

**2019 GENERAL ASSEMBLY
CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
Des Moines, IA July 19-23, 2019**

EXHIBIT PROGRAM REGULATIONS AND TERMS

1. **GENERAL:** Exhibitors understand and accept the booth information, exhibit hours, installation and dismantling procedures, complimentary registration, and other related information contained in this document. Further, it is agreed that all exhibitions--including, but not limited to, size, location, content, construction, operation, and removal of all displays--will be governed by the General Assembly of the Christian Church (Disciples of Christ) (GACCDOC). All matters and questions not covered by these Regulations are subject to the decision of the GACCDOC. It is further agreed that GACCDOC conditions and regulations are made a part hereof as though fully incorporated herein. GACCDOC shall have full and exclusive power in the matter of interpretation, amendment, and enforcement of all said conditions and regulations, and any such amendments when made and brought to the notice of said Exhibitor shall be as though duly incorporated herein and subject to the terms and conditions herein set forth. If a dispute or disagreement shall arise between the parties concerning the allotment of permitted use of exhibition space or concerning the interpretation of any of the rules or regulations which are a part hereof, the decision and interpretation of GACCDOC shall be final and Exhibitor hereby agrees to abide by said interpretation which, if requested, shall be supplied in writing. No agreement with reference to the matters herein contained shall become a part of this Contract, unless duly endorsed by both parties.

2. **DATES AND TIMES:**

Set up: Friday July 19, 2019 – 8:00 am to 5:00 pm

Teardown: Tuesday, July 23, 2019 – 6:00 pm to 9:00 pm

Exhibit Hall Hours:

Saturday, July 20 – 9:00 am to 6:00 pm

Sunday, July 21 – 1:00 pm to 6:00 pm

Monday, July 22 – 9:00 am to 6:00 pm

Tuesday, July 23 – 9:00 am to 6:00 pm

3. **DRAYAGE:** The GACCDOC has selected an official decorator, Fern Exposition & Event Services. Exhibitor information such as order forms, rates and instructions on the services provided, drayage and labor instructions will be sent in the exhibitor's service kit.

4. **CANCELLATION:** Notice of intent to cancel must be received and acknowledged by the GACCDOC before **March 1, 2019**. Cancellation notices received after **March 1, 2019** will not be accepted and the exhibitor will be obligated to pay the full amount of the rented space. Cancellation requests made prior to **March 1, 2019** will be entitled to a 50 percent refund per booth.

In the event of the General Assembly being canceled due to destruction of premises by any cause, or in case circumstances beyond the control of the GACCDOC make it impossible for the exhibitor to occupy space contracted, the GACCDOC shall not be held liable for failure to hold the General Assembly as scheduled, and shall determine the amount of exhibit fees to be refunded.

5. **FAILURE TO PAY:** No booths will be assigned until full payment is received. Space is first come, first served reservations. No exhibitor or his/her display materials will be allowed into the exhibit hall until he/she has made full payment to the GACCDOC.

6. **FAILURE TO OCCUPY SPACE:** Space not occupied at the close of the installation period is forfeited by the exhibitor and may be resold or reassigned by the GACCDOC. If an exhibit is on hand at the deadline, but not erected, the GACCDOC reserves the right to set up the display and to bill the exhibitor for all charges incurred.

7. **REGISTRATION IDENTIFICATION BADGE:** Exhibitor personnel are required to wear Vendor Identification Badges to be admitted to the Exhibit Hall and to work in the exhibit booth. Registration(s) are included in the exhibit fee and detailed in the fee section. If your personnel exceed allotted registration(s), you will need to register each additional person, and they must wear a badge to be admitted to the Exhibit Hall.

8. **SECURITY:** The GACCDoc will provide security as it deems necessary during the installation and dismantling periods, as well as around the clock on the days the assembly is open. This service, however, should not be construed as an obligation to protect the property of exhibitors, which remains the sole possession and responsibility of each exhibitor.

9. **LIABILITY & INSURANCE:** The GACCDoc and the Iowa Events Center (IEC) will NOT be responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person prior, during, or subsequent to the period covered by the exhibit contract. Exhibitor and its authorized contractors agree to carry personal and property damage liability and worker's compensation insurance. Exhibitor further agrees to defend, indemnify and hold GACCDoc and the exhibit facility, and their officers, agents, and employees, harmless against any and all claims, lawsuits, judgments, cost, and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by Exhibitor's occupancy of the exhibit space contracted for by the terms or provisions of this Contract, or by any other negligent or strictly liable act or omission of Exhibitor, its agents, employees or subcontractors, or its invited guests and/or patrons in the performance of this Contract. Each exhibitor acknowledges that the GACCDoc, and the IEC are not responsible for, and do not maintain insurance covering, exhibitor's property or persons and that it is the sole responsibility of each exhibitor to obtain business interruption, property damage, "extra territorial," personnel, and public liability insurance or to bear the risk.

10. **EXHIBITORS RESPONSIBILITY OF PROPERTY:** Exhibitors agree not to injure, deface, or otherwise damage exhibit hall structures, booths, equipment, or property of assembly participants. If such damage occurs, the exhibitor shall be liable to the owners of the property. Further, exhibitors shall not post, tack, nail, screw, or otherwise attach anything to columns, walls, floors, or other parts of the building or furniture. **Distribution of promotional gummed stickers, labels, and helium-filled balloons is strictly prohibited.** Any action deemed by the GACCDoc as necessary or proper for the protection of the building, equipment, or furniture will be undertaken at the expense of the exhibitor involved. In no case will GACCDoc be responsible for theft, loss, or damage to Exhibitor's product or booth. Exhibitor agrees that it is wholly responsible for protecting its property on and off show premises and during official show hours and all other times of occupancy. Exhibitor should assess the security risk of its equipment, product, and display materials, and should plan its own security accordingly. Security officers are available for hire through exclusive and preferred vendors as designated by the host facility.

