2019

58TH GENERAL COUNCIL

POLICIES AND PROCEDURES
EXHIBITORS AND SPONSORS

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GENERAL COUNCIL OF THE ASSEMBLIES OF GOD | Convention Services Group
1445 N. Boonville Avenue, Springfield, MO 65802

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Who Comes to General Council?

Approximately 26,000 attend General Council. Those include pastors of all ministries of the church, Christian Education directors, Sunday school workers, evangelists, missionaries, church growth specialists, family members, students, and others.

The Event, GCAG, Exhibitors and Sponsors

The General Council event will hereinafter be referred to as ***"The Event."*** The General Council of the Assemblies of God (or National Office) will hereinafter be referred to as "***GCAG***." Exhibitors and/or sponsors will hereinafter be referred to as "***Purchaser***."

The Purpose

The Event is a means to acquaint the Assemblies of God constituency with business and ministry resources which

will benefit and enhance their ministries. ***Purchasers*** are encouraged to display and share information about products and resources that support ministries of the local church. ***The Event*** is the largest gathering of our Fellowship and offers many opportunities to make valuable contacts.

Standards

The Assemblies of God is a church Fellowship. Smoking, alcoholic beverages, profanity, and immodest apparel are contrary to the church standard. 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

1. **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 will be considered on a case by case basis, and in most cases will not be approved.
2. **Products/Services.** ***GCAG*** asks that ***Purchasers*** offer products and/or services which will directly benefit and enhance the ministries of our churches and ministers. The following are among that <u>which cannot be displayed and/or sold</u>:
    a. books, CDs, videos/DVDs <u>*from other vendors*</u> *(those not about/for your specific company/ministry)*;
    b. food products of any kind, such as health food products;
    c. personal care products, such as perfume and beauty products.
3. **Missionaries.** Assemblies of God appointed missionaries are not permitted to have individual booth spaces. However, they can be represented through their respective divisions and departments.
4. **Evangelists/Itinerant Ministers.** Assemblies of God evangelists and itinerant ministers (in full-time capacity) are permitted to secure exhibit space, collectively. They may display/sell only the materials which their ministries produce (i.e., electronic media of personal ministry or personally authored materials). No third party products or services may be displayed or sold.
5. **Churches.** Assemblies of God churches are not permitted to have exhibit space. <u>However, booth space can be provided for Assemblies of God churches in the host city of ***The Event***</u>.

The exhibit should be a collective space, representing all host city area churches and coordinated through the District Office.
6. **Church and/or Worship Pastors** ***(Updated 6-1-15)*****.** Assemblies of God pastors who are on staff are not permitted to have exhibit space. Itinerate evangelists/worship leaders may exhibit under certain guidelines – contact CSG for more information.
7. **Missions Agencies** ***(ELT Updated 3-19-09)*****.** 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.
8. **Colleges/Universities** ***(ELT Updated 3-19-09)*****.** There shall be no colleges or universities allowed that are in competition with Assemblies of God schools.

9. **Exhibit Purpose.** ***Purchasers*** cannot:

   a. Secure booth space simply to market products with no intent to have follow-up with churches and pastors.

   b. Secure booth space for the purpose of providing prominence to products and services which are issue-oriented and would generate undue controversy.

   c. Secure booth space to provide a platform to survey or test ideas – products and services are to be credible and have a proven business record.

   d. Recruit, solicit, or sell outside of the exhibit zone (i.e., concourses, general sessions, etc.), unless included in a sponsorship package.

Application/Contracts

In order for ***Purchasers*** to participate at ***The Event***, the **APPLICATION / CONTRACT** must be completed in its entirety, and submitted to Convention Services Group at Exhibits@ag.org. The Executive Leadership Team (ELT) will give final approval. **It is understood this application will become a contract upon acceptance by the ELT.** For exhibit space, acceptance is based upon the location selected in the exhibit hall, rates, terms and conditions, which all are included in the **APPLICATION / CONTRACT**. A similar process is required for sponsorship packages.

