POLICIES and PROCEDURES for Exhibitors & Sponsors

2020 National Youth Convention and Fine Arts Festival

**General Council of the A/G**

**Convention Services Group**

**417-862-2781, Ext. 4056**

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**POLICIES and PROCEDURES: Exhibitors | Sponsors**

**National Youth Convention & Fine Arts Festival**

**THE GENERAL COUNCIL OF THE ASSEMBLIES**

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

[www.faf.org](http://www.faf.org)

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# WHO ATTENDS

# THE NATIONAL YOUTH CONVENTION and FINE ARTS FESTIVAL

More than 10,000 attendees are expected in Houston. Those in attendance include pastors, youth pastors, volunteer youth leaders, Jr. and Sr. High School students, parents, extended family members and other interested parties.

# EXHIBITOR/SPONSOR/ADVERTISER = PURCHASER

Throughout the remainder of this document, “Exhibitor,” “Sponsor,” “Advertiser,” will hereinafter be referred to as “***Purchaser***.” The General Council of the Assemblies of God (National Youth Ministries) will hereinafter be referred to as “***GCAG”.***

# THE PURPOSE

**GCAG** would like to acquaint our constituency with business and ministry resources which 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**

**GCAG** is a church Fellowship. The use of raffles and other games of chance are prohibited; however, drawings for free merchandise and prizes are permitted. **GCAG** reserves the right to restrict **Purchasers** which may be considered objectionable.

# 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

## 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 are considered on a case by case basis.

##  Products/Services

We ask that ***Purchasers*** offer products/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:

1. books, CDs, videos/DVDs from other vendors;
2. food products of any kind, such as health food products;
3. personal care products, such as perfume and beauty products.

##  Missions Agencies

There shall be no missions agencies allowed (U.S. or International) without the approval of Assemblies of God U.S. Missions or Assemblies of God World Missions.

##  Colleges/Universities (ELT Updated 3-19-09)

There shall be no colleges or universities allowed that are in competition with Assemblies of God schools.

##  Exhibit Purpose

Exhibitors cannot secure booth space simply to market their products with no intent to have follow-up. Exhibitors may not “recruit, solicit or sell” outside of the exhibit area (i.e., sessions, NFAF presentations, etc. unless included in a Sponsorship package).

##  Exhibit Purpose (Issue Oriented)

Exhibits are not for the purpose of providing prominence to products/services which are issue-oriented and would generate undue controversy.

##  Proven Business Record

Exhibitors must have a proven business record with their products/services. Exhibits are not to provide a platform to survey or test ideas; rather, they are to provide products/services which are credible and proven.

# BOOTH SPACE APPLICATION/CONTRACT

##  Application/Contract

In order to exhibit, the ***Application/Contract*** must be completed in entirety and submitted to Convention Services Group through the online registration link for Columbus20 Exhibits/Sponsorships. The Executive Leadership Team (ELT) gives final approval to ALL exhibitors. **It is understood this application becomes a contract upon acceptance by the ELT.** Acceptance is based upon the diagram of exhibits, rates, terms and conditions, which constitute a part of, or are included in the ***Application/Contract***.

# BOOTH SPECIFICATIONS AND POLICIES

All individual 10’ x 10’ booth spaces include:

* 1. 8’ high pipe/drape backdrop;
	2. 3’ high matching pipe/drape side dividers (all drape being flame retardant);
	3. 1 identification sign, 7” x 44”

Furniture, carpet, signs, labor and material handling are available at additional cost and must be ordered through **Excel Decorators**, Inc., the official general contractor for FAF, Columbus20.

***NOTE:*** Once approval has been granted, the exhibits ***Purchaser*** will be contacted by Excel Decorators regarding how to order additional equipment and/or services.

* + All tables must be finished or draped
	+ Exhibitors must have a company ID sign, either provided by the decorator (as stated above), or on your own. **Your assigned booth number(s) needs to be on the ID sign.**

The GCAG or National Youth Ministries names or emblems cannot be used in any form to imply that an exhibit is a part of, or endorsed by, the GCAG or National Youth Ministries.

# ADDITIONAL SERVICES

For all additional services, the exhibitor will need to complete the appropriate forms and send them to the service provider. See below for list of additional services. These forms can be found in the Excel Decorator Kit or sent to you upon request. To receive these forms by email, send a request to exhibits@ag.org .

* **Smart City** - Internet and Telephone
* **GRBB**– Electrical, Rigging, Vacuuming, Mopping, Carpet Cleaning and Porter Service.

