

# *Presbyterian Church in America*

## **Exhibitor Agreement**

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The undersigned hereby reserves exhibition space at the 38<sup>th</sup> General Assembly of the Presbyterian Church in America, June 29 – July 2, 2010, in Nashville, Tennessee. The Exhibit Hall will be open Tuesday, June 29 – Thursday, July 1. For such reservation of space, the undersigned will pay the Presbyterian Church in America the sum of:

**\$600 per booth** for registrations and payments **received by April 16;**

**\$700 per booth** for registrations and payments **received April 17** or later, if space is available.

### **Policies and Procedures:**

The undersigned has read and agrees to abide by the Exhibitor Policies and Procedures set by the Administrative Committee.

### **Sponsorship:**

The undersigned requesting sponsorship of the 38<sup>th</sup> General Assembly agrees to have all advertisements and inserts approved by the Administrative Committee.

### **Selling from Booth:**

For the undersigned who has requested and been approved to sell directly from the exhibit booth, the fee will be \$300, plus booth rental. See Exhibitor Policies and Procedures for details regarding the approval process.

### **Endorsements:**

The undersigned understands that permission to sponsor and/or to place an exhibit does not imply the endorsement by the Presbyterian Church in America of the undersigned's product, services, or objectives. The Presbyterian Church in America assumes no responsibility for misrepresentations made by Exhibitors. The undersigned agrees that all representation made by the undersigned shall be accurate and truthful.

### **Nashville Convention Center Release of Liability:**

The Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Nashville Convention Center, its owners or managers, which result from any act or omission of the Exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless, Nashville Convention Center its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, or any part thereof.

### **Refunds:**

There shall be no penalty for canceling exhibit arrangements up to 30 days prior to the opening of the Assembly. After that, one-half of the exhibit fees shall be refunded. **There shall be no refund after June 11, 2010.**

This agreement contains the entire understanding between the parties, and no representation or inducement has been made that is not set forth herein.

# EXHIBITOR AGREEMENT

Please print legibly

Name to Print on Exhibit Booth Sign \_\_\_\_\_

Individual to Receive Exhibit Hall Information:  Dr.  Rev.  Mr.  Mrs.  Ms.

Name \_\_\_\_\_ Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sponsorship:

Select one level:  Gold Level - \$2,500;  Silver Level - \$1,700;  Bronze Level - \$1,100

*Note: All three levels receive one complimentary Exhibit Booth. If you desire two or more booths, please indicate additional space needed in the Exhibit Booth Rental section below.*

(A) \_\_\_\_\_ Level = Total \_\_\_\_\_

## Exhibit Booth Rental:

Space Rental for regular exhibit space will be:

\$600 for registrations received by April 16 (B1) \$600.00 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Exhibit Booths)

\$700 for registrations received April 17 or later (B2) \$700.00 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Exhibit Booths)

## Selling from Exhibit Booth:

Space rental for selling directly from exhibit space, add an additional \$300.00 per booth:

*Note: You must receive permission from the Administrative Committee to sell directly from your booth.*

(C) \$300.00 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Exhibit Booths)

## A la Carte Sponsorship Options:

One Advertisement in *byFaith* e-Newsletter for General Assembly \$200.00 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Advertisements)

One Insert in each Registration Tote Bag \$400.00 x \_\_\_\_\_ Total \_\_\_\_\_  
(Per Type of Insert)

One Advertisement on Large Screens \$500.00 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Advertisements)

Donate item(s) for Drawings: \_\_\_\_\_  
(D) Total \_\_\_\_\_

## Payment Total:

Sponsorship	Total from (A) = _____
Exhibit Booth Rental	Total from (B) = _____
Selling from Booth	Total from (C) = _____
A la Carte Options	Total from (D) = _____
	<b>Grand Total = _____</b>

Select method of payment: check or credit card (we accept MasterCard and Visa):

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Check payable to: **Presbyterian Church in America**

Return by mail to: 1700 North Brown Road, Suite 105, Lawrenceville, Georgia 30043-8143;

E-mail to: [events@pcanet.org](mailto:events@pcanet.org); or fax to: 678-825-1023

## Office Use Only:

Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Check Amount \_\_\_\_\_ Balance Due \_\_\_\_\_