Business Profile

Applicants who have never exhibited at ***The Event*** are to provide two business references. The **PROFILE FORM** can be downloaded at www.generalcouncil.ag.org, or may be requested from the Exhibits Coordinator in Convention Services Group. If an applicant has conducted business with an Assemblies of God district office, church, or pastor, please use at least one of these as a reference. **PROFILE FORMS** are due prior to submitting an application to the Executive Leadership Team. ***Note***: In the absence of references, the ELT may approve an application subject to receipt of favorable references no later than **April 1, 2019**.

Booth Specifications and Policies

1. All individual 10' x 10' booth spaces include:

   a. 8' high pipe/drape backdrop;

   b. 3' high matching pipe/drape side dividers (all drape being flame retardant);

   c. 1 identification sign, 7" x 44."

2. Additional furniture (tables, chairs), electrical, internet, floral needs, etc., are available at additional cost and must be ordered through **Excel Decorators, Inc.,** the official general contractor for ***The Event***. ***NOTE:*** A link to Excel Decorators will be posted on-line **January 2019.**

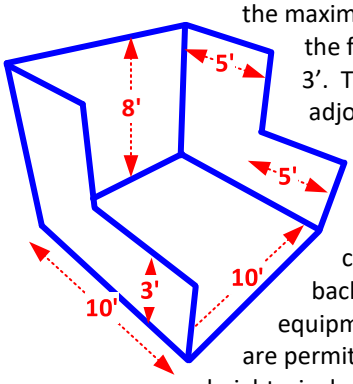
   a. All tables must be finished or draped.

   b. Exhibitors must have a company ID sign, either provided by the decorator, or by the exhibitor. **Assigned booth number(s) must be on the ID sign.**

3. **Flying Signage.** No banners, signs, or structures may be suspended from the ceiling without written approval from Convention Services Group. For approval, email exhibits@ag.org.

4. **Height Guidelines.** Booth displays and backgrounds may not obscure the view of neighboring exhibitors.

   a. In **linear booths**, the maximum height allowed in the rear half of the booth is 8' – the maximum height allowed in the front half (to the aisle) is 3'. This applies to the adjoining pipe/drape to an exhibiting neighbor.



   b. 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.

5. **Finished Sides – Masking Drapes.** Booth backgrounds and/or product displays must have finished side portions of the exhibit – this allows for optimal presentation. Convention Services Group reserves the right to finish undone spaces at the exhibitor's expense.

6. **Sound Levels.** The playing of loud music, videos, microphones, noise making devices or any sort of distractions is not permitted.

7. **Clean/Presentable Booth Space.** Exhibitors are responsible for maintaining a neat and clean booth.
    a. Do not stack cartons in the aisle during open hours.
    b. Please take empty cartons (for trash removal) to the rear of the Exhibit Hall.
    c. All combustible items (i.e., shipping cartons/boxes, materials) are to be stored with **Excel Decorators** – nothing stored under exhibit tables or inside the booth. This is a requirement from the Fire Marshal as per city codes.
8. **Giveaway Items.** Giveaway items must be approved by Convention Services Group before they are distributed from the exhibit space. Objects intended to be thrown such as footballs, Frisbees, etc. will not be permitted. For questions and/or approval of ALL giveaway items, please email exhibits@ag.org .
9. **Popcorn/Helium Balloons.** The making and distributing of popcorn and helium balloons are prohibited.

10. **Confetti/Glitter/Rice.** The use or throwing of confetti, glitter or rice is prohibited.
11. **Stickers.** 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 costs incurred by the facility for the removal of these will be charged back to the exhibitor.

12. **Children.** For insurance and safety reasons, children under the age of 18 are ***ONLY*** permitted in the Exhibit Hall during ***OPEN*** Exhibit Hall hours, avoiding booth set-up and tear down. **Security monitors this very closely**. Exhibitors are to refrain from engaging children under age 18 in booths as representatives.

