



NG **NEXT**
GENERATION
LEADERS CONFERENCE

Orlando, FL March 14-16, 2022

Exhibitors & Sponsors

POLICY & PROCEDURES



THE EVENT

WHO IS INVITED TO THE AG NEXT GENERATION LEADERS CONFERENCE

1,500 – 2,00 attendees are expected in Orlando, FL. Those in attendance include pastors, youth pastors, children’s pastors, and leaders from the local church who serve the next generation and other interested parties.

THE EVENT, GCAG, EXHIBITORS, AND SPONSORS

The AG Next Generation Leader’s Conference will hereinafter be referred to as “**The Event.**” The General Council of the Assemblies of God will hereinafter be referred to as “**GCAG.**” Exhibitors and/or sponsors will hereinafter be referred to as “**Purchaser.**”



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.

CRITERIA FOR ELIGIBILITY

1. **Competition.** There may be occasions when a Purchaser may have a product that directly or indirectly competes with those offered by GCAG and its affiliates. These will be considered on a case-by-case basis, and in most cases, will be denied.
2. **Products/Services.** GCAG asks that Purchasers offer products and/or services which will directly benefit and enhance the ministries of our churches and ministers. The following are among that WHICH CANNOT BE DISPLAYED AND/OR SOLD:
 - a. books, CDs, videos/DVDs FROM OTHER VENDORS (those not about/for your specific company/ministry);
 - b. food products of any kind, such as health food products;
 - c. personal care products, such as perfume and beauty products.
3. **Missions Agencies.** There shall be no missions agencies allowed (U.S. or international) without the approval of Assemblies of God Children's Ministries, National Youth Ministries, Assemblies of God U.S. Missions, or Assemblies of God World Missions.
4. **Colleges/Universities.** There shall be no colleges or universities allowed that are in competition with Assemblies of God schools.
5. **Exhibit Purpose.** Purchasers cannot:
 - a. Secure booth space simply to market products with no intent to have follow-up with churches and pastors.
 - b. Secure booth space for the purpose of providing prominence to products and services which are issue oriented and would generate undue controversy.
 - c. Secure booth space to provide a platform to survey or test ideas; products and services are to be credible and have a proven business record.
 - d. Recruit, solicit, or sell outside of the exhibit zone (i.e., concourses, general sessions, etc.), unless included in a sponsorship package or purchased workshop.

APPLICATION/ CONTRACTS

In order for Purchasers to participate at The Event, the APPLICATION / CONTRACT must be completed in its entirety through [The Event Online Portal](#). The Executive Leadership Team (ELT) will give final approval. It is understood this application will become a contract upon acceptance by the ELT. For exhibit space, acceptance is based upon the location selected in the exhibit area, rates, terms, and conditions, which all are included in the APPLICATION / CONTRACT. A similar process is required for sponsorship packages.

PAYMENTS

*Please reference the Sponsor & Exhibitor Event Kit for all booth and package prices.

For a confirmed booth space or package, full payment is required with the **APPLICATION / CONTRACT. No booth space will be reserved until full payment has been received.** Payment can be made by credit card (American Express, Discover, MasterCard, Visa). Do not combine exhibit fee payments with any other registration and/or function fees. Only exhibit space, sponsorships, and name badge fees may be paid together. If making full payment by check, please mail to:

The General Council of the Assemblies of God
Attn: Convention Services Group
1445 N. Boonville Ave
Springfield, MO 65802
Attn: Sheila Mixer/Janell Campbell

Exhibit Registration and payment deadline is January 31, 2022. We recommend getting your application in early because space is limited, and we do expect to sell out.

SPACE ASSIGNMENTS

Exhibit spaces will be assigned in the order in which they are confirmed. Booth preference should be indicated in the **ONLINE PORTAL**. If selections are already reserved, space will be assigned as close as possible to the request(s) submitted. Convention Services Group reserves the right to shift space at any time, if necessary, for logistical purposes. **Telephone reservations will not be accepted.**

- 1. Subletting Space.** No exhibitor shall assign, sublet, or apportion the whole or any parts of their assigned space, or exhibit or permit any other person or company to exhibit therein any goods other than those manufactured by or for the 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, distributed in the lobby, or elsewhere. Except for official convention posters and signs, no posters, placards, signs, banners, or similar items, may be posted or displayed except in exhibit booths unless included in a sponsorship package.

