



Exhibitor / Sponsor Contract
Held at Mount Paran Church of God
Atlanta, GA
May 12 & 13, 2011

Company
Address
Phone
Web Address
Contact Name (this person will receive ALL conference communication)
Address
City
State
Zip
Title
E-Mail
Phone
Fax

Exhibitor Level Packages: (see description of exhibitor packages and benefits attached)

Table with 3 columns: Qty., Level, Amount. Includes descriptions for levels 1, 2, 3, and 4.

Total Booth/Ticket Cost \$

TOTAL AMOUNT DUE \$

Form of Payment (please check one)

Check enclosed (please make payable to Engage Conference)

I authorize Engage Conference to charge \$ to my (circle one) Visa MasterCard American Express

Card Number Expiration date Security Code

Authorized Signature

Cardholder's Name Cardholder's Zip Code

Billing Address for Credit Card

Please submit all paperwork including this form and all non-refundable fees to:

By MAIL: Engage Conference, 600 Stevens Creek Road, Augusta, GA 30907. For more information contact: Stacy Lewer, Office: 706.863.7002, stacylewer@stevenscreekchurch.com

By FAX: 706.869.8777 (credit card payments only)

Please review and agree to the Terms and conditions on the following pages.

ENGAGE USE ONLY
Total cost
Deposit
Balance Due
Check #
Date R'cvd
Date Processed
AE Date
Balance R'cvd

## Contract Terms and Conditions

### **Payment Schedule & Cancellation Policy:**

Full payment is due when contract is returned and fees are non-fundable. By signing this contract agreement, you the signee, authorize Engage Conference (Engage) to charge your credit card on file for the full amount due.

### **Exhibitor Levels and Benefits Description:**

#### **Level 1: \$500**

- 10 x 10 booth with power
- Two tickets to Engage Conference
- Link on Engage Conference website

#### **Level 2: \$750**

- 10 x 10 booth with power
- Four tickets to Engage Conference
- Ad (5.5" x 8.5" size) in Program Guide
  - *Submit artwork by April 11*
- Link on Engage Conference website
  - *Provide link with registration*
- PowerPoint slide shown from main stage before/after sessions
  - *Submit by April 11*
- Opportunity to pass out one brochure/flyer at doors to event before or after that one evening session (vendor to provide people to staff the doors)

#### **Level 3: \$1000**

- 10 x 10 booth with power
- Six tickets to Engage Conference
- Ad (5.5" x 8.5" size) in Program Guide
  - *Submit artwork by April 11*
- Link on Engage Conference website
  - *Provide link with registration*
- PowerPoint slide shown from main stage before/after sessions
  - *Submit by April 11*
- Opportunity to pass out one brochure/flyer at doors to event before or after that one evening session (vendor to provide people to staff the doors)
- 2 minute video presentation of company/product during one evening session (vendor to create video for Engage Conference approval. *Submit by May 2*)

#### **Level 4: \$1250**

- 10 x 10 booth with power
- Six tickets to Engage Conference
- Ad (5.5" x 8.5" size) in Program Guide
  - *Submit artwork by April 11*
- Link on Engage Conference website
  - *Provide link with registration*
- PowerPoint slide shown from main stage before/after sessions
  - *Submit by April 11*
- Opportunity to pass out one brochure/flyer at doors to event before or after that one evening session (vendor to provide people to staff the doors) *Continued below:*

- 2 minute video presentation of company/product during one evening session (vendor to create video for Engage Conference approval. Submit *by May 2*)
- Vendor to present at a Breakout Session on Friday, May 13, 2011. Vendor to submit description of company and/or product along with biography of presenter for approval no later than *April 11, 2011*. Vendors will be notified of acceptance and presentation time on or before *April 15, 2011*. Opportunities are limited.

**Exhibitor Policies:**

The following rules and policies will govern exhibitor booths for “Engage Conference,” May 12 & 13, 2011. Please read carefully.

**\*\*\* Setup & check-in time is Thursday, May 12 from 8:30AM until 11:00AM \*\*\***

**1. All Booths Include:**

- \* Your assigned space
- \* 10 X 10 area
- \* A/C Power outlet
- \* One 6’ x 2’ draped table
- \* Two folding chairs
- \* General cleaning of area

**2. Complimentary Exhibitor Tickets / Badges and Entrance to All Events:**

Complimentary exhibitor badges will be provided for every booth. The number of badges you receive depends on the Sponsor Level you have chosen. Your badge gives you access to all of the general sessions.

