

Exhibitor Policies and Procedures Guide

General Assembly of the Presbyterian Church in America

1700 North Brown Road · Suite 105 · Lawrenceville, GA 30043 www.pcaac.org

Who Comes to General Assembly?

More than 2,000 commissioners and visitors are expected including teaching elders, ruling elders, music ministers, church planters, chaplains, campus ministers, seminary students, family members, and more.

The Purpose of General Assembly?

Teaching Elders and Ruling Elders from PCA churches across the country gather to study, discuss, and decide biblical, theological, ecclesiastical, and ministry issues and programs. The agenda of the Assembly will include a wide variety of matters important to the life of the church and the progress of the gospel.

General Assembly Commissioners

Only individuals who are PCA Teaching Elders or Ruling Elders who have been designated by their church (and have paid the commissioner registration fee) may speak and vote on the Assembly floor.

Eligibility

All organizations must be approved by the Administrative Committee Board to exhibit at General Assembly. The Administrative Committee Board reserves the right to refuse exhibit space to any organization for any reason.

Exhibitor Registration

All approved organizations are invited to exhibit at the PCA General Assembly. To register for an Exhibit Booth, please carefully review the [Sponsorship](#) options and the [Exhibitor Policies and Procedures](#). Then complete the [Exhibitor Agreement](#) either online or by printing and returning a paper copy. **Submit the completed Exhibitor Agreements to the Administrative Committee before May 28, 2010.**

Return paper copies by e-mail: events@pcanet.org; by fax: 678-825-1023; or by mail:

Administrative Committee
Presbyterian Church in America
1700 N. Brown Rd., Ste 105
Lawrenceville, GA 30043-8143

Payments

Full booth payment is required with the completed Exhibitor Agreement. Payments may be made by credit card (Visa and MasterCard) or check. Make checks payable to: **Presbyterian Church in America**. Please do not combine exhibit registration with any other registration or function fees. See the [Exhibitor Agreement](#) for details on pricing.

Space Assignments

Exhibit spaces will be assigned on a first-come, first-served basis according to the following policies:

1. By policy of the Administrative Committee Board, priority booth placement is given to PCA Committees and Agencies and Gold Level Sponsors.
2. Exhibitors may not share their booth space with another organization without approval of the Administrative Committee prior to General Assembly.
3. Non-Exhibitors. Persons/companies not assigned booth space in the Exhibit Hall will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit Hall.

Booth Specifications and Policies

1. All individual booth spaces are 10'x10' with an 8' backdrop and 3' side dividers. If you need to make special requests, arrangements, or configurations, please include a note when submitting your Exhibitor Agreement.
2. Each booth will include:
 - a. 1 draped and skirted 6' table, two chairs, wastebasket, ID sign, and booth cleaning (trash emptied and vacuumed). These items are included in your registration fee.
 - b. Additional furniture, carpet, electricity, and Internet are available for additional cost and may be ordered through Hollins Exposition Services.
3. **Booth Displays and Backgrounds** may not obscure the view of adjacent exhibitors.
 - a. Freestanding displays may be used. However, displays may not protrude over the booth's back wall (usually 8' in height) or into the aisle.
 - b. Booth backgrounds and product displays must have "finished" side portions of the exhibit so they will not be unsightly or objectionable to adjacent exhibitors.
4. **Displays and Promotion.** We encourage exhibitors to creatively display and promote their organization's products, programs, and services, and distribute pertinent materials to attendees.
 - a. Tape, staples, and tacks are prohibited and may not be used.
 - b. Exhibitors may not distribute stickers, glitter, or confetti from their exhibit booth.
5. **Clean and Presentable Booth Space.** Exhibitors are responsible for maintaining a neat and clean booth.
 - a. Boxes and extra literature should be neatly stored under or behind the table.
 - b. Please take empty cartons (for trash removal) to the rear of the Exhibit Hall to maintain a professional appearance.
 - c. Materials placed behind a booth backdrop must not be visible from a side aisle or by an adjacent exhibitor.
 - d. The Fire Marshal may require exhibitors to store shipping containers and boxes of materials with Hollins Exposition Services as per city codes.
6. **Sound.** The playing of music, videos, and noise making devices may be used only if they do not interfere with other exhibit booths. The Administrative Committee reserves the right to withdraw this privilege.
7. The Presbyterian Church in America name and Committee and Agency names cannot be used in any form by non-PCA exhibitors to imply that an exhibit is part of or endorsed by the Presbyterian Church in America.

