



Exhibitor Policies and Procedures

The General Council of the Assemblies of God

Chi Alpha Campus Ministries USA

1445 N. Boonville Avenue. Springfield, MO 65802-1894

<https://www.allnationsxa.com>

The Purpose

All Nations is a catalytic conference that Chi Alpha Campus Ministries USA hosts to help move international students from friendship to leadership. We invite you to help move international students from friendship to leadership through various sponsorships.

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 All Nations 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 Exhibitor Package includes:
 - a. 10'x10' space
 - b. One 8' table and 2 chairs
 - c. Pre-service slide on rotation as appropriate
 - d. Ad on app
 - e. One Registration included (includes hotel room)
 - f. 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 **All Nations Conference** in the memo.

Space Assignment

Exhibit spaces are assigned by the Chi Alpha 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 the Renaissance Hotel and Convention Center.

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. Group rate available at host hotel upon request.

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 and sponsorship cancellations/changes must be submitted in writing to exhibits@ag.org. There is a \$200 nonrefundable deposit for exhibitors and a \$500

nonrefundable deposit for sponsors. The date upon which the notice of cancellation is received in Conventions Services Group will apply as the official date of cancellation.

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 April 19, 2019. 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 May 23-27, 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 not available to exhibitors. Electrical services are available but are VERY limited. Please email your electrical needs to 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 the Renaissance Hotel and Convention Center on Friday, May 24th from 11 a.m.-3p.m. Exhibitors will load-out Sunday, May 26th evening when exhibits close at 7 pm.

Schedule

Friday, May 24

11:00am – 4:00pm	Exhibitor Set-up
4:00pm – 7:00pm	Exhibits Open
10:00pm – 11:00pm	Exhibits Open (optional)

Saturday, May 25

8:00am – 7:00pm	Exhibits Open
10:00pm – 11:00pm	Exhibits Open (optional)

Sunday, May 26

8:00am – 7:00pm	Exhibits Open
7:00pm	Exhibits Tear Down