**3. Booth Location:**

Space is limited and reserved in the order of received registrations and accompanying payment in full. Exhibitors will be assigned booth space in order of receipt of contract and deposit. Engage reserves the right to shift space if it becomes necessary to do so. Engage reserves the right to make such modifications in the published floor plan as may be necessary to meet the needs of exhibitors and the exhibit area as a whole.

**4. Payment and Cancellation of Exhibit Space:**

Payment in full for booth space must be received by Engage, care of Stacy Lewer, on or before May 2, 2011. Engage has the right to resell any booth space that is not paid in full by May 2, 2011. Stacy’s contact information is: [stacylewer@stevenscreekchurch.com](mailto:stacylewer@stevenscreekchurch.com) Phone: 706.863.7002

**5. Default of Occupancy:**

Any exhibitor failing to occupy their contracted exhibit space by Thursday, May 12, 2011 at 12:00PM is obligated to pay the full cost of such space.

**6. Use of Space:**

The exhibitor’s display, equipment, and materials shall be confined to the actual dimensions of the booth space contracted. Height of display may be up to eight feet tall. If exhibitor’s display exceeds the eight-foot height restriction Engage must be notified by May 2, 2011. Engage reserves the right to approve or refuse any displays that exceed the 8-foot height restriction, and the exhibitor’s booth location may be moved at Engage’s discretion to accommodate the display.

Aisles may not be used by exhibitors. The exhibitor is responsible for maintaining a neat and clean booth. All tables must be draped. Engage reserves the right to require exhibitors to remove any sign, literature, etc., that is not in accordance with the morals, tone, or attitude of “Engage”. Sound devices in use must not be at such a level as to interfere with normal business in surrounding booths. This includes the use of live or recorded music.

**7. Subletting Space:**

No exhibitor shall assign, sublet, or share the space allotted without the written consent of Engage.

**8. Limitations of Liability:**

The exhibitor shall be fully responsible to pay for any and all damages to Mount Paran Church of God which results from any act or omission of the exhibitor. The exhibitor agrees to defend, indemnify, and hold harmless Engage and Mount Paran Church of God, and its employees from any damages or charges resulting from the exhibitor’s use of the property. The exhibitor’s liability shall include all losses, costs, damages, or expenses arising from or 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, Mount Paran Church of God, or any part thereof. Further, neither Engage nor its respective agents, employees, officers, or directors shall be liable for failure of the scheduled exhibition to be held due to fire, water damage, public emergency, cancellation of facility contracts, or acts of God beyond the power or control of Engage and Mount Paran Church of God to prevent. In the event of a cancellation, a full refund will be made to the exhibitor.

**9. Insurance:**

It shall be the responsibility of the exhibitor to secure necessary insurance coverage if they desire. The exhibitor acknowledges that neither Engage, nor Mount Paran Church of God maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain business interruption, property damage, and liability coverage covering any such losses or claims. Engage or Mount Paran Church of God is not responsible for the loss of any property that the exhibitor owns (including but not limited to booth decorations, exhibits, inventory, supplies or personal items). Exhibitors should understand that Engage or Mount Paran Church of God does not provide coverage for the exhibitor's own property, and therefore each exhibitor is responsible for procuring this type of coverage at Exhibitor's own expense.

**10. Shipment of Exhibit Materials:**

Exhibit materials can be shipped beginning May 9, 2011. All materials should be marked "Inside Delivery" and shipped to: Mount Paran Church of God, 2055 Mount Paran Road, Atlanta, GA 30327-2921, Attention: Susan Barrows.

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**12. Exhibit Removal:**

We ask that Exhibitors not tear down or removal of any portion of an exhibit during the conference hours without permission being secured from the exhibit coordinator. Removal can begin when the conference closes Friday, May 13, 2011.

We the above signed Company, having read and agreed to the Contract, Terms and Conditions, for ad and/or exhibitor space for the Engage Conference.

Company \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_

Website Link (if required): \_\_\_\_\_

Accepted By Engage Conference (Engage) : \_\_\_\_\_

Booth Assigned \_\_\_\_\_ Date \_\_\_\_\_