

Children's Pastors' Conference '11 General Resource Center Information and Guidelines

Resource Center Package (same for both cities):

8' x 10' Booth space

Draped 8' back wall & 3' side drapes

One 8' skirted table

Two folding chairs, one wastebasket

Two "Resource Center Access Only" name badges per booth (Additional badges will be \$15.00 per person)

Listing in the Conference Handbook-includes organization's name, 1-5 word description, booth number, address, phone number and website.

For example:

International Network of Children's Ministry

Resources/Training for children's workers

Booth 200

P.O. Box 190

Castle Rock, CO 80104

800-324-4543

www.incm.org

Resource Center Fees

Booths - \$899/each

Resource Center Guidelines

The following guidelines are in effect for the Children's Pastors' Conference '11 in Orlando and San Diego.

Booth Assignments

Booths are assigned on a first come, first served basis. Applications cannot be accepted without payment in full, which includes a \$200 per booth non-refundable deposit. Once your application is received and approved, you will be sent a booth selection form. Please return this by the date listed for a better opportunity to receive your preferred location. We will do our best to grant requested space, but are not required to do so. INCM reserves the right to shift spaces or make modifications in the published floor plans as deemed necessary to meet the needs of exhibitors and/or the exhibit area as a whole.

Booth Space

Each booth is 8' x 10' and will be supplied with an 8' cloth back drape and 3' side drapes, one 8' skirted table, two chairs, a wastebasket, and a company sign at no charge. Additional tables, signage, chairs, decorating, electricity, labor, and carpeting must be arranged and paid for by the resource provider. **The San Diego Resource Center will be carpeted.**

Booth Displays

Booth Displays should not extend beyond the 8' x 10' floor area. **Please respect the sightlines for neighboring booths by placing all items taller than 4 ft. in the back half (4ft.) of your booth space.** No resource provider will be permitted to place signs or display products in such a manner as to obstruct the view, or adversely affect the display of other resource providers.

INCM reserves the right to: 1) ask any resource provider to adjust the setup of a booth; 2) limit the use of audio and visual equipment to allow for a reasonable conversation level and determine what that level is; 3) require

resource providers to remove any item from displays which does not conform to the aesthetic standards of CPC 2010; 4) require resource providers to remove any sign, literature, etc. that INCM feels is not in accordance with the philosophies and standards of CPC; and 5) rearrange the floor plan if necessary. Any infringement upon these restrictions may result in resource provider's removal from CPC. **Booth layouts for double/quad booths on the end of any row must be approved in advance by Resource Director.**

Default of Occupancy

Any resource provider failing to occupy their contracted booth space by 1:00 p.m. on the day of set-up is obligated to pay the full cost of such space. Such failure to occupy shall constitute an event of cancellation and/or default. In the event of cancellation or default, all obligations of INCM to the resource provider shall cease, and INCM shall have the right to use said space to suit its own convenience, including selling the space to another resource provider without any rebate or allowance to the defaulting resource provider.

Subletting Space

No resource provider shall assign, sublet, or share the booth space without the written consent of INCM.

Insurance

It shall be the responsibility of the resource provider to secure necessary insurance coverage. The resource provider acknowledges that neither INCM, the Disney Coronado Springs Resort, nor the Town and Country Resort, maintain insurance covering the resource provider's property. It is the sole responsibility of the resource provider to obtain business interruption, property damage, and liability coverage covering any such losses or claims. Resource providers assume entire responsibility and liability for losses, damages, and claims arising out of theft, injury or damage to resource provider's displays, equipment and other property brought upon the premises. Resource providers shall indemnify and hold harmless INCM agents, servants and employees from any and all such losses, damages, and claims.

Decorator Rules and Regulations

The resource provider agrees to conform to all rules and regulations of the conference's official decorator as detailed in the official service kit provided by that company. **Where union personnel are required by the decorator and/or hotel, the resource provider must comply with union requirements.** INCM is not responsible for the decorator and/or hotel personnel and neither can nor will INCM guarantee that services and/or utilities promised by the decorator and/or hotel shall be available during the conference.

Shipment of Booth Materials

The resource provider shall make arrangements for booth materials to be shipped directly to the decorator's warehouse, not to the hotel/convention center or INCM. Neither the hotel/convention center nor INCM assumes any responsibility for materials shipped erroneously to them. Please refer to the Freeman or GES service kit.

Setup and Tear down

Under no circumstances will the setup, tear down or removal of any portion of a booth space be permitted during the Resource Center hours without permission being secured in writing from the Resource Director employed by INCM. Please review the Resource Center schedule for teardown times. **A \$250.00 penalty will be assessed to any resource providers that tear down, pack up and/or remove any portion of booth space before the show closes on the last day. In addition, early departures may result in denial of future CPC Resource Center applications.**

Restrictions

1. No one under the age of eighteen is permitted to participate in the setup or tear down of booths.
2. Resource providers may not solicit business in aisles or engage in any activity that may lead to congestion in the aisles.
3. Signs, literature, and posters may not be posted or distributed outside of your booth, in lounges, aisles or registration areas.
4. All minors need to be accompanied by an adult while in the Resource Center. If, resource provider, you bring your children to CPC, they need to remain **in your booth** while in the Resource Center unless accompanied by an adult.
5. Booths shall be manned during all Resource Center hours. The exception to this is a workshop leader who is also a resource provider, may leave their booth during that resource provider's slotted workshop time. If a workshop leader/resource provider is away from the booth for this reason, the booth/display should remain attractive during the absence. E.g., the table/display should not be covered up.

Conference Registration

Conference registration is optional. If you choose to register, the fee includes all meals and conference activities. Only resource providers who register may attend general sessions, workshops or other conference functions. **For the 2011 conferences, we will offer a discounted registration rate of \$345 for resource providers. This is limited to two discount registrations per company. Discounted registrations are intended for individuals working in the Resource Center.** Each booth space includes 2 "Resource Center access only" name badges. In order to gain access to the Resource Center, everyone must have a name badge. If you and/or your representatives are not registered for the conference, you must have a "Resource Center access only" name badge. The cost of additional badges is \$15.00. This cost helps to cover the resource provider lounge and one continental breakfast. Name badge sharing is prohibited. Each representative must have and wear their name badge.

Resource Center Closing Times

All resource providers need to exit the resource center within 10 minutes of the announced closing time. There is ample opportunity to refresh your booth during the resource provider access only time.

Once your booth assignments have been made, you will receive a booth confirmation letter, booth assignment(s) and the conference/resource center schedule by October 30, 2010.

Cancellation of the Event

IF INCM cancels one or both CPC's due circumstances beyond their reasonable control(such as an "act of God," act of war, governmental emergency, labor strike or unavailability of the conference facility), INCM shall refund to each resource provider, the booth space fee previously paid minus a share of costs and expenses incurred in full satisfaction of all liabilities.

INCM's mission is to be the premier children's ministry resource for the attendees of CPC. We appreciate your partnership in this endeavor. Therefore, we ask that you refrain from the promotion of any other event such as church wide, leadership, youth, children or any other event which may be in conflict with CPC.

INCM reserves the right to accept or reject any Resource Provider applications.