

**GUIDELINE
TABLETOP EXHIBIT
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
PACIFIC NORTHWEST REGION**

The Tabletop Exhibit is the property of and for the use of Pacific Northwest Region chapters. The tabletop exhibit must be reserved in advance by contacting the current Director or chairman, if applicable. (A chairman may be appointed by the NAWIC Director or Director-Elect, when appropriate, each year.)

Reservations will be made with the Director or Chairman on a first-come, first-serve basis. Chapters should allow as much advance notice as possible when scheduling. Any required shipping arrangements (i.e. UPS or FedEx) will be charged to the scheduling chapter. The chapter will reimburse the Director or Chairman for the cost within five (5) days. Return shipment and shipping cost will be the responsibility of the scheduling chapter. The exhibit weighs approximately 10 pounds and should be insured for \$120.00. There is no rental fee to the chapters.

The tabletop exhibit does not include an inventory list or assembly instructions. The exhibit is silver stainless steel and folds out to three connected easels. One side of the easel is a red Velcro type material and the other side is a white board. It folds into a black bag. Should any part of the exhibit be damaged or parts lost while in the possession of a chapter, the chapter shall assume the costs of repair and/or replacement of missing parts. Chairman of the Exhibit will verify condition upon return. Upon receipt, the requesting chapter should inspect the exhibit. If there is anything wrong, contact the scheduling chairman immediately.

It shall be the responsibility of every chapter to order their own promotional materials (i.e. membership brochures, NAWIC Education Foundation or NAWIC Founders Scholarship Foundation brochures) from the NAWIC Office, NEF and NFSF for use with the display. Items displayed in conjunction with the exhibit represent the entire association - its members, objects and mission statement. They should be current and tastefully displayed.

The tabletop exhibit shall be shipped back to the Director or chairman within a 5 day period following the event for which it was used, or immediately if another chapter has scheduled it sooner. Any additional shipping requirements (i.e. 'next day') will be at the cost of the scheduling chapter.

The Tabletop Exhibit is the property of the Pacific Northwest Region and as such shall be maintained in good condition. It is the responsibility of each scheduling chapter to clean and make any necessary repairs before returning the exhibit.

PNWR - V3 – Final

Circulated: July 11, 2015

Approved: October 24, 2015