- 3. Non-Exhibitors.** Persons or companies not assigned booth space in the Exhibit area will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit area unless included in a sponsorship package.

BOOTH AMENITIES

All individual booth spaces include:

- Standard Booth dimensions are 10' wide x 6' deep; booths cannot exceed 8' in height.
- Covered 6' standard table upon request
- 2 chairs (more for larger packages)
- Power is available upon request
- Trash can

BOOTH GUIDELINES

- 1. Height Guidelines.** Booth displays and backgrounds may not obscure the view of neighboring exhibitors.
 - a. No special signs, booth construction (including backdrops), media equipment, or lighting fixtures are permitted in excess of these heights, including the 8' back wall. **IF THE BOOTH WILL VARY FROM THIS STANDARD, IT WILL REQUIRE APPROVAL FROM CONVENTION SERVICES GROUP AND POSSIBLY INVOLVE MOVING TO A DIFFERENT SPACE TO ALLOW FOR THE VARIANCE.**
- 2. Finished Sides and Masking Drapes.** Booth backgrounds and/or product displays must be neat in presentation.
- 3. Sound Levels.** The playing of loud music, videos, noise-making devices, or any sort of distractions is not permitted.
- 4. Clean/Presentable Booth Space.** Exhibitors are responsible for maintaining a neat and clean booth.
 - a. Do not stack cartons in the aisle during open hours.
 - b. Please take empty cartons (for trash removal) to the trash bin that will be provided.
 - c. All combustible items (i.e., shipping cartons/boxes, materials) are to be stored—nothing stored under exhibit tables or inside the booth.
- 5. Popcorn/Balloons.** The making and distributing of popcorn and balloons or balloons filled with helium are prohibited.
- 6. Confetti/Glitter/Rice.** The use or throwing of confetti, glitter, rice, or other similar items is prohibited.

7. **Stickers.** Adhesive-backed (stick-on) decals or similar items are not permitted and may not be distributed within the facility or parking areas (i.e., bumper stickers, promotional fun stickers, etc.). Any costs incurred by the facility for the removal of these will be charged back to the exhibitor.
8. **Handouts and Giveaways.** Any giveaways or materials to be handed out from the booth MUST be approved prior to the event. Please submit your request to lwarning@ag.org prior to February 7, 2022. We reserve the right to remove any materials that are not pre-approved for this conference.
9. **Children.** For insurance and safety reasons, children under the age of 18 are ONLY permitted in the exhibit area during OPEN exhibit hours. Children under the age of 18 are NOT permitted during booth setup and teardown for any reason. Exhibitors are to refrain from engaging children under age 18 in booths as representatives.
10. **Logo.** The General Council of the Assemblies of God (GCAG) name, logo, or other national program names and logos cannot be used in any form to imply that an exhibit is a part of or endorsed by GCAG.

CANCELLATIONS

Exhibit space or Sponsorship cancellations and/or changes must be submitted in writing and will be refunded with the exception of a minimum 10% cancellation fee. In the event promotional items have been produced which cannot be retracted at the time the written notice is received (i.e. printed guidebook), additional fees may be withheld based on the value of the ministry exposure. **No refunds will be made after January 31, 2022.** The date upon which the notice of cancellation is received in Convention Services Group will apply as the official date of cancellation.

GCAG reserves the right to rent any cancelled booth space to another exhibitor without returning any part of the original exhibitor's paid fee if the cancellation notice was received after **January 31, 2022.**

Payments for booth space will be refunded if **The Event** is cancelled by any circumstance which makes it impossible or impractical to hold **The Event**.

LIABILITIES

GCAG shall not be held responsible for the safety of exhibits against robbery, fire, or accident; nor accident to the exhibitor or their employees. Security will be provided during all hours of **The Event**, including when the Exhibit area is closed.

