

# Greensboro, NC - 96<sup>th</sup> International Assembly

## Exhibit Dates July 27-31, 2010



# EXHIBITS POLICIES & INFORMATION



## THE CONVENTION

More than 6,000 delegates and visitors are expected to attend. Those in attendance include pastors, Christian education directors, youth, children's and music ministers, Sunday school workers, evangelists, church growth specialists, and others.

## PURPOSE

The International Assembly of the Church of God of Prophecy, (henceforth referred to as COGOP) aims to acquaint our constituency with business and ministry leads, which will benefit and enhance their ministries. The Exhibit Hall is not meant to be a marketplace, but a service to our attendees.

## STANDARDS

The Church of God of Prophecy is a church denomination. Smoking, alcoholic beverages, profanity, and immodest apparel are contrary to the church standard. The use of raffles and other games of chance is prohibited. (Giveaways are encouraged, that are not in violation of this code.) The International Assembly of the COGOP reserves the right to restrict exhibits which may be considered objectionable.

## BOOTH FEE

10' x 10' booths are available for \$900.00, see "Booth Specifications and Policies" for additional information. The booth fee is for space, limited furniture, and 2 exhibitor name badges. Multiple booths are permitted.

## HOUSING

A list of available housing facilities is available on the International Assembly website, [www.cogop.org](http://www.cogop.org). Neither White Wing Publishing House nor the Church of

God of Prophecy is responsible for reservations or housing liabilities of exhibitors. Early reservations are recommended.

## CHILDREN AND FAMILY MEMBERS

Exhibitors are welcome to bring family members to the convention. They must be registered. Exhibitors are to refrain from engaging children under age 18 in booths as company representatives; children under age 18 will not be registered with an exhibitor badge. For your convenience, enclosed is a registration form for registering your family members. The Exhibits Coordinator's office will not register any persons other than approved exhibitors.

## EXHIBIT HALL LOCATION

Exhibits are located in the Greensboro Coliseum East Exhibit Hall.

## EXHIBIT HALL HOURS UPDATE

The Exhibit Hall opens for sales Tuesday, July 27, 2010 at 12:00 pm and closes at 6:00 pm Saturday, July 31. Exhibit booths must be staffed the full hours the Exhibit Hall is open.

### Tentative Schedule\*

Monday (setup)	1:00pm — 8:00 pm
Tuesday	12:00 pm — 6:30 pm
Wednesday	9:00 am — 6:30 pm
Thursday	9:00 am — 6:30 pm
Friday	9:00 am — 1:00 pm
Friday	4:00 pm — 6:30 pm
Saturday	9:00 am — 6:00 pm
Saturday (tear down)	6:00 pm — 10:00 pm

\* The final schedule will be posted November, 2009.

All exhibitor booths must be dismantled and cleared from the Coliseum by 10:00 pm July 31.

## APPLICATION/CONTRACT

The Exhibit Coordinator's office will handle all exhibit contract registration and questions. Use only the official Exhibit Space Application/Contract and the Exhibition Registration Form for your exhibit business and make certain all information is correct and complete.

It is understood that this Application, which will become a Contract upon acceptance by the Exhibits Coordinator, is based upon rates, terms and conditions, which constitute a part of, or are included in this Application/Contract.

## LIABILITIES

Neither the General Assembly Task Force, White Wing Publishing House, the Exhibits Coordinator, nor the Church of God of Prophecy shall be held responsible for the safety of exhibits against robbery, fire, natural disasters, or accidents; nor accident to the exhibitor or their employees. Security will be provided during non-exhibit hours.

## EXHIBITOR INSURANCE

Each exhibitor is required to provide insurance coverage for his product within the Greensboro Coliseum.

## EXHIBITOR MUSIC AUTHORIZATION

Each exhibitor using live or recorded (audio and/or video) music is required to provide the Exhibit Coordinator proof of legal authorization (e.g., you are the copyright owner, you have written permission from the copyright owner, you have a copyright

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license covering the music). Failure to provide this documentation nullifies the Application/Contract and a person/company cannot exhibit at this convention.

The exhibitor is to mail this documentation to the Exhibits Coordinator no later than June 23, 2010.

## SALES TAX

Each exhibitor is required to file and report proper documentation for all sales following the North Carolina sales tax law.

## SPACE ASSIGNMENTS

Exhibit spaces will be assigned on a first-come-first-serve basis according to preferences marked on the Application/Contract (front row, middle row, end-cap, etc.). If these selections are already taken, the Exhibits Coordinator will assign your space. The Exhibits Coordinator reserves the right to shift space at any time if it's necessary to do so. No spaces will be reserved without a written application and full payment. Space will not be reserved by telephone.

No exhibitor shall 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 other than those manufactured by or for the exhibitor. Exhibit space shared by two or more parties must be indicated on the Exhibit Space Application/Contract.

**Except for official convention materials, no literature may be placed in the convention 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. **Any breach of this policy may result in removal of your exhibit from the convention.**

## EXCLUSIONS

Persons/companies not assigned space in the Exhibit Hall will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit Hall.

## PAYMENTS

Full booth fee payment is required with the Application/Contract. No refund for cancellations after June 1, 2010. The date upon which the notice of cancellation is received in our office shall apply as the official date of cancellation.

Application/Contracts will be accepted by fax or mail, but ONLY with full payment by Credit Card or check. Space will not be reserved until payment is received in full.

