

## Convention Center Unofficial Affiliate Events Form



### EXCLUSIVELY FOR USE OF MEETING SPACE AT THE IMPACT CONVENTION CENTER

2012 Rotary International 103<sup>rd</sup> Annual Convention  
6– 9 May 2012 – Bangkok, Thailand

Event Registration Deadline: **Monday, 20 February 2012**

Fax: +1-847-328-9239 E-mail: [UAE@rotary.org](mailto:UAE@rotary.org)



Please note that space is limited at the IMPACT Center. Only Unofficial Affiliate Events (UAEs) with an expected attendance of 500 or more participants will be considered for the large luncheon hall., Organizers of large events with 500+ participants will be contacted after Official Convention Program space has been confirmed. The IMPACT Center contains several small restaurants that may accommodate events designed for 60 to 300 participants. Organizers of smaller events should contact the restaurants directly to confirm availability as submission of a Convention Center Unofficial Affiliate Event form is not a confirmation of space.

*\*\*Please note that **no** transportation arrives at the IMPACT Center before 08:00 each morning. Transportation will end one (1) hour after the last official event listed in the convention program book. As organizer, you will be responsible for arranging transportation beyond these time frames.*

#### 1. EVENT INFORMATION

##### Title of Event

Description (please check one):  Breakfast  Luncheon  Dinner  Meeting  Reception

Room Set:  U-shape  Classroom  Theater  Boardroom  Hollow Square  Banquet  Reception Style

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_  
Date of Event Start Time Finish Time Estimated Attendance:

\_\_\_\_\_  
Name of Event Organizer

\_\_\_\_\_  
Address

\_\_\_\_\_  
District Number

\_\_\_\_\_  
City, State, Country, and Zip Code

\_\_\_\_\_  
(country/city codes) Telephone

\_\_\_\_\_  
(country/city codes) Fax

\_\_\_\_\_  
E-mail Address

#### 2. TERMS OF USE FOR THE RI CONTRACTED SPACE PROVIDED AT THE IMPACT Center

The Unofficial Affiliate Event Organizer (hereinafter referred to as the "Organizer") agrees to the following terms when using the space (hereinafter referred to as the "Space") provided by Rotary International (hereinafter referred to as "RI") to hold the (TITLE OF EVENT) \_\_\_\_\_ (hereinafter referred to as the "Event") at the IMPACT Center in Bangkok, Thailand (hereinafter referred to as the "Facility"):

WHEREAS the Organizer wants to hold the Event at the Space provided by RI at the Facility, it is agreed as follows:

- \_\_\_ The Organizer of the Event shall use the Space in its existing room set and shall arrange and pay for the cost of any modifications to the room set, additional linens and equipment rental as required by the Facility and Facility's caterer.
- \_\_\_ RI shall provide one lectern and one microphone connected to the house sound system and the Organizer shall pay for any additional audiovisual equipment.
- \_\_\_ The Organizer shall pay for the services of an audio-visual technician[s] if required by the Facility or the Facility's caterer.
- \_\_\_ The Organizer shall arrange and pay for the cost of all food and beverages; furthermore, the Organizer shall pay for all costs related to all negotiations and arrangements in order to hold the Event.
- \_\_\_ The Organizer shall permit access to the facility no earlier than 30 minutes prior to the start time of the event and shall vacate the Space no later than 15 minutes after the finish time of the Event as indicated above.
- \_\_\_ The Organizer shall work with the Facility's caterer to determine the most appropriate entrance to the Facility for the Event guests to use in order to attend the Event.

- \_\_\_ The Organizer shall arrange and pay for the cost of any additional security personnel required to supervise the entrance to the Facility used by the Event guests to attend the Event.
- \_\_\_ The Organizer shall provide directional signage to guide the Event guests from the entrance door of the Facility to the Space where the Event shall take place.
- \_\_\_ The Organizer shall provide personnel on the day of the Event to assist the Event guests and answer questions pertaining to the Event.
- \_\_\_ The Organizer shall be aware of all relevant emergency procedures during the Event. RI is responsible for ensuring that personnel and equipment are in place to assist in medical emergencies.
- \_\_\_ The Organizer shall pay for all services provided by the Facility's caterer and the Facility, including all state and local taxes and gratuities. It is understood that all services needed for the Event shall be contracted directly with the Facility's caterer and the Facility. The Organizer hereby acknowledges that RI is a separate entity providing only the Space at the Facility and that the Organizer does not have the right, power or authority to bind or obligate RI regarding the services to be provided for the Event.
- \_\_\_ The Organizer shall defend, indemnify and hold harmless RI and The Rotary Foundation including their directors, trustees, committees, officers, employees, volunteers, agents, contractors, subcontractors, and representatives (hereinafter referred to as "RI Indemnitees) from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses, including reasonable attorney's fees and other legal expenses, awards, judgments and fines asserted against or recovered from RI Indemnitees, arising out of any act, conduct, omission, negligence, misconduct or unlawful act (or act contrary to any applicable governmental order or regulation), of Organizer, its directors, members, owners, officers, employees, contractors, sub-contractors, agents or representatives in complying with these terms. The foregoing includes, without limitation, injury or damage to the person or property of RI Indemnitees or any third party, whether or not subject to any policy of insurance.
- \_\_\_ The Organizer shall be responsible for maintaining at its expense the proper insurance for the type of Event to be held at the Facility.
- \_\_\_ The Organizer shall comply with the Facility's Rules and Regulations.
- \_\_\_ It is understood by the Organizer that failure to comply with any of these terms may result in RI's right to refuse the use of the Space at the Facility by the Organizer.
- \_\_\_ The Organizer shall return this signed form on or before **(20 February 2012)** in order to be considered for the use of the Space at the Facility.

By signing this form, the Organizer understands and agrees to the above terms and conditions.

The Organizer

By: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

### 3. ADDITIONAL INFORMATION

Briefly describe the objective of the Event and the intended audience.

\_\_\_\_\_

Will tickets be available for purchase onsite (at the door) for your event?

(please check)  Yes  No

Do you want Rotary International to publish details of your event in the *Official Program Book*? If you check yes, your event details also will be posted to [www.rotary.org/convention](http://www.rotary.org/convention) prior to publication.

(please check)  Yes  No

### 4. VENUE DETAILS – To be completed by Rotary International Meetings Division (for Luncheon Space only)

Venue Name and Contact

Room Name, Floor Number

Telephone

Fax

E-mail Address

Address

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Cost of Events

Others \_\_\_\_\_