



North American Christian Convention 2011 Exhibit Agreement Terms and Conditions

The North American Christian Convention is an open gathering of Christians; it is not a delegate convention or a convention of churches. The NACC provides a non-denominational opportunity for Christians to come together to hear grace and truth preached, participate in inspiring singing, engage in strategic networking, connect through enriching fellowship, and visit resourceful displays. Hosted by independent Christian Churches and Churches of Christ, the NACC gives special emphasis to the restoration of the church according to the plan revealed in the New Testament.

The Mission of the North American Christian Convention is as follows:

“The NACC is the connecting place, providing ideas, inspiration, and identity to New Testament churches, ministries, and their leaders.”

The exhibit hall is reserved for organizations whose mission, product(s) and/or services are integral to the life and ministry of Christ’s church and/or individual Christians, ministries, and/or Christian schools. It is to be understood that presence in the NACC display hall does not represent endorsement by the NACC or churches/individuals who attend the NACC.

These Terms and Conditions for the NACC exhibit contract exist to help ensure the direction and integrity of the NACC and the quality of our exhibit hall.

Liability: Neither the NACC, our host facilities, decorators or any other vendor contracted by the above shall be responsible for any loss, damage, or injuries suffered by an exhibitor from any cause whatsoever prior to, during, or subsequent to the period covered by this exhibit contract that exceeds available insurance coverage. Exhibitor agrees to release, indemnify and hold harmless the NACC, our host facilities, or the decorators or any other vendor from all liability, loss and damages resulting from any and all suits, proceedings, claims, demands or action of any kind or nature arising from, or otherwise connected with the exhibitor’s occupation and negligent use of the booth space.

The NACC does not provide liability insurance for exhibitors. Exhibitors should provide for their own liability insurance.

What you may and may not sell ...

This set of guidelines has been compiled listing products and services that are not in harmony with our policy. *The enforcement of this policy has nothing to do with the NACC’s dissatisfaction with any particular person or vendor organization.* The determination of whether your organization falls within the spirit of what this policy is trying to accomplish is left to the discretion of the NACC Exhibit Coordinator.

- Products or services offered for sale must provide a demonstrable unique benefit to Churches and/or ministries.
- Exhibiting organizations offering products or services for sale must be able to demonstrate that Churches and/or ministries are a specific target of their marketing efforts.

The following missions, products and services will NOT be accepted in the Exhibit Hall:

- air or water filters
- herbs and / or vitamins
- kitchen appliances or implements

Other items are accepted at the discretion of the Exhibit Coordinator. Items offered for sale must be disclosed and approved in advance by the Exhibit Coordinator. The NACC Exhibit Coordinator and Managing Director reserve the right to order the removal of any product offered for sale without prior approval.

Important Exhibit Information

The 2011 NACC will be held at the Duke Energy Convention Center in Cincinnati, OH beginning July 5 – 8, 2011.

Basic Booth Provisions

- 10 ft x 10 ft booths (8 ft high drape with 3 ft side drapes)
- One 8' x 30" foot skirted table, 2 Chairs, and a trashcan
- Program Book listing (deadline: 04/01/2011).
- NACC website listing with link to exhibitor website or email address.
- A two line, 7 inch by 44 inch exhibitor identification sign
- 1 Families, 1 Couples, or Two Complimentary Individual Registrations (per exhibiting organization)

NOTE: Exhibitor will have the opportunity to purchase an additional family or couple registration or individual registrations for 50% off the prevailing rate when the purchase is made.

Convention badges will only be provided to registered attendees. Registrations are NOT transferable.

Book Sales Policy

Exhibitors who sell books will not be allowed to sell the individual book titles being sold by the NACC Resource Center on the exhibit floor or anywhere at the convention. These books include the titles that the NACC special guest speakers and workshop leaders provide to the NACC, and which they may or may not be signing at scheduled book signing sessions during the week. This will not hinder the exhibitors from selling other book titles that are **not** featured in the NACC Resource Center and are not on the official reference listing. A listing of restricted book titles will be posted on our website prior to the 2011 NACC.

Cancellation Policy

- Amount Paid minus 25% for cancellation received on or prior to 60 days before the event.
- Amount Paid minus 50% for cancellation received on or prior to 30 days before the event.
- No refund for cancellation after 30 days before the event.
- If you are a "no-show," the NACC reserves the right to refuse Exhibitor space in the future.

Electricity, Internet, Phone Service, and Other Utilities

Electricity, Internet and phone arrangements as well as other utilities will be made available by the Convention Center. Details will be provided in April.