## CANCELLATIONS

Exhibit space cancellations or changes must be in writing. The Exhibits Coordinator reserves the right to rent any canceled booth space to another exhibitor without obligation to return any part of the original exhibitors paid fee after June 11, 2010. The date upon which the notice of cancellation is received in our office shall apply as the official date of cancellation. Notify the Exhibits Coordinator no later than June 1, 2010 for consideration of a partial refund.

## REGISTRATION/BADGES

An exhibiting company is issued two (2) complimentary name badges, which are nontransferable to another individual. Additional badges are \$5.00 each for those pre-registered and \$10.00 each on-site; replacement badges will be issued upon payment of an additional \$1.00 fee per badge.

Badges will not be mailed prior to the convention. Exhibitor badges must be picked up at the Exhibitor Registration Desk in the East Hall upon arrival. Badges will be held under the company name. When the badges are picked up, you will be marked "present" and no refund considerations apply.

REMINDER: Exhibitor badges are a means of helping provide security to your booth and its contents by restricting entry to the Exhibit Hall by authorized persons only. Please wear your exhibitor badge to enter prior to daily opening and during your work hours in the Exhibit Hall.

## BOOTH SPECIFICATIONS AND POLICIES

1. All booth spaces are 10' x 10' with an 8' backdrop and 36" side divider, trash receptacle, and a booth identification sign consisting of two lines of copy stating the exhibitor's name, city and state, and booth number.

2. All tables must either be finished or draped.

3. Exhibitors must have a company identification sign, either the one provided by the decorator (as stated above) or your own.

4. Exhibitors must display their booth number.

5. No banners, signs, or structures may be suspended from the ceiling.

6. In all booths, backgrounds, and/or product displays 8' high may extend out from the booth back line 2' the depth of the booth and from that point to the aisle a maximum of 4' high.

7. 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. The Exhibits Coordinator reserves the right to have such finishing done at the exhibitor's expense, billing the exhibitor for charges incurred.

8. No special signs, booth construction (including backdrops), media equipment, or lighting fixtures are permitted in excess of 8' in height, without prior approval from the Exhibits Coordinator.

9. Exhibitors are responsible for maintaining a neat and clean booth. Shipping cartons/boxes are to be stored with the Convention Decorator or placed beneath a draped table(s) fully out of sight. Materials placed behind a booth backdrop must not be visible from a side aisle or by an adjacent exhibitor; masking drapes will be required and the charges billed to the exhibitor. You may be required by the Fire Marshal to store your shipping containers and boxes with the decorator, as per city codes.

During the Exhibit Hall open hours empty cartons are not to be placed in the aisles; exhibitors are responsible to take empty, disposable cartons to an area assigned by the center.

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10. **The playing of loud music, videos, or any sort of distractions to other exhibitors will not be permitted in booths.** See “Exhibitor Music Authorization” elsewhere in this information.

11. The Church of God of Prophecy name and emblem, and other national program names and emblems, cannot be used in any form to imply that an exhibit is a part of or endorsed by the Church of God of Prophecy.

## DECORATOR SERVICE KIT

Complete information will be mailed to approved exhibitors in advance of the convention. Booth furniture and equipment are available from the official decorator, George Fern Company, at additional cost to the exhibitor. Draping and other decorative materials must be flame proof.

## SHIPPING, HANDLING, STORAGE

The exhibitor must make arrangements for materials to be shipped to the convention city prior to the scheduled set-up time Monday, July 26, 2010 at 1:00 pm, as per instructions in the Decorator Service Kit. Shipments must be prepaid by the exhibitor and at his own risk and expense. Pre-convention storage of displays and materials is to be arranged by the exhibitor with the convention decorator. Do not ship direct to the convention center (*no exceptions*) or your motel/hotel.

## SET-UP AND MOVE-OUT

Exhibits must set up Monday, July 26, 2010, between 1 pm and 8 pm or Tuesday, July 27, 8 am – 11:00 am. NO EXHIBITOR MAY WAIT UNTIL AFTER 11 AM TUESDAY TO SET UP AN EXHIBIT—AN EMPTY SPACE AT 11:00 am ON TUESDAY, July 27, MAY BE REASSIGNED TO FILL THAT SPACE TO MAINTAIN AN ATTRACTIVE EXHIBIT HALL. Booth inspection will be from 11 am – 12:00 pm Tuesday, July 27, with all exhibits opening at 12:00 pm, Tuesday, July 27.

Dismantling of exhibits will be from 6:00–10:00 pm Saturday evening, July 31.

The exhibit hall must be vacated by 10:00 pm. Early dismantling by an exhibitor will jeopardize whether or not the person/company will be permitted to exhibit at future national and international conventions of The Church of God of Prophecy.

## GOVERNMENT AND CONVENTION CENTER REGULATIONS

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 convention is to be held. See “Sales Tax” elsewhere in this information.

## ELIGIBILITY

**The Church of God of Prophecy and White Wing Publishing House reserve the right to refuse exhibition space to any applicant for any reason.** In addition, the Church of God of Prophecy reserves the right to refuse exhibit space to any exhibitor if, after the acceptance of the Application/Contract,, information comes to the attention of the Church of God of Prophecy which in the reasonable judgement of the Church of God of Prophecy, demonstrates that the proposed exhibit would be inconsistent with the standards espoused by the Church of God of Prophecy.

1. **Exhibitor must offer products/services not in conflict with the same or similar to those offered by White Wing Publishing House or in conflict with other COGOP ministries. Non-compliance will result in dismissal from the conference without a refund.**

2. Exhibitor must offer products/services, which will directly benefit and enhance the ministries of our churches and ministers.

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