

Connection 2019 Exhibition Terms + Conditions

The following terms and conditions are set forth by The International Church of the Foursquare Gospel (ICFG) including but not limited to agents, employees, officers, guests, or invitees (The Organizer) for the Foursquare Connection 2019 Exhibit Hall (The Event) to take place Monday, May 27th 2019 through Thursday, May 30th 2019 at The Gaylord Opryland Resort & Convention Center in Nashville, Tennessee (The Facility). These terms and conditions are expected to be upheld by participants of the Exhibit Hall including but not limited to agents, employees, officers, guests or invitees (The Exhibitor).

EXHIBITOR + ORGANIZER CONTRACT TERMS

1. Exhibit Space Rental Agreement

THE EXHIBITOR'S application, contract, signed terms and conditions, and THE ORGANIZER'S formal notice of assignment of space shall all be considered together to form the entire agreement between parties and constitutes a contract for the right to use the space allotted. The exhibit space rental agreement becomes effective upon mailing of a formal notice of assignment of exhibit space to THE EXHIBITOR. THE ORGANIZER reserves the right to accept or reject any contracts. A \$100 deposit is due upon acceptance of THE EXHIBITOR'S application and is non-refundable. The balance must be remitted 30 days after receipt of executed contract unless alternate terms are agreed upon in writing. If full payment is not received 30 days prior to load-in, THE EXHIBITOR forfeits the assigned exhibit space.

Cancellations must be made in writing. Refunds will be issued based on production deadlines and the discretion of THE ORGANIZER. Accepted cancellations will be subject to the non-refundable deposit and additional expenses incurred by THE ORGANIZER.

2. Attendance

THE ORGANIZER will make every reasonable attempt, through advertising and promotion, to attract qualified attendees to the exhibit hall. THE ORGANIZER does not guarantee any certain level of attendance. THE ORGANIZER shall have sole control over admission policies at all times. THE EXHIBITOR must occupy the assigned exhibiting space only and is required to have a representative present during all scheduled exhibit hours.

3. Assignment of Space

Assignment of exhibit space is determined on a first-come, first-serve basis by THE ORGANIZER from a sponsorship level. Due to the number of exhibitors presenting similar or related product lines or services, THE ORGANIZER cannot guarantee that an exhibitor presenting similar products or an exhibitor's competitor(s) will not be located in nearby or adjoining exhibit spaces. However, every effort will be made to give all exhibitors satisfactory assignments. THE ORGANIZER reserves the right to change the exhibit hall layout and reassign exhibit space locations without notice, if, in its absolute discretion, it

deems it necessary to do so. THE ORGANIZER will reassign to locations of equal purchase/rental value, or reimburse THE EXHIBITOR for any difference if a location of equal value is not available.

4. Cancellation of the Event, Force majeure

If THE ORGANIZER cancels the event due to circumstances beyond the reasonable control of THE ORGANIZER (such as fire, flood, explosion, war, embargo, government requirement, civil or military authority, act of God, labor strike, unavailability of exhibit facility or other similar causes beyond its control and without the fault or negligence of the affected parties.) THE ORGANIZER shall refund to THE EXHIBITOR its exhibit space rental payment previously paid, minus a share of costs and expenses incurred in full satisfaction of all liabilities.

EXHIBITOR INITIAL _____

USE OF SPACE + ON-SITE TERMS

5. Relationship with The Freeman Company

All aspects of the exhibit hall are handled in coordination with a contracted third party, *The Freeman Company, LLC* (The Decorator). THE EXHIBITOR is responsible for arranging all freight shipping, booth space furnishing purchases, and load in/out with THE DECORATOR.

6. Set-Up and Dismantle

EXHIBITORS are invited to load in and set up all exhibits beginning **Monday Morning, May 27th between the hours of 7 a.m. and 11 a.m.** Representatives of THE FACILITY, THE DECORATOR, and THE ORGANIZER will be available during these hours to assist. If THE EXHIBITOR is unable to load in and set up their exhibit display on the designated load in day and time provided by THE ORGANIZER, THE EXHIBITOR must provide ample notice by phone call or written notice to THE ORGANIZER no later than 24 hours prior to load-in. THE ORGANIZER reserves the right to reallocate the use of the space until THE EXHIBITOR is able to occupy the space.

For all move in, set up, and storage needs THE EXHIBITORS will coordinate with THE DECORATOR. THE FACILITY will control all inbound and outbound traffic in the loading and unloading areas, in the aisles, or in any of the freight patterns. The loading and unloading of all trucks or trailers of common carriers, including van lines and individual company vehicles, as well as the handling of empty crates and the operation of forklift trucks, will be performed by representatives of THE DECORATOR based upon request and approval of additional fees by THE EXHIBITOR.

Due to special placement of exhibits and certain limitations of THE EVENT, EXHIBITORS are required to dismantle and load out exhibits beginning **Wednesday evening, May 29th between the hours of 10:15 p.m. and 12 a.m. (midnight).** All property and materials belonging to the EXHIBITOR must be removed by midnight. FedEx shipping services are available to THE EXHIBITOR through THE FACILITY at an additional cost during this time. THE ORGANIZER is not liable for any loss of property or additional fees incurred by use of these services.

7. Safety, Fire and Health

All decorative materials displayed or installed must be flameproof in accordance with Public Safety and Fire Regulations. THE FACILITY does not allow anything to be taped, nailed, tacked or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric or decorative walls. No helium balloons may be distributed or sold, or used as decorations.