13. The General Council of the Assemblies of God name, logo, or other national program names and logos cannot be used in any form to imply that an exhibit is a part of, or endorsed by ***GCAG***.

Booth Fees *(the price of the booth varies depending on the size and location)*

- **(1) Prime: $1,950**
- **(1) Standard: $1,500**

Exhibit Registration Deadline July 1, 2019.

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.*** Payments can be made by credit card (American Express, Discover, MasterCard, Visa), or check. 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.

Space Assignments

Exhibit spaces will be assigned on a first-come, first-served basis according to preferences indicated on the **APPLICATION / CONTRACT**. If selections are already reserved, space will be assigned as close to the request(s) submitted. Convention Services Group reserves the right to shift space at any time, if necessary, for logistical purposes. Telephone reservations will not be accepted.

1. **Subletting Space.** No exhibitor shall assign, sublet, or apportion the whole or any parts of their assigned space, or exhibit or permit any other person or 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 a sponsorship package.

3. **Non-Exhibitors.** Persons or companies not assigned booth space in the Exhibit Hall will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit Hall unless included in a sponsorship package.

Locations

Exhibits are in the Orange County Convention Center (OCCC) West Building, Hall B. Exhibitor check-in will be in the back of the Exhibit Hall. ***The Event*** registration will be in the OCCC first floor Lobby and General Council business and general sessions will be in Hall A.

Exhibit Hall Schedule

TUE, JULY 30	8 a.m.-5 p.m.	**Set-up All Exhibits**
	9 a.m.-5 p.m.	POV's Unload
	No set-up past this day.	
WED, JULY 31	9 a.m.-6 p.m.	**Exhibits Open**
THU, AUG 1	9 a.m.-6 p.m.	**Exhibits Open**
FRI, AUG 2	9 a.m.-6 p.m.	**Exhibits Open**
SAT, AUG 3	9 a.m.-12 noon	**Exhibits Open**
	12 noon-10 p.m.....	Dismantle
	Early dismantle will not be permitted.	

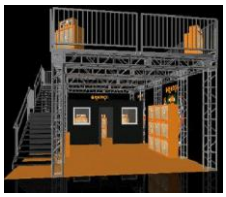
Exhibits must be staffed during all open hours. All attendees will be required to have a registration badge to access the Exhibit Hall. See ***Registration*** at www.generalcouncil.ag.org for more information.

Exhibitor Set-up and Tear-down

1. **Personally Owned Vehicles (POV's).** POV's are scheduled to unload Tuesday from 8 a.m.-5 p.m.
2. **POV Load-In/Load-Out Policy** ***(Updated 9-29-2010).***
   - **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 to make sure that it is equipped with a lift gate to assist in unloading since exhibitor's use of the Docks is prohibited.
   - **Exhibitors needing assistance with Load-In/Load-Out:** Exhibitors that require the use of a dock to have their vehicle unloaded will be unloaded exclusively by **Excel Decorators** and have their materials weighed and charged at the drayage and material handling rates per the Exhibitor Kit (published on-line January 2019).
   - ***IMPORTANT NOTE:*** Heavy POV traffic may require POV'S to be 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.**
3. **Use of Dollies, Forklifts, etc.** ***(Updated 9-29-2010).***
   - **Powered Equipment.** Any materials requiring the use of powered equipment for delivery, (i.e., forklifts, electric pallet jacks, etc.), must be handled by **Excel Decorators**.
   - **Manual Equipment.** Exhibitors ***MAY*** use their own manual dollies, hand carts, flat carts and pallet jacks.
4. **Tarmac.** Exhibitors may NOT park on the tarmac while setting up. You must move your vehicle(s) as soon as they are unloaded and then return to set-up.
5. **Parking.** OCCC has confirmed a daily parking fee of $12 to all attendees. Exhibitors will receive this same parking arrangement and will still be asked to wear an exhibitor badge. For more parking information please go to http://www.occc.net/Attendee-Parking.
   - **$12, Passenger Vehicles**
   - **$25, Over-sized Vehicles**
   - **Oversized Vehicles.** Parking for large vehicles/trailers is available on a first-come, first served basis.
   - **Overnight Parking.** This is not permitted.
   - **Recreational Vehicles (RV's).** RV's may use the OCCC parking area for parking purposes only.
6. **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.
7. **Equipment Space Clearance.** A 3'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 will be billed to you at prevailing labor and material rates.

