

EQUIP 2012

RESOURCE CENTER EXHIBITING REGULATIONS

Booths, Premium Tables, Hall Tables

Equip Ministries will first take contracts for exhibit hall locations.

When the exhibit hall is full, hallway tables become available.

Booths: Each booth space is 10' x 10' in size and comes equipped with 8' backdrop and 3' divider drapes, a 7'x 44" ID sign, two chairs, and one 30" x 8' skirted table. Exhibits must be installed so as to not extend beyond the space allotted.

Premium Tables: Premium tables are located in the exhibit hall. Each premium table space consists of one 30" x 8' skirted table, 2 chairs and a 7"x44" ID Sign.

Hallway Tables: Each Hallway table space consists of one 30" x 8' skirted table, 2 chairs and a 7"x44" ID Sign. Please note: Hallway tables will be placed against the wall and the chairs will be *next to* the table, rather than behind it. Additional items are not available due to space constraints in the hallways.

Exhibits must be installed so as to not extend beyond the space allotted. Any exhibitors using sound equipment, such as a television/DVD or CD players, shall keep the volume at a minimum in order not to distract any other exhibitor. Distribution of materials must be confined to the exhibit area. Insertion of complimentary materials in the convention packets is not possible. Distribution of materials by or for non-exhibitors is prohibited.

Additional items can be ordered for exhibit hall booths and tables; see Peoria Flag & Decorating section.

Electricity is available to all exhibit hall spaces and to a few hall table locations and can be ordered through the Equip Ministries office. Cost is \$40 per booth space prior to Feb 1st. Orders received at the Equip office after Feb 1, 2012 are considered floor orders, costing \$60 per booth. An electricity order form will be sent with your exhibitor confirmation packet. Please contact the Equip office regarding availability for hall table with the electricity option.

Conference Registration: Your booth registration includes four (4) complimentary conference passes (name badges). Badges allow admission to the resource center, workshops and general session. Additional badges can be purchased at \$35.00 per person if pre-registered by January 31st or \$50.00 per person at the door.

Installation and Removal of Exhibits

Exhibits will be set up on Thursday, February 23rd from 10:00 a.m. – 7:00 p.m. Your exhibit is to be completely set up before 7:00 p.m. *Please Note: Union Labor is NOT involved. You will do your own set up and take down of display. There are a limited number of carts available for use at the school. We recommend bringing your own cart/dolly if you have one.*

Exhibit Hours

Friday, February 24, 2012 8:30 a.m. to 6:00 p.m.

Saturday, February 25, 2012 7:30 a.m. to 4:00 p.m.

Removal of exhibits may begin on Saturday, February 25th at 4:00 p.m.

Peoria Flag & Decorating Company is our Official Decorator, handling **Booth Furnishings & Shipping**. Peoria Flag & Decorating Co. will send forms in late December for rental of extra tables, skirting, carpeting, etc. Please be aware that the exhibit hall is NOT carpeted. It is a wood gymnasium floor, covered with tarps. If you want carpeting, you will want to rent it from Peoria Flag. If you have no need for any of the services, equipment that they offer, you do not have to do anything with the information they send you.

Shipping Instructions

Information and prices will be included in the packets Peoria Flag sends out to each exhibitor in late December.

Address: Peoria Flag & Decorating Co., 920 E. Glen Ave, Peoria Heights, IL 61614-5302

Phone: 309-685-8989

Exhibit Space Assignments, Payments, Cancellations, Subletting

Equip Ministries will assign space in accordance with the request of the exhibitor and the availability of space.

Assignments will be made on a first-come, first-served basis.

A minimum of 50% of the total cost of space requested must accompany exhibit reservation. Early Bird balances are due by September 15, 2011 or the Early Bird discount is forfeit. **All fees must be paid in full sixty (60) days before the opening date of the convention.** Space not paid for by this date will be subject to cancellation and resale by Equip Ministries.

Display space may be canceled up to sixty (60) days prior to the opening of the convention subject to a \$50 processing penalty; a cancellation charge equal to one-half the price of the space will be made for space canceled thirty (30) to sixty (60) days prior to the opening date of the convention, and a cancellation charge equal to the full price will be made if canceled within thirty (30) days of the opening date.

Display space not occupied by 8:00 a.m. on Friday, February 24th, will be considered abandoned and is subject to cancellation. No refunds will be made on abandoned display space.

Each exhibitor is to have his own booth space. Organizations (exhibitors) are not allowed to share booth spaces. No exhibitor is allowed to sublet part of his booth to another exhibitor. Only the exhibitor whose name is registered may use the booth. This rule will be strictly enforced.

Exhibitor Parking

Exhibitor parking will be in the back lot. Approximately 2/3 of that lot will be reserved for exhibitors. We will have cones up to divide the exhibitor parking from the attendee parking. This means your only route in & out will be via the back entrance.

Directions: Follow the main directions (found in the conference guide) to get to War Memorial Drive. Turn South (away from Aldi's) at the light signals on Wisconsin. You will go 3 blocks to Wilson Avenue and make a right turn. Wilson dead-ends at the PCS back parking lot.

Exhibitor doors will have signs on them. The main one will be on the left as you face the school.

When you arrive, please check in with Maria at the registration desk, which will be located just outside the exhibit hall entrance nearest the front entrance. She will have your conference packets with your name badges and other relevant information. The exhibit chairman is Don Blasing; he will be available throughout the conference to answer questions, etc.

Information Distribution / Transportation / Sales

Any exhibitors using sound equipment, such as a television/VCR or tape recorders, shall keep the volume at a minimum in order not to distract any other exhibitor. Distribution of materials must be confined to the exhibit area. Insertion of complimentary materials in the convention packets is not possible. Distribution of materials by or for non-exhibitors is prohibited.

No exhibitor shall transport convention guests to any off site facility to show or demonstrate their product. No off site demonstrations shall be scheduled during convention hours.

Books and other materials may be sold providing they are in harmony with the principles and objectives of Equip Ministries. Merchants will be notified if a speaker requests that other vendors not sell his/her materials. Equip Ministries prohibits the distribution of popcorn and shelled peanuts.

Decorations

No decorations shall include any type of helium filled balloons. Also signs, banners, or any other material promoting a political candidate running for election are strictly prohibited. No signs, banners, or other items shall be attached to booth curtains unless using approved hooks on the metal piping. See a Peoria Flag representative at the conference to request approved hooks.

Liability

Equip Ministries shall not be responsible for any loss, damage, or injuries that may occur to the exhibitors, their property or the exhibitor's employees, from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibitor's contract. The exhibitor, on signing the contract, expressly releases the Equip Ministries from this responsibility and agrees to indemnify the same against any and all claims for loss, damage or injury. ***It is suggested that each booth have one person present at all times during the conference hours.***

WE RESERVE THE RIGHT not to lease space to any individual, group, or company who is not in harmony with the principles and objectives of Equip Ministries.