during, the Grand Session conference
- The GEC also reserves the right to re-assign the exhibit space allotted under such contract.
- No application shall become a contract until Approved and assigned by an authorized representative of the GEC.

PAYMENT FOR DISPLAY SPACE:

- Contractors must make payment in full.
- Make checks payable to Grand Entertainment Committee and mail payment to:

Carlton B. Tucker - Convention Director
P.O. Box 5713 - Tacoma, Washington 98415

INSTALLATION, EXHIBITS, HOURS AND DISMANTLING:

Note: (Exhibition hours are tentative and subject to change)

- **Installation:** All exhibitors can set up by Saturday July 10, 2010 at 8:00am.
- **Exhibit Hours:**

Saturday	July 10, 2010	8:00am - 6:00pm
Sunday	July 11, 2010	8:00am - 6:00pm
Monday	July 12, 2010	8:00am - 6:00pm
Tuesday	July 13, 2010	8:00am - 6:00pm
Wednesday	July 14, 2010	8:00am - 6:00pm
- **Dismantling:** Wednesday July 14, 2010 NLT 6:00pm

EXHIBIT BOOTH CONTRACT

INSTRUCTIONS:

1. Please read each of the Rules and Regulations appearing on the contract thoroughly and carefully.
2. Complete the contract in full; sign it and reproduce one copy for your files and return the original to:

Carlton B. Tucker - Convention Director
P.O. Box 5713 - Tacoma, Washington 98415

3. Payment for Space:
 - (a) All booths assigned must be paid in full with a check or money order.
 - (b) Make check or money order payable to Grand Entertainment Committee.

AGREEMENT:

I, _____ (**Name**) a legal representative of _____ (**Company**) request exhibit space as indicated below for use at the 2010 Grand Session to be held at the Hilton Vancouver, Washington, July 10-14, 2010.

This is a contract entered into with the Grand Entertainment Committee, Most Worshipful Prince Hall Grand Lodge, State of Washington and Jurisdiction.

Booth(s) (Please print or type):

1. Total number of spaces requested:
_____ Booth(s) @ \$150.00 each = \$ _____ (**Check or Money Order only – NO REFUND**)
2. Preferred Location (indicated Space No):
1st Choice: _____ **2nd Choice:** _____ **3rd Choice:** _____ **4th Choice:** _____

3. Submitted By:
Name of Firm/Company: _____
(To be listed in Exhibit Hall directory exactly as shown)

Address: _____
(Street) (City) (State) (Zip Code)

Contact Telephone: _____
(Business) (Mobile) (Fax)

We have read and agree to comply with the rules and regulations outline in this contract.

(Print Name and Title)

(Signature and Date)

*****DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY*****

Application Received: _____
(Date and Time)

Received By: _____
(Print Name and Date)

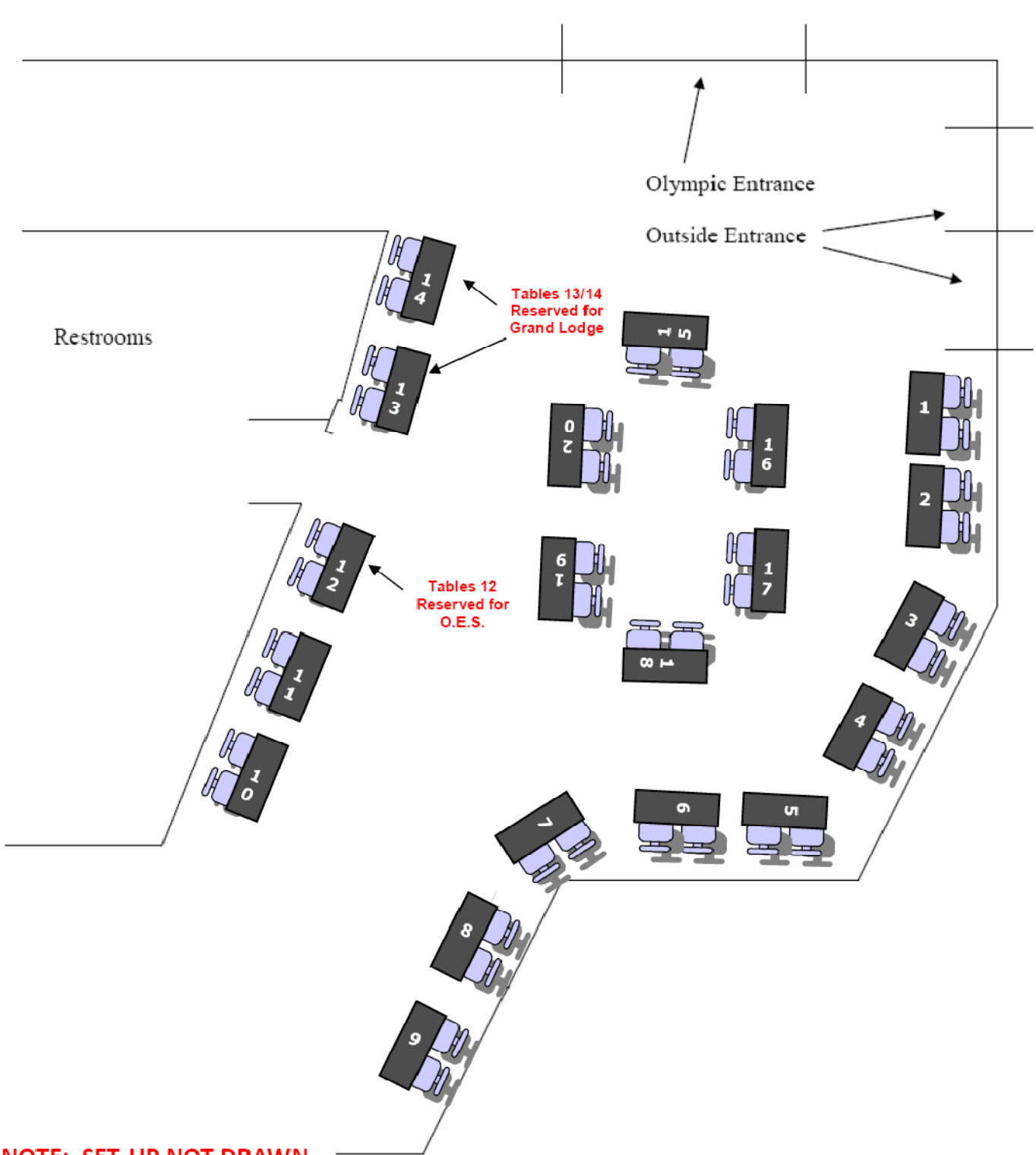
Spaces Requested: _____

Spaces Assigned: _____

Approved By: _____
(Print Name and Title)

(Signature and Date)

2010 MWP HGL WA GRAND SESSION - VENDOR FORYER SETUP AREA
RED LION HOTEL - PASCO WASHINGTON - Diagram #21



NOTE: SET-UP NOT DRAWN TO SCALE

Date: Fri - Wed) 9-14 Jul 2010 **Time:** 08:00am - 11:59pm **Room:** Foyer Area **Description:** Exhibit
POC Name: M.W. Carlton B. Tucker **POC Telephone:** (253) 691-3328