8. **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 AG events.

Multi-Level Exhibits & Covered Booths Over 300 Square Feet



The definition of a multi-level booth is a structure with 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 OCCC. Contact Convention Services Group for more information.

OCCC Fire Department Requirements for All Exhibits

For the protection of the facility and for those guests either working or attending an event, OCCC guidelines are as follows. 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 OCCC 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.

- **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.
- **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.
- **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.
- **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.

- **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.
- **Acoustical and decorative material** including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.
- **The use of Styrofoam products** for set construction is not permitted.
- **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.
- **Vertical carpet** is also 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, 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 square feet with roofs (i.e., recreational vehicles, mobile homes, tents, trailers, etc.). Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.

RV'S, campers, tractor trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.

TENTS – Interior tents, erected as part of an exhibit, should adhere to OCCC's Multi-Level and Covered Booth Guidelines whether over or under 300 square feet, and may require a special permit. For additional assistance, contact Convention Services Group regarding Exhibit Hall planning, compliance, and permits.

Exhibitor Music Authorization

All exhibitors using live or recorded music are required to provide proof of legal authorization. For example:

- 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 1, 2019.**

Exhibitor Registration Badges

An exhibiting company is issued up to 2 complimentary name badges per 10'x10' space reserved, (these are non-transferable to other). Additional badges are $10 each.

Badges will be mailed prior to ***The Event***, for those that register before **July 1, 2019**. 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.

Exhibitor Housing

A block of hotel rooms will be reserved for exhibitors. Upon approval of your application, housing information will be communicated to you. Although exhibitors will be responsible for their own housing, a link will be provided to make reservations. Every exhibiting organization will be eligible to reserve two hotel rooms per 10x10 space.

Children and Family Members

Exhibitors are welcome to bring family members to the convention. Exhibitors are to refrain from engaging children under the age of 18 as company representatives in the booth space. Children under 18 will not be registered with an Exhibitor badge.

Governmental 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 Event*** is held. See "Sales Tax" within this guide.

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:

http://dor.myflorida.com/dor/gta.html

Cancellations

Exhibit space cancellations and/or changes must be submitted in writing. **No refunds will be made after July 1, 2019.** The date upon which the notice of cancellation is received in Convention Services Group will apply as the official date of cancellation.

Convention Services Group reserves the right to rent any cancelled booth space to another exhibitor without returning any part of the original exhibitor's paid fee if the cancellation notice was received after **July 1, 2019.**

Payments for booth space will be refunded if ***The Event*** is cancelled by any circumstance which makes it impossible or impractical to hold ***The Event***.

Certificate of Insurance

(Updated 9-29-10)

All exhibitors that are not a department of the ***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 the additional insured for the dates of July 29-August 3, 2019. 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 1, 2019**. Failure to provide the required proof of insurance will result in the exhibitor not being able to exhibit at ***The Event***. 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.

Liabilities

GCAG shall not be held responsible for the safety of exhibits against robbery, fire, or accident; nor accident to the exhibitor or their employees. Security will be provided during all hours of ***The Event***, including when the exhibit hall is closed.

