

## **EXHIBITOR POLICY**

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### *Qualifications to Exhibit: Ministries of the Baptist State Convention of North Carolina (BSCNC)*

All BSCNC affiliated ministries, programs, offices, centers and institutions and agencies directly related to the BSCNC are offered priority exhibit space each year at the annual meeting of the BSCNC. This includes:

- Any ministry receiving Cooperative Program or North Carolina Missions Offering funds from the BSCNC budget.
- Affiliated educational institutions shall also be allowed the opportunity to exhibit provided space is still available once those ministries and entities identified above have been assigned space

### *Qualifications to Exhibit: Non-North Carolina Baptist-Related Entities*

Other organizations may be offered an opportunity to exhibit at the annual meeting as space allows based on the following criteria:

- Remaining space available after all requests have been filled from BSCNC-related ministries;
- Exhibitors must offer resources or services that would be appropriate for and of interest to North Carolina Baptist churches across the entire state and not be limited by to specific cities and/or regions of the state;
- The organization must affirm support of the BSCNC, its mission and leadership;
- The organization must submit the following documents to apply for exhibit space. Applications will be reviewed for approval by the BSCNC office responsible for planning the annual meeting:

a) The 2019 Annual Meeting Exhibit Application available on our website  
<https://www.ncannualmeeting.org/exhibitors/>

b) Appropriate licensing and North Carolina State Tax certificate must be available, if required, but does not guarantee approval.

The sale of products from individual exhibit booths at the BSCNC Annual Meeting is prohibited. Taking orders, either paper forms or online, is acceptable as long as no goods are exchanged on site and applicable sales tax is applied at time of payment.

The BSCNC reserves the right to reject any application.

### *Miscellaneous*

The balance on all booths shall be paid upon request for an exhibit. No exhibitor will be allowed to set up their booth until balance is paid in full. The fee is for a 10' wide booth. Booth depths may vary according to fire codes.

BSCNC reserves the right to cancel any contract if there is a conflict with the principles of the BSCNC.

No exhibitor shall distribute materials that reflect negatively upon any other participating exhibitor. Materials of this nature will be confiscated and the exhibitor may be asked to leave the convention meeting facility. The refund of fees will be left at the discretion of the Executive Leader for Business Services and the Associate Executive Director-Treasurer.

There is no space provided for exhibitors outside the official exhibit area. No roving entertainment or advertisement will be allowed. Posting and/or distribution of literature, samples or souvenirs are permitted within the contracted space only. No food or drinks can be given away by the exhibitors in the exhibit hall unless they are purchased through the *Sheraton* in advance.

No exhibitor shall assign, sublet or share the whole or part of the booth space allotted. The exhibitor agrees that he/she and/or their designee will use contracted space for lawful purposes only and will conform to all laws, ordinances and regulations. The sharing of booth space is prohibited except between divisions of the same company or between companies co-marketing a product. Only the company name that appears on the application will be listed in the official program.

No exhibitor may permit any other party to exhibit in the space any goods other than those manufactured or handled by the contracting exhibitor, or permit the solicitation of business by others within this space.

The exhibitor is responsible for transportation; set-up, teardown and return transportation of all exhibit materials and promotional items.

All exhibitors are subject to sound-level standards that will be set by the BSCNC communications staff.

Standards of design and safety will be maintained in the exhibit hall. Booth design and exhibit is not to extend into the aisle and must be no taller than the height of the back wall drape, which is 8 feet.

All exhibitors are to keep fire safety in mind by keeping aisle ways clear and by using fire-retardant products if props or display products are used. All exhibits must be constructed and operated in a manner that will not provide any safety hazards. Construction shall be fixed in position for the duration of the annual meeting. No exhibit that violates any municipal or state law, rule, or regulation, including safety codes, will be permitted. No combustible decorations such as canvas, cloth, crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior, or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All combustible materials (i.e. crates and boxes) shall be limited to a one-day supply and maintained in an orderly fashion. Storage of combustible materials behind or under exhibits is prohibited. All decorations, drapes, acoustical materials, table coverings and other decorative materials shall be flame resistant to the satisfaction of the local fire marshal. Approval for the display of any electrical, mechanical, or chemical device, the use, operation or presence of which, in the opinion of the local fire marshal or the general contractor is that it might be hazardous in a public place, must be obtained by the fire marshal.

The BSCNC, its agents and employees are not liable for damages to or for the, loss or destruction of the exhibitor's property or injuries to the exhibitor, his representatives, agents or employees. All claims for any such theft, loss, damage, destruction or injury are expressly waived by the exhibitor. The BSCNC will also be exempted from or indemnified for any claims or injury to any of the exhibitor's representatives, agents or employees. The BSCNC, its agents and employees will not be liable for failure to hold its annual meeting as scheduled. Payments for booth space will be returned in that event except for reason of fire, any act of God, public enemy, strike, epidemic, any law or regulation of public authority any cause beyond the control of the BSCNC which makes it impossible or impractical to hold the BSCNC annual meeting.

Exhibitors will adhere to their pre-assigned booth number unless a re-design of the exhibit hall floor is required. In that event, exhibitors will be notified as soon as possible or during check-in of the BSCNC annual meeting.

To help exhibitors protect their materials, while the exhibit hall is closed, an "Exhibitor Badge" will be required for entry into the hall after hours. Please be mindful when leaving personal items in booths, especially at night, as there will be no security. Exhibitors are leaving personal items at their own risk and the BSCNC cannot take responsibility for anything damaged or stolen.

All exhibitors are not required, but encouraged, to stay at the *Sheraton Greensboro at the Four Seasons*. Exhibitors are responsible for making their reservations.

*Reservations may be made through the BSCNC 2019 Annual Meeting Website link or Call the Sheraton Four Seasons at (800) 242-6556. There is a special discounted room rate of \$99.00 plus tax.*