Levy is the exclusive food and beverage provider and therefore no other food or beverage is permitted to be brought in and distributed from your booth space. If you need additional information regarding booth catering please send a request to exhibits@ag.org.

## **Flying Signage**

Banners, signs, or structures which need to be suspended from the ceiling will need approval from Convention Services Group.

Height Guidelines - Display

Booth displays and backgrounds may not obscure the view of adjacent exhibitors. In linear configured booths, backgrounds and/or product displays may extend out from the booth back line half the depth of the booth and from that point to the aisle a maximum of 4’ high. The maximum back wall height is 8’.

## **Height Guidelines – Perimeter Booth**

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12’.

## **Height Guidelines – End Cap Booth**

End-cap Booths are 10’ x 20’. The maximum back wall height of 8’ is allowed only in the rear half of the booth space and within 5’ of the two side aisles.



## **Height Guidelines – Island Booth**

An Island Booth is any size booth exposed to aisles on all four sides. The maximum allowable height is 16’ with prior approval from **GCAG** Convention Services Group.

\*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.

## **Finished Sides**

Booth backgrounds and/or product displays must have “finished” side portions of the exhibit so they will not be unsightly or objectionable to adjacent exhibitors. Convention Services Group reserves the right to have such finishing drapery added at the exhibitor’s expense.

## **Sound Levels**

The playing of loud music, videos, noise making devices, or any sort of distractions to other exhibitors is not permitted.

## **Clean/Presentable Booth Space**

Exhibitors are responsible for maintaining a neat and clean booth.

1. Do not stack cartons in the aisle during open hours.
2. Please take empty cartons (for trash removal) to the rear of the Exhibit Hall in order to maintain a professional appearance.
3. Shipping cartons/boxes are to be stored with **Excel Decorators** or placed beneath a draped table completely out of sight.
4. Materials placed behind a booth backdrop must not be visible from a side aisle or by an adjacent exhibitor.
5. Masking drapes are required and the charges are billed to the exhibitor.
6. The Fire Marshall may require exhibitors to store shipping containers and boxes of materials with **Excel Decorators** as per city codes.

## **Items not allowed in Booth**

1. The making and distributing of popcorn and helium balloons is prohibited.
2. The use or throwing of confetti, glitter or rice is prohibited.
3. 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 cost incurred by the facility for the removal of these items will be charged back to the exhibitor.
4. Giveaway items, such as footballs, Frisbees, etc. must be approved by the Convention Services Group before they are distributed from the exhibit space. For questions and/or approval of ALL giveaway items, please email Exhibits at exhibits@ag.org .
5. Secular music is not permitted in the exhibit booths.

## **Children**

For insurance and safety reasons, children under the age of 18 are ONLY permitted in the Exhibit Hall during OPEN Exhibit Hall hours. They are not permitted in the Exhibit Hall during set-up or tear-down. Exhibitors are to refrain from engaging children under age 18 in booths as representatives.

# BOOTH FEES/PAYMENTS

## **Booth Fees**

* + **$6,950** (20’ x 20’) Island Booth
	+ **$2,950** (10’ x 20’) Prime Endcap Booth
	+ **$2,500** (10’ x 20’) Standard Endcap Booth
	+ **$1,950** (10 x 10) Prime Booth Space
	+ **$1,500** (10’ x 10’) Standard Booth Space

Deadline to register is **July 3, 2020.**

## Exhibit Space/Volunteer Exchange

National Youth Ministries offers one free (10’ x 10’) booth space per (10) volunteers provided for the National Youth Convention and Fine Arts Festival on a first-come, first-served basis, with a maximum of 3 spaces. Deadline to register for Volunteer exchange is **May, 15, 2020.** Additional information and requirements for this exchange can be obtained at [www.youth.ag.org/exhibitors](http://www.youth.ag.org/exhibitors) or by emailing faf@ag.org .

## **Exhibitor Registration Badges**

An exhibiting company is issued up to two complimentary name badges per space reserved, which are non-transferable to other individuals. Additional badges are $10 each. A *Registration Link* will be emailed to you upon the acceptance of your **Application/Contract**. Badges are mailed prior to the convention for those that register before July 3, 2020. Exhibitor badges can be picked up at the Exhibitor Registration Desk upon arrival, held under the company name. For security reasons, exhibitor badges must be worn to gain access to the Exhibit Hall for booth set-up/tear-down, as well as during published Exhibit Hall open hours.

