

## Exhibitor Policies and procedures

### Purpose

Exhibits at the conference are available for leaders to connect with resources that will benefit and enhance their church or ministry.

### Standards

The venue is held in a church facility and the conference is for church leaders. Behaviors contrary to church standards will not be acceptable. The use of raffles and other games of chance are prohibited; however, drawings for free merchandise and prizes are permitted. We reserve the right to restrict exhibitors which may be considered objectionable.

### Eligibility

We reserve the right to approve or disapprove exhibitors' applications based on the goals of the conference.

### Criteria for Eligibility

- 1. Products/Services.** We ask that exhibitors offer products/services that will benefit and enhance the churches or ministries of the conference attendees.
- 2. Exhibit purpose.** Exhibits are for the attendees to visit. Exhibitors may not "recruit, solicit, or sell outside their exhibit area. Exhibitors will not be allowed to provide products/services which are issue-oriented and would generate undue controversy.
- 3. Affiliation.** Exhibitors must have an affiliation with a church or Christian ministry.

### Application

To exhibit, the application must be completed and submitted to ....

### Exhibitor Profile

Due to the nature of the conference and the focus of the resources provided, we are asking each applicant to provide us with the name and telephone of a church or ministry you are associated with that we could contact for a reference.

### Exhibitor badges

Exhibitors will be issued up to two (2) complimentary name badges per space reserved. For security reasons, exhibitor badges must be worn while at the conference.

## **Exhibit Specifications and policies**

1. Exhibit spaces will be approximately 2m x 3m.
2. Exhibit spaces will be provided with 1 table and 2 chairs. Electricity is only available for a few spaces and will be an additional cost.
3. Exhibitors must keep all materials and signs within their space.
4. The playing of **loud** music, videos, noise making devices, flashing lights or any sort of distractions to other exhibitors will not be permitted.
5. The making and distributing of food is prohibited. The only exception will be individually wrapped candy.
6. Exhibitors are responsible for maintaining a clean neat and clean space.
7. All exhibits will be closed during all plenary and breakout sessions.
8. Exhibitors are to refrain from engaging children under age 18 as exhibit representatives. Children under 18 will not be registered with an Exhibitor badge.

## **Fee and Payment**

30 € with electricity

25€ without

Full payment is due within 24 hours after notification of acceptance of application.

## **Cancellation**

Exhibit space cancellation must be made in writing. We reserve the right to rent any cancelled space to another exhibitor.

## **Space Assignment**

Exhibit spaces will be assigned according to availability of preference, electricity, and needs of the conference.

**NO** exhibitor may permit any other business or ministry to use their assigned space.

## **Exhibit Set-up and Tear-down**

1. Exhibitors may arrive for set-up on March 8 between 18:00h-21:00h.
2. All exhibits must be set up by 10:00h on March 9.
3. Exhibits may be torn down after the final session on March 11.
4. Early tear-down may only be done during a pre-arranged time from the exhibit coordinator.

## **Safety**

For the safety of all exhibitors and attendees:

All exhibit materials, furniture, and signs must not block or obstruct any emergency exits, hallways, aisles, or fire safety equipment.

## **Insurance and liability**

All exhibitors must provide their own insurance for their exhibit and exhibitors. Neither the conference nor the church where the conference is held will be held liable for any injury, loss, theft or damage to exhibits or exhibitors. Exhibitors agree to hold harmless all conference and church leadership, staff, and volunteers. Security will be provided during all sessions while exhibits are closed.