

PLEASE EMAIL KOSTREM@MNAOG.ORG WITH EXHIBIT SPACE QUESTIONS.



District Council/Equip Conference April 19-21, 2018

APPLICATION FOR EXHIBIT SPACE

HOW TO REGISTER:

1. Complete application and scan to kostrem@mnaog.org or mail to Equip Conference 1315 Portland Ave S Minneapolis, MN 55404
2. Pay online at equipconference.org/exhibitors, mail a check with application, or pay over the phone (contact Janel at 612-332-2400).
3. Kristen will follow up with you via email.

Exhibit Space:	# of Booths
• EQUIP Only VIP (4x10) Add	\$425 x _____ = _____
Electricity	+ \$0 x _____ = _____
• EQUIP Missionary 1/2 Booth	\$200 x _____ = _____
• Add Electricity	+ \$25 x _____ = _____
• EQUIP Only General (4x10)	\$325 x _____ = _____
• Add Electricity	+ \$25 x _____ = _____
Grand Total:	_____

Descriptions:

3-Day VIP Booth: Sold Out

EQUIP Only VIP Benefits: (1) Host a 4'x10' VIP booth inside the Atrium during EQUIP only! (2) Electricity at no cost, if desired (3) Listed on "VIP Visit Card," whereby attendees may receive your initials and be entered into a special Equip drawing for visiting every VIP booth!

3-Day General Booth: Sold Out

EQUIP Only Missionary 1/2 Booth: Share an 8-foot table/4'x10' booth with another missionary during EQUIP only!

EQUIP Only General Booth: Host a 4'x10' booth inside the Atrium during Equip only!

Note: All booths include an 8-foot table and will be located in the atrium or foyer (none in gym). Atrium exhibitors will need to close and leave during the limited time frames where events take place in room.

Authorized Signature (read, sign and print name):

By signing below, I hereby acknowledge that I have read, understand, and agree to the General Terms and Conditions set forth in the attached Exhibitor Contract Guidelines. I further acknowledge that failure to abide by these Guidelines may result in the loss of my Exhibitor Privileges without recourse or refund. Contracted exhibit space that is not fully set-up by 2:00 p.m. on Friday will be released. COMPLETING AND SUBMITTING THIS APPLICATION AND PAYMENT IS NOT A GUARANTEE OF SPACE OR PLACEMENT. THIS APPLICATION SHALL NOT BE A BINDING CONTRACT UNTIL THIS PAGE OF THE APPLICATION HAS BEEN SIGNED BY THE EXHIBITOR, SUBMITTED WITH PAYMENT, AND CONFIRMED BY A CONFIRMATION EMAIL FROM AN AUTHORIZED REPRESENTATIVE OF THE MINNESOTA DISTRICT COUNCIL (MDC). SHOULD MDC NO LONGER HAVE SPACE OR NOT CONSENT TO ACCEPTING APPLICATION HOWEVER, ALL PAYMENT FUNDS WOULD BE REFUNDED TO APPLICANT.

Company Name

Primary Contact Name

Payer's Name on Online or Check Payment

Address City, State, Zip

Contact Phone Number

Email address

Products and Services (Check one):

- Retailer**
 Artist
 Ministry Non-Profit
 Distributor
 Non-Profit
 Other

Nature of Business

Would you be interested in Equip Sponsorship information?

Would you be interested in donating a giveaway? If so, what?

Print Name

Signature

Date

COMPLETING THIS APPLICATION IS NOT A GUARANTEE OF SPACE. Please keep a copy of this application.

Exhibitor Contract Guidelines

All matters and questions not covered by the Exhibitor Contract Guidelines are subject to the decision of Minnesota District Council (MDC). These Contract Guidelines may be amended or supplemented at any time by MDC and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the original Rules and Regulations.

Qualifications:

Applicants are required to submit the nature of their business and the scope of their products and/or services to be exhibited. This and other information are provided on the Exhibitor Application, which must be completed by each vendor seeking to exhibit at the conference. MDC reserves the right to deny any application to exhibit.

Assignment of Space:

Within the VIP Exhibitor spaces and the General Exhibitor spaces, prime location will be given—at the discretion of MDC—to Exhibitors on a first come, first served basis, corresponding to the payment submission date.

