

# The Church Network

(National Association of Church Business Administration dba The Church Network)

## Exhibit Booth and Advertising Contract

Charlotte, North Carolina 2019

July 11 - 13, 2019 - Charlotte Convention Center

Company/Organization Name: \_\_\_\_\_

Contact person for all show info (print): \_\_\_\_\_ Title: \_\_\_\_\_

email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary contact on-site in Charlotte (print): \_\_\_\_\_ Title: \_\_\_\_\_

email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other representatives attending Charlotte 2019 (Names due June 19, 2019. Each name badge that must be created on-site will cost \$10.)

1) \_\_\_\_\_ email \_\_\_\_\_

2) \_\_\_\_\_ email \_\_\_\_\_

3) \_\_\_\_\_ email \_\_\_\_\_

4) \_\_\_\_\_ email \_\_\_\_\_

### Information to be published in conference mobile app. (Please print or type.)

Name of Sales Contact (print): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

email: \_\_\_\_\_ Website: \_\_\_\_\_

Description of business service or product for conference app: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Exhibitor Product/Service Category - Designate no more than two product/service categories

<input type="checkbox"/> Accounting/Auditing	<input type="checkbox"/> Facility Mgmt/Maintenance	<input type="checkbox"/> Office Equip/Supplies
<input type="checkbox"/> Advt. Specialties/Promo. Products	<input type="checkbox"/> Financial Institutions/Services	<input type="checkbox"/> Playground/Recreation
<input type="checkbox"/> Architects	<input type="checkbox"/> Food Service	<input type="checkbox"/> Printing/Publications
<input type="checkbox"/> Audio/Visual Services/Products	<input type="checkbox"/> Fundraising/Stewardship	<input type="checkbox"/> Risk Management
<input type="checkbox"/> Background Checks	<input type="checkbox"/> Furniture/ Flooring/Roofing	<input type="checkbox"/> Stained Glass
<input type="checkbox"/> Church Management Systems	<input type="checkbox"/> Group Purchasing/Co-Op	<input type="checkbox"/> Technology (all types)
<input type="checkbox"/> Columbariums/Urns	<input type="checkbox"/> Human Resources/Staffing	<input type="checkbox"/> Transportation
<input type="checkbox"/> Construction/Restoration/Buildings	<input type="checkbox"/> Insurance	<input type="checkbox"/> Web/Internet Services
<input type="checkbox"/> Consulting/Counseling/Coaching	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Other _____
<input type="checkbox"/> Educational Services/Distance Learning	<input type="checkbox"/> Marketing	
<input type="checkbox"/> Employee Benefit Programs	<input type="checkbox"/> Offering Envelopes	

Booth numbers requested (subject to point system): \_\_\_\_\_

**Exhibit Booth Selection: The reservation and assignment of booth space is on a first-come, first-served basis; however, TCN will attempt to provide preferential treatment to those companies that provide the greatest amount of support to the ministry of TCN. TCN reserves the right to shift space at any time if, in TCN's sole judgment, it becomes necessary to do so. TCN reserves the right to make modifications to the published floor plan as may be necessary. TCN has the final say in the assignment of booth space.**

	Deposit Paid on or before <b>7/20/18</b>	Deposit Paid Post- marked <b>by 2/28/19</b>	Deposit Paid Post- marked <b>after 2/28/19</b>	Fill in dollar amounts and number of booths
<b>First Booth</b>				
TCN Business Member *	\$1,450	\$1,500	\$1,550	\$ _____ (1)
Regular Rate	\$1,750	\$1,800	\$1,850	
<b>Additional Booths</b>	\$1,325	\$1,375	\$1,425	\$ _____ x _____ booth(s) = \$ _____ (2)
<b>Prime Spaces</b> (additional cost for spaces near the entrance or food service)				\$125 x _____ booth(s) = \$ _____ (3)
<b>Additional Personnel Registrations</b> (fee per person for over two people per booth)				\$190 x _____ person(s) = \$ _____ (4)
<b>Lead Scanning and Retrieval</b> with conference mobile app				\$200 per company \$ _____ (5)
<b>Sponsorships</b> (see listing in brochure)				\$ _____ (6)
<b>Conference Notebook Advertising - four color</b> (Ten percent discount if \$200 deposit paid at conference)				
Two Page Spread	\$1,800	\$2,000	\$2,000	
Inside Front Cover	\$1,800	\$2,000	\$2,000	
Front Side of First Tabbed Divider Page	\$1,710	\$1,900	\$1,900	\$ _____ (7)
Inside Back Cover	\$1,710	\$1,900	\$1,900	
Tabbed Divider Page	\$1,620	\$1,800	\$1,800	
Full Page	\$1,170	\$1,300	\$1,300	
Half Page	\$810	\$900	\$900	
				<b>Total conference fees (add lines 1-7) \$ _____ (8)</b>
				<b>Deposits (due with signed contract):</b>
				Booth Deposit - \$600 x _____ booth(s) = \$ _____ (9)
				Advertising Deposit - \$200 \$ _____ (10)
				<b>Total deposits (add lines 9+10) \$ _____ (11)</b>
<b>Business Member Dues</b>				
* If someone in your company holds a Business Membership in TCN, your company is eligible for the reduced rates.				\$285 for first member = \$ _____ (12)
Names: _____				\$140 x _____ additional member(s) = \$ _____ (13)
_____				<b>Total dues (add lines 12+13) \$ _____ (14)</b>
_____				
				<b>Subtotal of conference fees and dues (line 8 plus line 14) \$ _____ (15)</b>
				<b>Subtotal of all deposits and dues. THIS AMOUNT DUE WITH CONTRACT. (line 11 plus line 14) \$ _____ (16)</b>
				(If registering after April 30, pay full amount due, not just the deposit.)
				<b>Remaining Balance Due by April 30, 2019 (line 15 minus line 16) \$ _____</b>