8. Exhibit Design and Inclusions

Included with each 10' wide x 10' deep exhibit space is one (1) 6' table, two (2) chairs, (2) pony walls, and a waste basket. Exhibits can include displays behind or in line with their space up to 8' high. EXHIBITORS have the ability to customize their exhibit space within reason under the supervision of THE DECORATOR, however, any furniture or exhibit displays must remain in the confines of the assigned space. THE EXHIBITOR will not be permitted to erect signs, display products, or otherwise obstruct the view or disadvantageously affect the display of other exhibitors.

9. Character of Displays, use of aisles and common areas

Distribution of samples and printed matter of any kind, and promotional material, is restricted to the immediate exhibit space. THE EXHIBITOR agrees to exhibit only products it represents. THE EXHIBITOR may not display any materials that are contrary to the beliefs or standards of THE ORGANIZER. THE ORGANIZER will request removal of unacceptable material. The aisles, passageways, and overhead space remain strictly under the control of THE ORGANIZER, and no signs, decorations, banners, advertising material or special exhibits will be permitted in the aisles. THE EXHIBITOR is responsible for the cleanliness and attractiveness of their tables.

10. Use of Space

THE EXHIBITOR may not sublet the assigned exhibit space or any part thereof. They may not exhibit, offer for sale, or advertise items not manufactured or sold in their name, except where such items are required for the proper demonstration or operation of THE EXHIBITOR's display, in which case identification of such items shall be limited to the regulated nameplate, imprint, or other identification which in standard practice appears normally on them. THE EXHIBITOR may not permit any non-exhibiting companies to act as representatives in THE EXHIBITOR'S assigned exhibit space. THE EXHIBITOR must occupy the assigned exhibiting space only and is required to have a representative present during all scheduled exhibit hours. A breach in regulations may result in the cancellation of future exhibiting opportunities. THE EXHIBITOR is not permitted to exhibit unless THE EXHIBITOR has completed the exhibit space rental agreement, remitted full balance due to THE ORGANIZER, and has provided proof of insurance prior to load-in day.

10a. Exhibit Space Stage: The stage and audio equipment in the Exhibit Hall is under the sole control of THE ORGANIZER and is used for announcements and other special events under their discretion.

11. Badges

Official badges for THE EVENT will be distributed at time of load-in and must be worn at all times within THE EVENT space of THE FACILITY. Admittance to the exhibit hall will require an official badge at all times. Badges with "Exhibit Hall Only" will allow THE EXHIBITOR access to the Exhibit Hall and outside areas of THE EVENT space only.

12. Solicitations

THE EXHIBITOR is not permitted to sell tickets, solicit donations, or solicit signatures on petitions.

13. Permits and Licenses

If THE EXHIBITOR chooses to sell merchandise in the exhibit hall, they must have the appropriate seller's permit and licenses. It is the sole responsibility of THE EXHIBITOR to obtain all necessary permits and licenses. Some merchandise offered for sale by THE EXHIBITOR may be subject to Nashville, TN sales and general excise tax. THE EXHIBITOR may apply for a General Excise Tax License at Department of Taxation

THE EXHIBITOR is solely responsible for all monetary needs and transactions. THE ORGANIZER will not provide petty cash, change, or any other monetary means required by THE FACILITY.

EXHIBITOR INITIAL _____

FACILITY/LOCATION TERMS

14. Security

THE ORGANIZER will provide security services in the exhibit hall during specified hours to help avoid damage or loss by fire, theft or other means. THE ORGANIZER does not guarantee, insure, or indemnify THE EXHIBITOR against any loss to person or property by the acts, conduct, or negligence of the security service, or for any other reason whatsoever. The exhibitors are expected to insure their equipment and other materials used in the exhibit. THE EXHIBITOR is responsible for their own individual table materials and displays.

15. ADA Compliance (American with Disabilities Act)

All exhibiting companies are required to be compliant with the American with Disabilities Act (ADA) and are encouraged to be sensitive and accommodating to attendees with disabilities.

16. Guidelines for Certificate of Insurance (COI) (Requirements for every exhibitor)

THE EXHIBITOR shall by their own cost and expense procure and maintain a Certificate of Insurance with an A+ rated insurance carrier, which lists THE EVENT as certificate holder and additional insured. This certificate must be supplied to THE ORGANIZER prior to the event and must be issued by an insurance provider licensed to do business in the state where THE EVENT will be held. This certificate shall indicate current comprehensive general liability coverage in the amounts itemized below. Please note that THE ORGANIZER'S carrier requires THE EXHIBITOR to carry insurance, and provide COIs, that meet or exceed the following:

- \$1,000,000.00 per occurrence General Liability
- \$1,000,000.00 per Personal and Advertising Injury
- \$1,000,000.00 per Products and completed operations (if selling or distributing product)
- \$50,000.00 Fire Legal Liability

This certificate shall show the dates of coverage, the facility and physical address of THE EVENT. This certificate is required to be on file with THE ORGANIZER prior to the scheduled event date. Failure to provide a certificate meeting these criteria constitutes a breach of the exhibit space rental agreement and forfeiture of booth space and payments.

THE ORGANIZER is not responsible for the loss of any property that THE EXHIBITOR owns (including but not limited to booth decorations, exhibits, inventory, supplies or personal items). THE EXHIBITOR should understand that the coverage required by THE ORGANIZER, as evidenced in the Certificate of Insurance, does not provide coverage for THE EXHIBITOR'S own property; therefore, THE EXHIBITOR is responsible for procuring this type of coverage at THE EXHIBITOR'S own expense.

17. Additional Resources:

1. [Terms & Conditions for THE DECORATOR](#)
2. [Terms & Conditions for THE FACILITY](#)

The Exhibitor has read and agreed to all terms and conditions stated above:

Signature

Date

Print Name

Company