## **Payments**

The prices of the exhibits vary by booth. Please refer to the Exhibit Diagram for booth location and price. Exhibit spaces will be assigned on a first‐come, first‐served basis according to preferences indicated on the Exhibitor/Sponsor Application. If selections are already reserved, the booth space will no longer appear as an option. Convention Services Group reserves the

right to shift space at any time, if necessary, for logistical purposes. **There is a 20% non‐refundable deposit per booth that will be due at the time of purchase.** The deposit may only be paid for via credit card. Subsequent payments may be made by credit card or by mailing in a

check. ***Telephone reservations will not be accepted.*** Checks are to be made payable to ***General Council of the Assemblies of God.*** Do not combine exhibit fee payments with any

other registration and/or function fees. Only exhibit space and name badge fees may be paid together.

## **Cancellations**

Exhibit space cancellations/changes must be in writing. The date upon which the notice of cancellation is received in Convention Services Group will apply as the official date of cancellation. Note the cancelation dates below.

**Cancelations made after June 1, 2020 will be charged a 10% Cancelation Fee.**

**Cancelations made after July 3, 2020 will be charged a 50% Cancelation Fee.**

The National Office 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 was received after **July 3, 2020.**

Payments for booth space will be refunded if the convention is cancelled by an event which makes it impossible or impractical to hold the convention.

# SPACE ASSIGNMENTS

Exhibit space is assigned on a first-come, first-served basis according to preference indicated on the **Application/Contract**. If selections are already reserved, space is assigned as close to the request(s) submitted. Convention Services Group reserves the right to shift space at any time if necessary. No space is reserved without a completed application and full payment. Telephone reservations are not accepted.

1. **Assigning Space**. No exhibitor shall assign, sublet, or apportion the whole or any parts of space assigned, or exhibit therein, or permit any other person/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 Hall, 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 sponsorship/advertising package.
3. **Non-Exhibitors.** Persons/companies not assigned booth space in the Exhibit Hall will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit Hall unless in a sponsorship/advertising package.

# CERTIFICATE OF INSURANCE

All exhibitors that are not a department of the General Council of the Assemblies of God (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 Certificate Holder as well as the additional insured for the dates of July 29- August 4, 2018. 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 direct to K&K Insurance.

The ***Certificate of Insurance*** from your insurance carrier or K&K Insurance must be received by **July 3, 2020**. Failure to provide the required proof of insurance will result in the exhibitor not being able to exhibit at the National Youth Convention and Fine Arts Festival. Further, the participant promises to hold harmless the sponsor (General Council of the Assemblies of God) and its representatives, including employees, and its volunteers, for any injury related to the activity.

# EXHIBIT HALL

Exhibits are located in the Greater Columbus Convention Center, Hall C/D. National Youth Convention/Fine Arts Registration is also in Exhibit Hall C/D.

## **Exhibit Hall Schedule**

**SUN, August 2** 9 am - 5 pm Set-up All Exhibits

 9 am - 5 pm POV’s Unload

 ***No set-up past this day.***

**MON, August 3 7** - 7:30 am Exhibitor Orientation

 7:30 - 8 am Exhibits Inspection

 8 am - 6 pm **Exhibits Open**

**TUE, August 4** 8 am - 6 pm **Exhibits Open**

**WED, August 5** 8 am - 6 pm **Exhibits Open**

**THU, August 6** 8 am - 6 pm **Exhibits Open**

**FRI, August 7** 8 am - 3 pm **Exhibits Open**

 3 - 10 pm Begin Dismantle

 ***Early dismantle is not permitted.***

Exhibits must be staffed during all open hours. All attendees are required to have a registration badge to access the Exhibit Hall. See ***Registration*** at [www.faf.org](http://www.faf.org) for more information.

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# EXHIBITOR SET-UP AND TEAR-DOWN