Specific Rules & Regulations pertaining to the Duke Energy Center will be communicated in the spring packet.

Food Service

- Food and drink may not be distributed or sold (except for small individually wrapped hard candies) from your booth space unless approved in advance by the convention caterer and the NACC Exhibit Coordinator.

Multi Booth Discount

- To qualify for a multi-booth discount, the space must be rented by ONE exhibiting organization.
- Multi Booth Discounts are as follows: 6-10 Booths – 10%; 11-15 Booths – 15%. For booth areas greater than 15 please call the NACC office for assistance in determining the discounted rate.

Special Booth Provisions and Line of Site Regulations

- **Linear Booth:** A linear booth is a booth space comprised of one (1) or more booth spaces inline with only one side exposed to an aisle. Linear booths will include an eight-foot high back drape wall. Displaying of materials should be arranged in such a way as not to obstruct sight lines of neighboring exhibitors. Displays in the front half of the booth should not exceed four feet in height. Perimeter booths are the same as linear booths except they back up to the perimeter of the exhibit area.
- **Corner Booth:** A corner booth is a linear booth exposed on two sides. Corner booths will include an eight-foot high back drape wall. Displaying of materials should be arranged in such a way as not to obstruct sight lines of neighboring exhibitors. Displays in the front half of the booth should not exceed four feet in height.
- **End-Cap Booth:** An end-cap booth is comprised of 2 or more booth spaces exposed to aisles on three sides (4 booth spaces arranged as an end-cap booth are also known as Peninsula or, depending on the configuration, split-island booths. The back eight-foot high drape wall will be positioned five feet from each side aisle. Displays will be limited to four feet in height from the back wall to each side aisle. In the case where the Peninsula backs to linear or corner booths, the height restrictions will be similar to an end-cap booth. In the case of a split island (back to back Peninsulas) configuration the line of site provisions are waived.
- **Island Booth:** An island booth is any size with exposure to aisles on all four sides. There are no line-of-site restrictions on an island booth.

Additional Requirements

- Display setup must be completed one hour before the display hall opens to the public. The NACC Office may rent any booth space not occupied by 8:00 AM Wednesday during the event unless prior notification and approval was given by the NACC Exhibit Coordinator.
- Distribution of literature, samples, and products is limited to your contracted space.
- Exhibitors are NOT permitted to share or sublet their booth without prior permission from the Exhibit Coordinator. When permission is granted, only the contracted organization will be recognized by the NACC with signage, program book and web listings.
- Audio and Visual equipment sound must be kept at a level that will not interfere with persons in the booths on either side. Sound and noise should not exceed 85 decibels.
- Due to copyright law, all music or tapes (vocal and instrumental) are prohibited in the exhibit area except in designated areas.
- Dismantling displays prior to takedown time negatively impacts your neighbors in the exhibit hall. It is detrimental to the intentions of the hall and creates an awkward environment for attendees visiting the hall. Tear down is prohibited until *takedown time* beginning 10:00 PM Thursday.
- Requests for early dismissal will be considered on a case by case basis and must be approved by the Exhibit Coordinator.
- There will be no posting of announcements of any type in hallways, restrooms, walls or public areas.
- All outstanding balances with the NACC must be paid prior to placement at the NACC. You will not be permitted to set up your space if a balance remains.
- For decoration purposes, air-filled balloons may be used. Helium balloons are prohibited within the facility.
- The use or throwing of confetti, glitter, or rice is prohibited within the facility without the prior approval of the Exhibit Coordinator. You will be charged a special clean-up fee as a result of any of these activities.
- Do not leave anything of value in the aisle ways. Items left in aisle ways may be considered as trash by the building custodial staff regardless of perceived or actual value.
- No painting of signs, displays, or other objects will be permitted inside the facility.
- All decorations, including, but not limited to, drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips and foam core must be rendered flame retardant to the satisfaction of the Division of Fire Prevention. Proof of a satisfactory flame-retardant treatment may include a field flame test.
- A 3' clearance must be provided around fire hose cabinets, portable fire extinguishers and alarm boxes. Clear access must be maintained to these units.

Failure to adhere to these terms and conditions may result in disciplinary action deemed suitable by the NACC including, but not limited to the forfeiture of future exhibiting privileges, immediate removal without refund, and/or ban from the subsequent early draw.

Any questions should be directed to the exhibit coordinator either by phone at (614) 898-9361, or by email: exhibits@nacctheconnectingplace.org . Special arrangements for move-in, move-out, or anything that involves an exception to published instructions must be arranged with the exhibit coordinator.