



Exhibitor Policies and Procedures

The General Council of the Assemblies of God

1445 N. Boonville Avenue . Springfield, MO 65802 . www.ag.org

GENERAL COUNCIL EXHIBITS TEAM

SERVICES

- Sharon L. Lee, Director | Convention Services Group (CSG)
- Amanda M. White | Exhibitor Services (CSG)

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Who Attends the AG Leadership Conference

Approximately 300 District Directors and their spouses are expected in Branson.

The Purpose

The General Council of the Assemblies of God (GCAG) would like to acquaint our district leaders with businesses and resources that will benefit and enhance their ministries by providing a venue for exhibitors and vendors to display and share information about products and available resources.

Standards

The GCAG is a church fellowship and organization and reserves the right to restrict exhibits that are considered questionable.

Eligibility

GCAG reserves the right to refuse **Purchasers** if, after the acceptance of the **Application/Contract**, information is presented that would be inconsistent with the standards supported by **GCAG**.

Application/Contract

•In order to exhibit at the AG Leadership Conference, the Exhibitor Application/Contract must be completed, submitted to the Exhibit Coordinator within the appropriate deadlines, and approved by the GCAG.

•It is understood that this application, which will become a contract upon acceptance by the GCAG, is based upon the floor plan of exhibits, rates, terms and conditions, which constitute a part of, or are included in the Application/Contract.

•The GCAG reserves the right to decline any exhibitor as it deems necessary.

Booth Specifications and Policies

All individual booth spaces are primarily tabletop displays unless the display can fit in an area approximately 6'x8'.

1. Each space includes:
 - a. One 8' draped table and 2 chairs
 - b. Exhibitor badges for each representative
2. Power is available at additional cost. Please complete the Vendor Order Form and return to Amanda White at 417-862-7891 or awhite@ag.org.
3. All tables and/or structures must be finished or draped.
4. No banners, signs, or structures may be suspended from the ceiling.
5. Exhibits may not obscure the view of adjacent exhibits by placement of either displays or equipment.
6. The playing of loud music, videos, noise making devices, or any sort of distraction to other exhibitors is prohibited.
7. Exhibitors are responsible for maintaining a neat and clean booth area.
 - a. Do not stack cartons or storage units in the hotel exhibit area during open hours.
 - b. Shipping cartons/boxes are to be stored or placed beneath a draped table completely out of sight, as per city codes and Fire Marshall enforcement.
 - c. Material placed behind a booth backdrop cannot be visible from a side aisle or by an adjacent exhibitor.
8. The making of or distributing of popcorn and helium balloons is not permitted.
9. The GCAG name and/or emblems may not be used in any form to imply that an exhibitor is a part of or endorsed by the GCAG.

Opportunities

Exhibits, additional advertising, and sponsorship opportunities, are available. Please see "AG Leadership Conference Application/Contract".

Payments

Full payment must accompany the Application/Contract. Payments can be made by credit card (Visa, MasterCard, American Express, Discover), secured check, or personal check. Checks should be made payable to: **General Council of the Assemblies of God**. Please list **AG Leadership Conference** in the memo.

Space Assignment

Exhibit spaces are assigned by the GCAG on a first-come, first-served basis. The GCAG reserves the right to shift space at any time as necessary. **No space may be reserved without written registration and full payment received.** Telephone reservations are not accepted.

1. **Assigning space:** No exhibitor may assign, sublet, or apportion the whole or any part of space assigned, or exhibit therein, or permit any other person/company to exhibit therein any goods or services other than those manufactured or provided by the purchasing exhibitor. Exhibit space shared by two or more parties must be indicated on the Application/Contract.
2. **Literature/Materials:** Except for official convention materials, no literature may be placed in the Exhibit Hall, on cars, or distributed in non-Exhibit public spaces (breakout rooms, ballrooms, hallways, restroom facilities, etc.)
3. **Non-Exhibitors:** Persons/companies who have not purchased exhibit space are prohibited from exhibiting, distributing materials, or soliciting anywhere on the Chateau on the Lake premises.

Exhibitor Music Authorization

All exhibitors using live or recorded music are required to provide proof of legal authorization (e.g. exhibitor is the copyright owner; exhibitor has written permission from copyright owner, license covering the music). Without proof of authorization, exhibitors are prohibited from the use of live or recorded music in the exhibit.

Exhibitor Registration Badges

An exhibiting organization is issued one name badge per representative. Badges are non-transferable. Exhibitor badges must be picked up at check-in. Badges must be worn on premises at all times. Exhibitor badges allow access to all conference functions, other than closed sessions.

Exhibitor Housing

Exhibitor hotel room(s) should be reserved within the convention block. To book a room call 888.333.LAKE and mention you are with the Assemblies of God. If you wish to stay elsewhere please keep in mind you are responsible for your own transportation.

Liabilities

The GCAG is not responsible for the safety of exhibits against robbery, fire, or accident; nor accident to the exhibitor or their employees/representative. Security is provided during non-exhibit hours. Please see Certificate of Insurance section of document.

Cancellations

Exhibit space cancellations/changes must be submitted in writing to awhite@ag.org. No refunds will be made after January 22, 2018.

The GCAG reserves the right to rent any cancelled booth space to another exhibitor without obligation to return any part of the original exhibitor's paid fee if the cancellation notice is received after January 22, 2018. Payments for booth space are refunded if the convention is cancelled by an event which makes it impossible or impractical to hold the event.

Certificate of Insurance

Exhibitors that are not a department of the GCAG, or a consolidated affiliate covered under GCAG's insurance, must provide a Certificate of Insurance naming *The General Council of the Assemblies of God* as additional insured for the dates of February 6-9, 2018. The certificate must show general liability coverage at a minimum of \$1,000,000.00. Exhibitors must include this certificate with the exhibit space Application/Contract. Insurance may be purchased through the GCAG, at a cost of \$170, for those who do not carry the required minimum. To obtain the additional insurance, contact the GCAG corporate office at 800.454.2761.

Load-In/Load-Out

Exhibitors may load in at Chateau on the Lake on Tuesday, February 6th from 8 a.m.-1 p.m. Exhibitors will load-out Thursday, February 8th afternoon when exhibits close at 6pm.

Electrical & Equipment Items

Electrical services and additional exhibit items (chairs, tables, etc.) are available at a further cost to exhibitors and will need to be ordered using the Vendor Order Form. Please see *Chateau on the Lake* Vendor Form sent with this email. If you no longer have the Vendor Form, email awhite@ag.org and it will be sent to you. The *Chateau on the Lake* does not provide rental services for items such as televisions or furniture.

Schedule

Tuesday, February 6

8:00am – 1:00pm	Exhibitor Set-up
12:00pm – 1:30pm	Lunch
1:30pm – 6:00pm	Exhibits Open

Wednesday, February 7

7:30am – 8:30am	Breakfast
8:45am – 6:00pm	Exhibits Open
12:00pm – 1:00pm	Exhibits Open/Lunch

Thursday, February 8

7:45am – 8:45am	Breakfast
8:45am – 6:00pm	Exhibits Open
12:00pm – 1:30pm	Exhibits Open/Lunch
6:00pm	Exhibits Tear Down

**Due to the nature and purpose of the DDCM Conference, we ask that you please abide by the outlined schedule in order to help staff and attendees stay on task.

We want to give you opportunity to join us for meals throughout the week. Please see the Exhibitor Contract/Application for information about pricing and included meals.