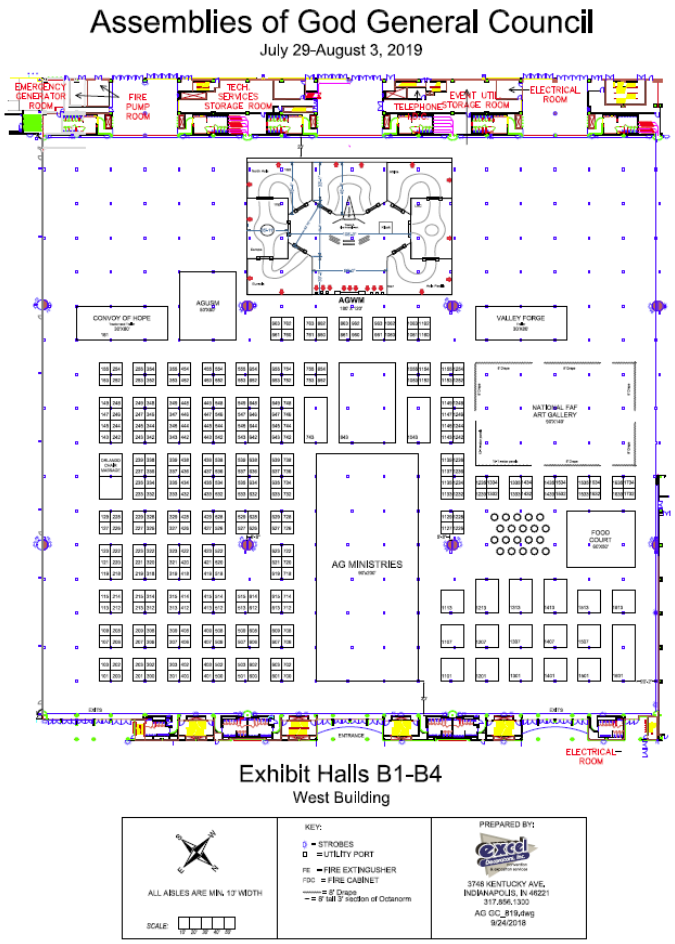
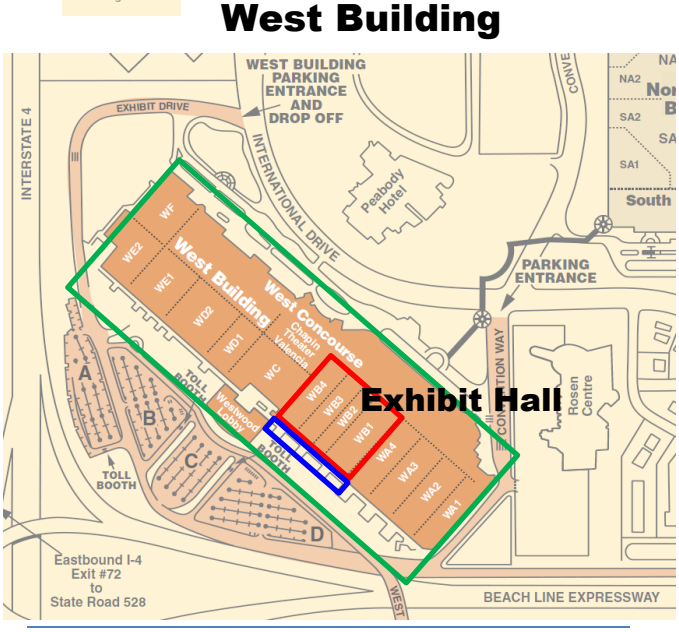
Decorator Service Kit

Complete information will be provided to approved exhibitors in advance, posted on-line **January 2019.** Booth furniture and equipment are available from **Excel Decorators** at an additional cost. Decorative materials must be treated to be flame retardant.

Temperature Control/Energy Conservation

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

Miscellaneous Diagrams

See right illustration for the following:

- **The Event Meeting Space - Outlined in Green**
- **Attendee Parking - Lots A, B, C, D**
- **Exhibit Hall - Outlined in Red**
- **Loading Docks - Outlined in Blue**