



Texas Youth Ministry Conclave

Exhibitor Registration Info

October 10-12, 2016

ARLINGTON COVENTION CENTER... Arlington, Texas

Sponsored by the Youth Bible Study/Discipleship Center of the Texas Baptists Convention

Conclave: A meeting or coming together of people with common goals

The Texas Youth Ministry Conclave is a meeting of youth ministry professionals and lay volunteers for the purpose of training, fellowship, and worship. The first meeting of the Conclave took place in November of 1981 in Richardson, Texas with 150 attending. It now attracts a registration of more than 500 youth ministers, spouses, volunteers, and vendors.

REGISTRATION PROCEDURES:

- ☐ **Read** this information carefully and take note of any changes for 2016.
- ☐ **Fill Out** your registration form and be sure to complete all that applies to you.
- ☐ **Select** your booth space preference (see Exhibit Hall Floor Plan Map).
- ☐ **Mail or Scan/Email** your completed form with booth preferences.
- ☐ **Include Payment** by mailed check or credit card form.
- ☐ **Register** on or before August 31, after this date add \$50 to your total cost



BOOTH SELECTION AND REPRESENTATIVES: First Come, First Serve - Attached you will find a floor plan of the exhibit hall. Select your booth spaces on this diagram and return with the completed Registration Form and your Exhibit Fee. There is a limit of 3 reps per booth space with no additional fee. Any number above this limit will include **\$75 fee** per additional rep with a limit of 2 additional reps per booth space. Set-up may begin at 5:30pm on October 9.

CANCELLATION PENALTY: Cancel on or before August 31 and your exhibit fee will be refunded minus a \$100 cancellation fee. Cancel after August 31, and you will forfeit \$275 of your fee for a single booth space plus \$175 for each additional booth space reserved. You may also lose all other additional fees related to your exhibit.

THE SCHEDULE IS MANDATORY: Only 2 days are required, Oct. 10-11

The Exhibit Hall opens on Monday, October 10, at 10 am and closes on Tuesday, October 11, at 5:30 pm. If you cannot stay with us through Tuesday evening at 5:30, then please do not register for the Conclave.

LEAD RETRIEVAL PROCEDURES: For the 8th year in a row, we have secured the services of SMART-reg from Palo Alto, California, to assist us with registration of attendees and exhibitors. Each registered participant and exhibitor will receive a lanyard badge that will contain a plastic Magnetic Card (credit card size) that will double as a name tag and lead retrieval info. This card will contain the person's contact info. Each vendor will receive a hand held Lead Retrieval Scanner SLD-7 that will allow you to tap a person's Mag Card and enter their contact info into your retrieval unit. In addition, this unit will allow you to take an attendee's picture and make voice/typed notes about them. On Tuesday afternoon you will trade this device for a "flash drive" that will contain all your contacts in Excel Format or you may receive your lead info by "email". **A credit card** will be needed to secure the unit.

4 SPONSORSHIPS FOR EXHIBITORS/NON-EXHIBITORS:

See attached list of details and check appropriate box on registration form

(1) Bag Sponsor for \$175/\$375: we will place your promotional material (625 copies needed) in our complimentary bags given to each paid registrant (2) General Session Sponsor for \$275/\$475: we will place your gift item and/or brochure (550 copies needed) in each chair for general sessions plus we will announce your name as a sponsor from our stage (3) Leader Sponsor for \$575/\$775: we will place your gift item and/or brochure (550 copies needed) in each chair for one of leadership sessions plus we will announce your name as a sponsor from our stage, your name and logo will be shown on our large screens, business card size ad placed in our Conclave Exhibit Hall Guide (4) Lead Sponsor for \$4,500: Call Randy Johnson about details—214-502-7942

BREAK TIME GIVE-A-WAY DRAWINGS: Consider providing a give-a-way (door prize) for one of our Break Time Drawings during the Conclave. Consider investing \$25-100 for special prizes, that might include such items as a iPod, iPad, Clothing, Ski Trip, Retreat, Flat Screen TV, Gift Card, etc. Someone from our committee will contact you in September to confirm your give-a-way. Check appropriate blank on your registration form.

WEB SITE LINKS: List your site on the registration form and we will provide a link to your organization on our conclave site www.texasbaptists.org/conclave. All we ask is that you reciprocate by posting our link on your site.