Use of Space:

The space contracted-for is to be used solely for the Exhibitor whose name appears on the Exhibitor Application, and it is agreed that the Exhibitor will not sublet nor assign any portion of that space without written consent of MDC.

Hold Harmless:

MDC and Cedar Valley Church shall in no way be responsible for damage, injury, loss, or destruction of any property of Exhibitor, its agents, employees, licensees, or invitees that may occur during the DC/Equip Conference event.

Cancellation by Exhibitor:

If notification of cancellation is received by March 19, 2018, a non-refundable cancellation fee of \$50.00 will be issued. There will be no refunds for exhibit cancellations made after March 19, 2018.

Rights in the Event the Exhibit is Not Held:

Should MDC elect to cancel the Exhibit, **MDC's liability to Exhibitor shall be the refund of any payments for booth space received.** MDC shall not be liable for any consequential damages which may arise from such cancellation. Should the Exhibit be canceled due to circumstances beyond the control of MDC, including but not limited to acts of God, acts of war, governmental emergency, labor strike or destruction of exhibit facility, MDC shall return each Exhibitor's space payment less a pro-rata share of costs and expenses incurred.

Security and Insurance:

MDC and Cedar Valley Church and their respective agents and employees shall not be responsible for the safety of the property of the Exhibitor and its agents or employees from theft, damage by fire, accident, or any other cause. It shall be the Exhibitor's responsibility to maintain such insurance against personal injury and property damage liability in such amount as the Exhibitor deems appropriate.

Installation and Dismantling:

Exhibitor shall observe the established move-in and move-out times as follows: Set-up begins at 10 a.m. on Thursday, April 19, and must be completed by 12:00 p.m. "Equip Only" space hosts may begin set up at 7:30 a.m. on Friday, April 20, and must be set up by 2:00 p.m. Teardown for all tables must take place at, and no sooner than the start of the final session on Saturday, April 21. Failure to remove an exhibit at the allowed time will afford MDC the right to remove same to a warehouse, subject to the Exhibitor's disposition, with all charges to follow at no liability to MDC.

Exhibit Design and Amenities:

All exhibits must remain within the confines of their own space, and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, cause injury or affect the display of other Exhibitors. Arrangements for electricity can be made available at no additional charge. Wi-Fi will be accessible to Exhibitors; however, due to constraints of facility, MDC does not guarantee high-speed internet access. Any additional expenses incurred in association with special arrangements are the responsibility of the Exhibitor.

Compliance:

Exhibitor agrees to adhere to and be bound by all (1) applicable fire, utility, and building codes and regulations; (2) any rules and regulations of Cedar Valley Church; (3) the terms of all leases and agreements between MDC and said facility; (4) the Americans with Disabilities Act, to the extent required to make Exhibitor's exhibit accessible to persons with disabilities; and (5) the terms of all leases and agreements between MDC and any party relating to the Exhibit. Exhibitor shall not do or permit others to do anything in the facility which would in any way increase the insurance premiums payable by MDC or the facility.

Restrictions:

- MDC reserves the right to restrict exhibits that may have been falsely entered, or may be deemed unsuitable, objectionable or detract from the general order of exhibits.
- Because of aggressive enforcement laws related to copyrighted music, we must ask our exhibitors either (1) not to play live or recorded music that is subject to licensing by BMI, ASCAP or any other organization authorized to license copyrighted music, or (2) to obtain themselves, at their sole expense, the proper license from the copyright holder.

Badges:

All representatives of exhibiting organizations are required to wear an authorized badge—given by MDC—while in the exhibit area and to conference functions. Each exhibitor will receive two complementary badges to District Council and two complementary badges to Equip, depending on confirmed booth type. Any additional booth volunteers or assistants must purchase an individual registration at equipconference.org. Sharing/transferring a badge is appropriate if one representative leaves the venue as another representative arrives to host the booth in his/her place.

Hospitality Suites:

By executing this contract, Exhibitor agrees that its entire exhibit and display will be confined to the exhibit hall and the booth space assigned. Exhibitor agrees not to operate hospitality suites during regularly scheduled hours of meeting, exhibits or other MDC functions.

Violations of Exhibitor Contract Guidelines:

Violations of these Exhibitor Contract Guidelines will afford MDC the right to prohibit Exhibitor from exhibiting at the current year's conference (in which case Exhibitor shall forfeit its booth payments) and/or prohibit Exhibitor from exhibiting at future conferences.