



## Exhibitor Policies and Procedures

The General Council of the Assemblies of God  
1445 N. Boonville Avenue. Springfield, MO 65802-1894  
<https://www.cmnconference.com>

### The Purpose

The CMN Conference will be a two-and-a half day conference where church leaders from all over the country come together to celebrate. This event will intentionally invest in the spiritual health of church leaders as they hear from CMN Lead Team members, church planters, and other ministry leaders passionate about multiplying the church.

### 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 CMN Conference, the AG 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. All tables and/or structures must be finished or draped.
3. No banners, signs, or structures may be suspended from the ceiling.
4. Exhibits may not obscure the view of adjacent exhibits by placement of either displays or equipment.
5. The playing of loud music, videos, noise making devices, or any sort of distraction to other exhibitors is prohibited.
6. Exhibitors are responsible for maintaining a neat and clean booth area.
  - a. Do not stack cartons or storage units in the 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, the window

behind the booth (if applicable), or by an adjacent exhibitor.

7. The making of or distributing of popcorn and helium balloons is not permitted.
8. 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.

## 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 **CMN Conf. 20** in the memo.

## Space Assignment

Exhibit spaces are assigned by the Church Multiplication Network Team. 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 area, 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 premises of Oaks Church.

## 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 Housing

Exhibitors are responsible for securing their own travel and housing.

## 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. Exterior Security is provided during non-exhibit hours. It is recommended that all personal items and devices are not left unattended. Please see Certificate of Insurance section of document.

## Cancellations

Exhibit space cancellations/changes must be submitted in writing to [exhibits@ag.org](mailto:exhibits@ag.org). There is a 20% nonrefundable deposit. The date upon which the notice of cancellation is received in Conventions Services Group will apply as the official date of cancellation. Note the Cancellation dates below.

**Cancellations made after December 1, 2019 will be charged a 10% Cancellation Fee.**

**Cancellations made after January 31, 2020 will be charged a 50% Cancellation Fee.**

No refunds will be made after **February 7, 2019**.

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 31, 2020. 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 March 2-4, 2019. 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.

## Electrical & Equipment Items

Wifi is available to exhibitors at no extra cost. Electrical services are available but are VERY limited. Please email your electrical needs to [exhibits@ag.org](mailto:exhibits@ag.org). If a request is not submitted, electrical will not be provided. Please know that electricity is not guaranteed even with request.

## Load-In/Load-Out

Exhibitors may load in at Oaks Church on Monday, March 2<sup>nd</sup> from 9 a.m.-1p.m. Exhibitors will load-out Wednesday, March 4<sup>th</sup> afternoon when exhibits close at 12pm.

## Exhibits Schedule

### Monday, March 2

9:00am – 4:00pm	Exhibitor Set-up
4:00pm	Exhibits Open
7:00pm	Service Begins
9:00pm – 11:00pm	Exhibits Open

### Tuesday, March 3

8:00am – 4:30pm	Exhibits Open
9:00am	Morning Service
11:30pm – 1:00pm	Lunch (provided on-site)
1:00pm	Breakout Sessions Begin
4:30pm	Dinner Break (on your own)
5:30pm – 7:00pm	Exhibits Open
7:00pm – 9:00pm	Evening Service Begins
9:00pm – 11:00pm	Exhibits Open (optional)

### Wednesday, March 4

8:00am – 12:00pm	Exhibits Open
9:00am	Service Begins
12:00pm	Exhibits Tear Down