CERTIFICATE OF INSURANCE

All exhibitors that are not a department of the **GCAG** or a consolidated affiliate covered under **GCAG's** insurance must provide Convention Services Group a **Certificate of Insurance** naming The General Council of the Assemblies of God as the additional insured for the dates of **March 14-16, 2022**. This certificate must show general liability coverage of **\$1,000,000 minimum**, per occurrence. Please include this **Certificate of Insurance** with your **APPLICATION / CONTRACT**. Exhibitor insurance can be purchased through **GCAG** if you do not carry the required limit. The cost for the insurance is approximately \$170. To request an application for the exhibitor insurance, please contact the Corporate Insurance office at 800-545-2761. Once you've received and completed the application, it should be forwarded with your payment directly to K & K Insurance as indicated on the form.

The **Certificate of Insurance** from your insurance carrier or K & K Insurance must be received by **February 7, 2022**. Failure to provide the required proof of insurance will result in the exhibitor not being able to exhibit at **The Event**. Further, the participant promises to hold harmless the sponsor (The General Council of the Assemblies of God) and its representatives, including employees, and its volunteers, for any injury related to the activity.

EXHIBITOR REGISTRATION BADGES

An exhibiting company is issued up to 2 (or more depending on purchased package) complimentary name badges per space reserved unless otherwise indicated by purchased sponsorship package. Additional badges are **\$99 each** through January 31, 2022. After **January 31, 2022**, each additional badge will cost \$135.

Exhibitor badges can be picked up at the Registration Desk upon arrival. For security reasons, exhibitor badges must be worn to gain access to the exhibit area for booth setup/teardown, as well as during published exhibit area open hours.

CHILDREN AND FAMILY MEMBERS

Exhibitors are welcome to bring family members to the convention. Exhibitors are to refrain from engaging children under the age of 18 as company representatives in the booth space. Children under 18 will not be registered with an Exhibitor badge.

EXHIBITOR SETUP AND TEARDOWN

- a. **Personally Owned Vehicles (POVs).** POVs are scheduled to unload Sunday from 3 p.m. – 9 p.m. and Monday from 9 a.m. – 3 p.m.
 - i. Exhibitors must handle their own Load-In/Load-Out: Exhibitors are responsible to handle their own materials in and out of the church. Exhibitors who use box-style rental trucks are strongly recommended to ensure it is equipped with a lift gate to assist in unloading.
 - ii. Exhibitors MAY use their own manual dollies, hand carts, flat carts and pallet jack.
 - iii. Any damage to the church facility will be the sole financial responsibility of the individual exhibitor who causes the damage.
- b. **Parking.** Daily parking will be available to all exhibitors. Please refer to parking map that will be sent closer to The Event date. Oversized vehicles, or POV's with trailers may be assigned to a designated area.
- c. **Equipment Space Clearance.** A 3' clearance must be maintained between all event-related equipment and all permanent facility structures (i.e., walls, columns, pillars, fire hose columns, doors, etc.) during move-in/out. At no time shall any event-related equipment be permitted to lean against walls or columns. Any repairs required due to damage caused by non-adherence to this policy will be billed to you at prevailing labor and material rates.
- d. **Early Dismantling.** Early dismantling of exhibit space is not permitted. If an exhibitor proceeds in this manner, this will jeopardize opportunities to exhibit at future national AG events.

FIRE DEPARTMENT REQUIREMENTS

For the protection of the facility and for those guests either working or attending an event, the guidelines **FOR ALL EXHIBITS** are as follows.

Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways, and aisles must be kept clear and unobstructed. Fire lanes must be maintained at all times.

ALL EXHIBIT CONSTRUCTION AND DECORATION MATERIAL MUST BE FLAME RETARDANT.