11. **FIRE REGULATIONS:** Exhibitors agree to abide by the Des Moines, IA Fire Department regulations. No combustible decorations, such as crepe paper, cardboard, or corrugated paper shall be used at any time. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flame proofing solution. Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The IEC inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the IEC. Items such as brochures, literature, giveaways, etc, within the booths are limited to a one day supply. No flammable liquid or material shall be used or admitted inside of the IEC except by approval of the IEC and the Des Moines Fire Marshal. Open flames, butane gas, helium tanks, etc., are not permitted. All electrical wiring must conform to the Des Moines, IA Electrical Code. Emergency exits and aisles must be kept obstacle-free at all times. Fire-fighting equipment shall be provided and maintained in accessible locations.

12. **DISPLAY DESIGN:** Exhibits shall not obstruct the general view or interface with other exhibits. No sidewall higher than 42" may extend forward from the back wall more than one-half the depth of the exhibit space. **Exhibitors who plan to use nonstandard booth sizes or designs should submit for approval two sketches of the proposed layout to the GACCDoc at least sixty (60) days prior to the assembly.** Any part of an exhibit that does not lend itself to attractive appearance such as unfinished side or end panels will be draped at the exhibitor's expense.

Please be considerate of adjoining vendors. SHOW MANAGEMENT reserves the right to require adjustments or removal of items blocking the view of other vendors.

13. ADVANCED SHIPMENTS: Shipping information will be provided by FERN as part of the exhibitor service kit.

The Iowa Events Center and GACCDOC ARE NOT responsible for lost or misplaced items or any materials left unattended.

14. AUDIOVISUAL EQUIPMENT: Such equipment is permitted. Its operation, maintenance, and security are the sole responsibility of the exhibitor. Volume and lighting levels must not interrupt or distract from other exhibits. Displays deemed disruptive by the GACCDOC shall be removed by the exhibitor upon notification from the GACCDOC, or after a reasonable period shall be removed by the GACCDOC at the exhibitor's expense.

15. DRAWINGS: Exhibitors planning to hold drawings or raffles must submit in writing to the GACCDOC at least thirty (30) days prior to the assembly a complete description of the items to be given away, the methods by which winners will be selected and the time in which the winners will be announced. Such drawings will not be permitted if they conflict in any way with the overall Exhibit Program or any local laws.

16. OBSTRUCTIONS: Aisles, as designated on the exhibit floor plan, shall be kept clean, clear, and free of obstructions. No easels, signs, or any other objects shall be placed beyond the booth areas or into the aisles.

17. FOOD AND BEVERAGES: Any food or beverage given away at booths must be approved by Iowa Events Center Management prior to the Assembly. Food and beverage consumed or distributed on the premises, including the show floor and any other portion of the exhibit facility, must be purchased through the authorized in-house service supplier. Promotional items of an edible nature are allowable as exhibitor giveaways, provided that such items are pre-packaged, are not assembled on-site, and do not exceed a three-ounce (3-oz.) single-portion limit. No beverages or liquids (consumable or otherwise) shall be permitted as promotional giveaways, unless purchased from the authorized in-house service supplier. If additional information is needed please request the full policy.

18. SHARED SPACE / DIRECTOR LISTING: Contracted booth space is to be occupied only by the business or organization that made the initial application and contract for the space. Subletting of booth space and multiple occupancy is strictly prohibited. Only the name of the exhibiting entity appearing upon the face of this contract may be placed in the booth and in the show's printed list of exhibitors. It is further agreed that Exhibitor shall not assign, share, or sublet any part of its exhibit space without the express written consent of GACCDOC. If GACCDOC management approves a request for shared space and/or additional directory listings, GACCDOC must receive an additional, signed application from each co-sharing entity. GACCDOC maintains the exclusive right to publish and distribute the list of exhibitors; however, a publisher may include the list of exhibitors as a part of an ongoing publication. As a service to exhibitors, GACCDOC will identify each exhibitor (who completes the necessary directory listing form) in the official show directory; however, GACCDOC will incur no liability for any errors, omissions, or format changes.

19. DISMANTLING: Packing or dismantling of displays or removal of equipment, boxes, and other materials prior to the announced dismantling period is not permitted. All space must be vacated by 9:00 pm on Tuesday, July 23, 2019. If spaces are not vacated by that time, the decorator will remove the materials and charge the expense to the exhibitor. **PLEASE DO NOT CLOSE YOUR BOOTH BEFORE 6:00 PM on TUESDAY, JULY 23!**

20. MUSIC: Live music will not be permitted in the exhibit hall by any exhibitor during the course of the Assembly. Each exhibitor assumes sole responsibility for reporting to Broadcast Music, Inc. (BMI), any recorded music which is utilized for background, foreground, or as part of audio presentations, etc., which include but are not limited to records, tapes, CDs, broadcasts, satellite signals, and/or cablecasts. This responsibility extends to the payment to BMI by the exhibitor of any applicable fees resulting from such presentations.

21. **PARKING:** Accessible parking is available in any of the Iowa Events Center parking lots. Parking fees are not included in the exhibit space fee.
22. **GUEST SERVICES:** Once you are confirmed, FERN will provide you with a link to guest services for ordering furniture, electrical, etc.
23. **AMERICANS WITH DISABILITIES ACT:** Exhibitors must remain in full compliance with the Americans with Disabilities Act.
24. **HOTEL AND TRAVEL:** Please visit the event website at <http://ga.disciples.org/housing/> for hotel and travel information.
25. The convention center's full facility guide can be reviewed at www.iowaeventscenter.com