



# HOUSE OF FRIENDSHIP

## Vendor Application/Requirements

### TERMS AND CONDITIONS

These Terms and Conditions are applicable to ONLY ROTARY LICENSED VENDORS and non-profits associated with Rotary. The Rotary Zones 33-34 2018 Rotary Leadership Summit reserves the right to accept or reject applications in its sole judgment as to applicability to the tenets of Rotary International, Inc.

Rotary Zones 33-34 and its twenty-nine Rotary districts will conduct the Rotary Leadership Summit at the Sheraton Norfolk Waterside on 15-18 November 2018. The venue is located at 777 Waterside Drive, Norfolk, VA 23510 USA. Hotel reservations may be arranged by calling **800-325-3535**. Beginning **15 April 2018** the link below will take you directly to the group reservation for 2018 Rotary Leadership Summit and will enable the rates which have been negotiated until **30 September 2018**, the deadline for reduced rates.

Governors-Elect, Governor Nominees, Governor Nominee Designates, District Governors and Past District Governors from twenty-nine Rotary Districts plus many emerging Rotary leaders with a total attendance of 400-600 Rotarians and spouses or significant others will be awaiting the opportunity to purchase your merchandise.

### House of Friendship Requirements:

- Booth set up time will begin at 7:00 am Thursday, 15 November 2018 and booths must be set up no later than 10:00 am, Thursday, 15 November 2018.
- House of Friendship operating hours: Thursday: 10:00 am – 6:30 pm, Friday: 8:00am - 5:30 pm, Saturday: 8:00 am – 12:00 pm.
- Exhibit take down cannot begin before 12:00 pm, Saturday, November 17, 2018 and all materials must be completely removed from exhibit area no later than 2:30 pm, Saturday, November 17, 2018.
- Space is available for a One-time fee of \$75.00 per 72” x 30” skirted table.



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- Electrical (if required): One-time fee - \$45.00
- Any vendor storage and delivery fees charged by the hotel to 2018 GETS/Rotary Leadership Summit will be passed on to the exhibitor.
- Neither Rotary Zones 33-34, the Sheraton Norfolk Waterside, nor the twenty-nine individual Rotary districts in Rotary Zones 33-34 will be responsible for the security of the exhibit area.
- Direct all questions to: PDG Charles Allen, cell: 336-963-2428, Email: [charlesallen@rotary7690.org](mailto:charlesallen@rotary7690.org).
- To reserve and confirm exhibit space, complete the online “[House of Friendship Vendor Reservation](#)” form, print and mail your reservation form along with a check payable to “Zone 33-34 Foundation.” and mail it to: PDG Charles Allen, PO Box 623, Randleman, NC 27317, USA. *No reservations are accepted without payment.*
- Submission of the vendor registration constitutes an acceptance of the Terms and Conditions and all other information listed above.

**Event Location:** Sheraton Norfolk Waterside  
777 Waterside Drive  
Norfolk, VA 23510  
Phone: (757) 622-6664

**HOTEL RESERVATION LINK:**

<https://www.starwoodmeeting.com/events/start.action?id=1801085183&key=14D52A8>

**If you have questions please contact:**

**HOF Chair:** PDG Charles Allen  
PO Box 623  
Randleman, NC 27317-0623  
USA

**Email:** [charlesallen@rotary7690.org](mailto:charlesallen@rotary7690.org)

**Phone:** 336-963-2428 (C)