

PLEASE EMAIL EXHIBITOR QUESTIONS TO [kostrem@mnaog.org](mailto:kostrem@mnaog.org).

**MDC District Council/  
EQUIP Conference  
April 25-27, 2019**

**APPLICATION FOR  
EXHIBIT SPACE**

**HOW TO REGISTER:**

1. Complete application and mail to  
DC/EQUIP Conference  
1315 Portland Ave S  
Minneapolis, MN 55404  
**Or scan and email to [kostrem@mnaog.org](mailto:kostrem@mnaog.org).**
2. Submit payment at [equipconference.org/exhibitors](http://equipconference.org/exhibitors),  
by mailing a check to the address listed above, or by  
calling Janel at 612-332-2400.
3. Kristen will follow up with you.
4. Call 612-332-2400 or email  
[kostrem@mnaog.org](mailto:kostrem@mnaog.org) with questions.

Exhibit Options:		# of Booths	Total
• General Space (4x10)	\$350	x _____	= _____
Add Electricity	+ \$25	x _____	= _____
• VIP w/ Electricity (4x10)	\$475	x _____	= _____
• VIP—No Electricity (4x10)	\$475	x _____	= _____
• Missionary 1/2 booth	\$200	x _____	= _____
Add Electric	+\$25	x _____	= _____
• Display Missionary Cards Only	\$0		Yes / No
I want to be listed on the VIP Visit Card:			Yes / No
<b>Grand Total</b>			_____

Company Name

Primary Contact Name

Payer's Name on Online or Check Payment

Title/Position

Address City, State, Zip

Contact Phone Number

Email address

- **VIP (4'x10' space with 8 foot covered table) benefits:** (1) Prime location—at the discretion of MDC—may be given a first come, first served basis, corresponding to the date of submitted payment. (2) Electricity at no cost, if desired (3) Listed on "Passport Card" for attendees to stop by VIP booths and be entered into a finale giveaway.
- **General (4'x10' space with 8 foot covered table) space:** Preferred general-booth space locations may be assigned on a first-come, first-serve basis, according to the date of submitted payment.
- **Missionary 1/2 Booth (half of a 4'x10' space with 8 foot covered table):** Share a table with another missionary.
- **Display Missionary Cards Only:** MN AGWM missionaries and missionary associates may display prayer cards as part of 8-foot tables featuring MN missionaries' prayer cards.

**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 12:00PM on Thursday, April 25, will be released. COMPLETING AND SUBMITTING THIS APPLICATION AND PAYMENT IS NOT A GUARANTEE OF SPACE OR PLACEMENT. THIS APPLICATION WILL 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, ALL PAYMENT FUNDS WOULD BE REFUNDED TO APPLICANT.

**Products and Services (Check one):**

- Retailer     Non-Profit     Ministry Non-Profit  
 Distributor     Artist     Sponsor

Nature of Business/Scope of Products or Services

Would you be interested in event sponsorship information?

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

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 BTG, 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 identify the nature of their business and the scope of their products and/or services to be exhibited on the Exhibitor Application, which must be completed by each vendor seeking to exhibit at the Thrive Conference. MDC reserves the right to deny any application to exhibit.

## Assignment of Space:

Prime locations will be given—at the discretion of BTG—to event sponsors and then VIP Exhibitors on a first come, first serve basis, corresponding to the date of submitted payment. General Exhibitors will be assigned a booth space to a preferred general location on a first-come, first-serve basis, according to the date of submitted payment.

## 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.

## Hours of Space Operation:

Tables must be open at all times (with someone at your booth), except during the main sessions.

## Hold Harmless:

The Minnesota District Council of the Assemblies of God shall not be responsible in any way for damage, loss, or destruction of any property of Exhibitor or for any injury to 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 25, 2019, a non-refundable cancellation fee of \$50.00 will be issued. There will be no refunds for exhibit cancellations made after March 25, 2019.

## Rights in the Event the Exhibit is Not Held:

Should MDC select to cancel the Exhibit, **MDCs liability to Exhibitor shall be the refund of any payments received for booth space.** MDC shall not be liable for any consequential damages which may arise from such a 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 Emmanuel Christian Center and their respective agents and employees shall not be responsible for the safety of the property of the Exhibitor, 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 10:00 a.m. on April 25 and must be completed by 12:00 p.m. Teardown must take place at, and no sooner than the start of the final session on Saturday, April 27. Failure to remove an exhibit at the allowed time will afford MDC the right to remove Exhibitor's items 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 a \$25 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 Emmanuel Christian Center; (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 while in the exhibit area and to conference functions.
- All VIP and General Booth registrants will receive two complimentary exhibitor badges to District Council and two complimentary badges to EQUIP. Any additional booth volunteers or assistants must purchase an individual registration at [equipconference.org](http://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.
- **Additionally, if the exhibitor is also qualified to vote during District Council, he or she would need to register for District Council in order to vote ([equipconference.org](http://equipconference.org)).**
- Missionary 1/2 Booths and Display Missionary Cards Only registrations include two complimentary exhibitor badges for District Council. **These do not include** complimentary badges to the EQUIP Conference, however. Registrants must be part of a registered church or register individually at [equipconference.org](http://equipconference.org).
- **Additionally, if the exhibitor is also qualified to vote during District Council, he or she would need to register for District Council in order to vote ([equipconference.org](http://equipconference.org)).**

## 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.

## Donations:

Exhibitors are eligible to donate an item, gift basket, or certificate toward EQUIP Conference giveaways. MDC may incorporate these donations into a larger basket or grouping of items so as to create a larger giveaway gift. MDC does not promote or guarantee mentions of the specific donation/Exhibitor organization from the stage; however, Exhibitors may include any promotional materials along with their donation for the recipient to receive. Please have any donated gift to the MDC office (address on front side of form) by March 25, 2019. Thank you for your consideration to offer a giveaway gift!

## 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.