- a. All woodwork, stage scenery, furnishings, decorations, and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- b. Plywood less than ¼” in thickness must be flame-retardant-treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame-retardant marking/labeling verified.
- c. Combustible containers such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area.
- d. Combustible materials such as pamphlets and other paper products shall be limited to a one-day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths.
- e. All fabrics, films, draperies, curtains, and similar furnishings must be flame resistant as demonstrated by testing in accordance with the National Fire Protection Agency (NFPA) 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- f. Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo, and thatch must be treated with a flame retardant.
- g. Additional flame-retardant treatments shall be applied in accordance with the appropriate product direction.
- h. The use of Styrofoam products for set construction is not permitted.
- i. Oil cloth, tar paper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant through spray or dip application are prohibited.
- j. Vertical carpet is also prohibited unless it is flame retardant.
- k. Documentation: Please have the material’s fire resistive documentation available prior to the show opening and available for review upon request on-site. If documentation for the material is not available, proof of satisfactory flame retardancy may include a field flame test based on NFPA 701. This will require the material to have a 1” x 4” sample cut. Please note that the NFPA 701 test is a “destructive test” and the sample could be discolored or destroyed.

EXHIBITOR HOUSING

A list of recommended lodging can be found on the conference website, nextgenconference.ag.org/About/Hotels.

SALES TAX

Exhibitors will abide by all other provisions of application rules and regulations of government agencies. Each exhibitor must comply with taxable sales by the city/state in which **The Event** is held.

Each exhibitor must be prepared to collect, verify, and remit local and state sales taxes (termed “Transaction Privilege Tax” or “TPT”). For information on sales tax please visit: <http://dor.myflorida.com/dor/gta.html>

SCHEDULE

SUBJECT TO CHANGE

Sunday, March 13

3:00 p.m. Exhibitor Load-In/Setup

Monday, March 14

8:00 a.m. – 3:00 p.m.	Additional exhibit setup time if needed
9:00 a.m.	Pre-Con Check-in/Early Registration
10:00 a.m. – 12:00 p.m.	Pre-Con Sessions (Part 1)
12:00 p.m. – 1:00 p.m.	Lunch on-site for registered Pre-Con attendees
1:00 p.m. – 3:00 p.m.	Pre-Con Sessions (Part 2)
4:00 p.m. – 7:00 p.m.	Registration Opens/Exhibits Open
7:00 p.m. – 9:00 p.m.	Opening General Session (All Exhibits Closed)
9:00 p.m. – 11:00 p.m.	After Party - Exhibits Open (Optional)

Tuesday, March 15

7:30 a.m.	Exhibitor access
8:00 a.m.	Exhibits open
9:00 a.m. – 10:15 a.m.	General Session ALL EXHIBITS CLOSED DURING General Sessions
10:30 a.m. – 11:20 a.m.	Masterclass & Breakout Session #1
11:30 a.m. – 1:00 p.m.	Lunch (provided on-site)
1:00 p.m. – 1:50 p.m.	Masterclass & Breakout Session #2
2:00 p.m. – 2:50 p.m.	Masterclass & Breakout Session #3
2:50 p.m. – 3:15 p.m.	Break with Refreshments
3:15 p.m. – 5:00 p.m.	General Session ALL EXHIBITS CLOSED
5:00 p.m.	Exhibits open - Dinner on your own
6:00 p.m. – 9:00 p.m.	Exhibitors can close down anytime they deem appropriate
9:00 p.m.	Missions Exhibitors and Platinum secondary booths must be dismantled

Wednesday, March 16

7:30 a.m.	Exhibitor Access
8:00 a.m.	Exhibits Open
9:00 a.m. – 10:00a.m.	Masterclass Session
10:15 a.m. – 12:00 p.m.	Closing General Session ALL EXHIBITS CLOSED
12:00 p.m. – 1:00 p.m.	Exhibits Open
1:00 p.m. – 3:00 p.m.	Exhibits tear down/load out

Early dismantle will not be permitted.

Exhibits must be staffed during all open hours and closed during all General Sessions. All attendees will be required to have a registration badge to access the Exhibit area.

Missions and secondary Platinum exhibitor spaces must be dismantled by 9:00 p.m., March 15th.

All exhibitors must be out of the building no later than 3:00 p.m. on March 16th.

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