Exhibit Hall Location

The Exhibit Hall will be located on Level One in the East Exhibit Hall of the Nashville Convention Center (NCC). The General Assembly business and worship services will convene in the West and Center Exhibit Halls.

Selling and Taxes

A limited number of organizations may be granted permission to sell directly to attendees from the Exhibit Floor, upon approval of the Administrative Committee. To request approval for sales, please provide a letter on organizational letterhead with a detailed list of all items you wish to sell.

1. The letter of request must be received by Friday, April 16, 2010.
2. The organizations approved to sell from their booth will pay \$300, plus booth cost.
3. Each organization must be prepared to collect, verify, and remit local and state sales taxes. For information on Tennessee sales tax please visit www.state.tn.us/revenue, click on Taxes and then select Sales and Use Tax).

Address letter to: Mrs. Sherry Eschenberg, Meeting Planner
Presbyterian Church in America
1700 North Brown Road, Suite 105
Lawrenceville, GA 30043-8143

Please note: The Administrative Committee reserves the right to deny or withdraw this privilege if any selling Exhibitor is perceived to be exploiting or abusing the PCA, attendees, and/or another Exhibitor.

Exhibitor Name Badges

Every Exhibitor must wear a name badge at all times while in the Exhibit Hall and Convention facility. The Exhibitor name badge may be:

1. Supplied by the organization – professionally printed and easy to read
2. Supplied by the PCA – please submit a completed [Exhibitor Name Badge Form](#)

Exhibitor Housing

A block of hotel rooms will be reserved for exhibitors. The hotel information will be communicated to you by e-mail upon receipt of the completed Exhibitor Agreement and payment. We request that each organization representative staffing an Exhibit Booth complete a Hotel Information Form (included in the confirmation e-mail) and provide a copy to the onsite Exhibit Hall Coordinator.

Children and Family Members

Exhibitors are welcome to bring family members to the convention. Exhibitors are to refrain from engaging children under age 18 in booths as organization representatives. Children under 18 will not be registered with an Exhibitor name badge.

Decorator & Exhibitor Service Kit

Hollins Exposition Services will be the Decorator for the 2010 PCA General Assembly. Hollins will provide an Exhibitor Service Kit by e-mail to all registered organizations in mid-March. Extra furniture, carpet, electricity, and Internet may be ordered for an additional cost.

Liabilities

The Presbyterian Church in America shall not be held responsible for the safety of exhibits against robbery, fire, or accident; nor accident to the exhibitor or their employees. Security will be provided during non-exhibit hours.

Cancellations and Changes

Exhibit space cancellations or changes must be in writing. There will be no penalty for canceling exhibit arrangements up to 30 days prior to the opening of the Assembly (May 28). After that, one-half of the exhibit fees shall be refunded. **There shall be no refund after June 11, 2010.**

Removal from the Approved Exhibitor List

1. Exhibitors are responsible to inform the Administrative Committee of changes in address or other contact information. Approved Exhibitors whom we can no longer locate may be dropped from the Approved Exhibitor List.
2. Organizations who have not exhibited within five years will be dropped from the Approved Exhibitor List and notified accordingly.
3. All approved Exhibitors, by signing the Agreement, affirm that their organization's theological and mission statements have not changed during the past year. If any changes have occurred, please submit a new [Exhibitor Statement of Mission and Purpose](#).