

**NAWIC CONSTRUCTION ZONE  
CHAPTER TABLE RESERVATION FORM**

**Deadline: June 30, 2024**

*Please read the enclosed Rules & Regulations carefully.*

*Please complete the following information, sign the form, and return along with payment to:*

**National Association of Women in Construction  
Attn: Crissy Ingram, CAE - Executive Director  
327 South Adams St  
Fort Worth, TX 76104**

Region Name: \_\_\_\_\_ Chapter Name(s) & Number(s): \_\_\_\_\_

\_\_\_\_\_ My Chapter (1-2 Chapters) would like to purchase (1) table at the chapter rate of \$100.00.

\_\_\_\_\_ My Region (3-5 Chapters) would like to purchase (2) tables at the region rate of \$ 150.00.

A check in the amount of \$ \_\_\_\_\_ is enclosed with my reservation form. If paying by credit card, please call 800-552-3506 with your card information.

Items to be sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chapter contact:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Acceptance of Terms - I, the duly authorized of above Chapter, on behalf of said Chapter, subscribe and agree to all the terms and conditions contained in the Rules & Regulations of the Construction Zone.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(For Office Use Only)**

Date Received: \_\_\_\_\_ Total Cost of Table(s): \_\_\_\_\_ Total Paid: \_\_\_\_\_

Table Assigned: \_\_\_\_\_ Authorized By: \_\_\_\_\_

## NAWIC "Construction Zone"

### RULES & REGULATIONS

- 1.) No sales, orders or deliveries by Chapters or individual members of any item will be permitted at the Conference, except by those Chapters/Regions purchasing tables.
- 2.) Chapters are not allowed to display, advertise, or conduct commercially related activities in any of the hotel public spaces.
- 3.) NAWIC reserves the right to decline any sales items which in the opinion of NAWIC is not suitable and in keeping with the character of the Association.
- 4.) NAWIC sales items must be pre-approved by the Executive Director. Items deemed unprofessional or items conflicting with the NAWIC Store will be prohibited.
- 5.) Tables must be staffed for all the scheduled hours of this event. A maximum of two chapters may share one table. Three or more chapters are considered a region and must purchase tables at the region rate.
- 6.) NAWIC shall not be responsible for any loss, damage, injury, or theft that may occur to the Chapter's property prior, during or subsequent to the event.
- 7.) All property of the Chapter is understood to remain under its custody and control in transit to and from or within the confines of the event area. NAWIC shall not maintain insurance to cover Chapter's property, therefore, certificates of insurance shall be furnished by Chapter if requested.
- 8.) If it becomes necessary to shorten and/or cancel the event hours due to reasons in which NAWIC has no control, NAWIC shall not be liable to reimburse Chapters or Regions for any damage, loss or money paid arising as a result thereof.
- 9.) Chapters agree to abide by the Rules & Regulations of the Westin Galleria Houston and the NAWIC Construction Zone. Failure to do so will result in forfeiture of table space without a refund due.
- 10.) Chapter tables must be manned by NAWIC members. Members must be in good standing and registered for the entire conference in order to purchase tables in the exhibit hall.
- 11.) Chapters will be responsible for all applicable sales tax as required by the State of Texas taxing authority.
- 12.) Chapters are responsible for all receiving and/or handling charges, as well as any electrical or internet charges incurred by the chapter from the Westin Galleria Houston for sales items shipped directly to the hotel.

**Region Name:** \_\_\_\_\_ **Chapter Name & Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_