**Personally Owned Vehicles (POV’s)** are scheduled to unload beginning 9 a.m. on August 2, 2020.

1. **POV Load-In/Load-Out Policy**
2. **Exhibitors handling their own Load-in/Load-out:** Exhibitors may handle their own hand-carried materials in and out of the Exhibit Hall provided it can be done without powered equipment. Exhibitors who prefer to unload their own rental trucks are strongly recommended that their truck is equipped with a lift gate to assist in unloading since exhibitor’s use of the dock is prohibited.
3. **Exhibitors needing assistance with Load-in/Load-out**: Exhibitors who require the use of a dock to have their vehicle unloaded will be unloaded exclusively by Excel Decorators and the materials will be weighed and charged at the drayage and material handling rates per the Exhibitor Kit information.
4. **IMPORTANT NOTE:** Heavy POV traffic may require that POV’s are routed to the docks, as deemed by security. Any POV’s routed to the docks are subject to loading and unloading by Excel Decorators. **WE STRONGLY URGE EXHIBITORS TO SHIP ITEMS IN ADVANCE AS POV UNLOADING SPACE IS NOT GUARANTEED DURING PERIODS OF HIGH TRAFFIC.**
5. **Use of Dollies, Forklifts, etc.** ***(updated 9-29-10)***
	1. **Powered Equipment:** Any materials requiring the use of powered equipment for delivery (i.e., forklifts, pallet jacks, etc.) must be handled by Excel Decorators.
	2. **Manuel Equipment:** Exhibitors MAY use their own manual dollies, hand carts, flat carts and pallet jacks.
6. **Tarmac.** Exhibitors may NOT park on the tarmac while setting up. You must move your POV’s as soon as they are unloaded and then return to set-up.
7. **Parking.** Parking instructions and map will be provided to exhibitors closer to the event.
8. **Escalators.** Transportation of any show equipment or material is not permitted on escalators at any time. Failure to adhere to this regulation will result in the disabling of the escalators.
9. **Equipment Space Clearance.** A three (3) foot 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 are billed to you at prevailing labor and material rates.
10. **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 Assemblies of God conventions.

# TEMPERATURE CONTROL/ENERGY CONSERVATIONS

Efficient and cost effective energy management is a major priority. The George R. Brown Convention Center does not provide air conditioning for exhibitor move-in or move-out, due to dock doors being open.

# FIRE DEPARTMENT REQUIREMENTS

## **Multi-Level Exhibits & Covered Booths over 300 SF**

The definition of a Multi-Level Booth is to construct a level or tier atop an exhibit or portion of an exhibit, with the intention of being occupied by one or more persons. Multi-Level Booths, regardless of square footage, and Covered Booths exceeding 300’ require additional approval and fire watch preparations prior to their acceptance on the exhibit hall floor by the GRBCC.

Please contact Convention Services Group for more details.

## **Fire Department Requirements for All Exhibits**

For the protection of the facility and for those guests either working or attending an event the following guideline is to be followed:

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 leading from the GRBCC must be kept clear and unobstructed. Fire lanes must be maintained at all times on the loading dock.

## **Information Regarding Flame Resistance**

**ALL EXHIBIT CONSTRUCTION AND DECORATION MATERIAL** must be flame retardant.

1. **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.
2. **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.
3. **Combustible containers** such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area. Excel Decorators will be able to assist with storage options.
4. **Combustible materials** such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Excel Decorators will be able to assist with storage options.
5. **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.
6. **Acoustical and decorative material** including by not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with flame retardant.
7. **Additional flame retardant treatments** shall be applied in accordance with the appropriate product direction.
8. **The use of Styrofoam products** for set construction is not permitted.
9. **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.
10. **Vertical carpet** is prohibited unless it is flame retardant.

**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 then 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.

**Smoke Detectors:** Operational single station smoke detectors shall be provided in all enclosed exhibits exceeding 120 SF with roofs (i.e. recreational vehicles, mobile homes, tents, trailers, etc.) Covered exhibits and booths exceeding 300 SF shall obtain prior approval and comply with additional automatic sprinkler protection requirements.

1. RV’s campers, tractor trailers, and other vehicles with more than 120 SF of ceiling shall have an operational smoke detector per divided section.
2. Tents over 800 SF that are erected on the facility property may require a special permit.

For additional assistance, contact Convention Services Group at any time regarding Exhibit Hall planning and compliance.

# EXHIBITOR MUSIC AUTHORIZATION

All exhibitors using live or recorded music are required to provide proof of legal authorization (i.e., you are the copyright owner; you have written permission from the copyright owner, you have a copyright license covering the music). Failure to provide this documentation means you cannot use live or recorded (audio and/or video) music in your exhibit booth. Proof of music authorization must be received by **July 3, 2020.** Secular music is not permitted in the exhibit booths.

# EXHIBITOR HOUSING

A block of hotel rooms is reserved for exhibitors. Upon approval of your application, housing information is communicated to you.

# CHILDREN AND FAMILY MEMBERS

Exhibitors are welcome to bring family members to the convention. Exhibitors may not engage children under age 18 in booths as company representatives. Children under 18 are not issued an Exhibitor badge.

# GOVERNMENTAL AND CONVENTION CENTER REGULATIONS

Exhibitors must 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 convention is held.

# SALES TAX

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: <https://comptroller.texas.gov/>

# LIABILITIES

The General Council of the Assemblies of God, Inc., shall not be held responsible for the safety of exhibits against robbery, fire, or accident; nor accident to the exhibitor or their employees. Security is provided during non-exhibit hours.

# # #