**Agreement**

In making application, exhibitor agrees to exhibit under, and comply with, those rules and regulations as written in this contract and in the accompanying exhibit show brochure which are hereby made a part of this contract. This application shall constitute a non-revocable offer by exhibitor until such time as TCN has returned to exhibitor notification of space assigned. Any withdrawal of this application by exhibitor prior to the dates herein indicated will result in the respective forfeiture of monies, and neither party shall thereafter have any further responsibility to the other with respect to this contract. I have read the Terms and Conditions. Agreed to:

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Authorized Representative of Company Requesting Exhibit Space

Amount from either line 15 or 16 \$ \_\_\_\_\_  Check Enc.  Visa  MasterCard  Discover  American Express

Card # \_\_\_\_\_ CVC code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Exact Name(s) on Card \_\_\_\_\_

Credit card billing address \_\_\_\_\_

Return to:  
**The Church Network**  
100 N Central Expy Ste 706  
Richardson TX 75080-5324

TEL: (972) 699-7555  
FAX: (972) 699-7617  
www.thechurchnetwork.com

# Terms and Conditions

## Rules and Regulations

The terms "Exposition," "Expo," "Trade Show," and "Exhibit Show" are interchangeable and refer to the 63rd TCN National Conference scheduled to be held in Charlotte, North Carolina, from July 11 - 14, 2019 at the Charlotte Convention Center. The Exposition is owned, produced, and managed by The National Association of Church Business Administration (NACBA), doing business as The Church Network (TCN). The term "Exhibitor" refers to the organization or person or any of its officers, directors, shareholders, employees, contractors, agents, or representatives that applied for exhibit space rental and agreed to enter into this agreement. The Exhibit Booth and Advertising Contract and the payment of exhibit space fees together will constitute a contract for the right to use exhibit space. TCN reserves the right to reject any applications for space.

## Space Rental

All booths are 10' deep and 10' wide. Each exhibiting company shall receive 8' high pipe and drape back wall, 3' high pipe and drape side wall; 7" x 44" identification sign; one 6' draped table; two side chairs; one wastebasket; a standard (not enhanced) listing in The Church Network Ultimate Guide to Church Suppliers, a company listing and 25-word description in the conference notebook; pre-registered attendee list (no email addresses), post-show attendee list on request, and registrations for two (2) individuals per booth including two (2) sets of meal tickets for the meals taking place during the show: the Wednesday opening, Thursday lunch, and Friday lunch. **(Please note: The names of the persons working in your booth are due to TCN by June 19, 2019. Name badges created prior to the show are complimentary, but there will be a fee of \$10 for each name badge that we must create on site.)**

## Space Assignments

The reservation and assignment of booth space is on a first-come, first-served basis; however, we will attempt to provide preferential treatment to those companies that provide the greatest amount of support to the ministry of TCN. The assignment of booth space will begin starting on March 1, 2019. TCN will use its best efforts to assign the Exhibitor's booth in the location requested by Exhibitor and to provide physical separation of the booth from the booths of the Exhibitor's competitors. Notwithstanding the above, TCN reserves the right to change the floor plan or to change the location assigned to Exhibitor at any time, as it may, in its sole discretion, deem necessary for the best interest of the Exposition. TCN has the final say in the assignment of booth space. Exhibitor shall not sublet all or any part of the booth or any equipment provided by TCN, nor shall Exhibitor assign this Agreement in whole or in part without written notice to and approval from TCN.

## Exhibitor Representation

Each booth includes the complimentary registration of two exhibitors (individuals). There is a registration fee of \$190 for each additional person over two people per booth. Each registration includes a set of meal tickets for the Thursday opening, Friday lunch, and Saturday lunch. The deadline for registering the individuals working in your booth is June 19, 2019. Each Exhibitor representative must be registered to participate in the Exposition. Name badges created prior to the show are complimentary, but there will be a fee of \$10 for each name badge that we must create on site. The additional registrations of individuals at \$190 per person are transferable at no charge. There will be a \$80 cancellation charge if received in writing by June 19, 2019. Cancellations after June 19 will forfeit the full payment.

## Exhibit Space Occupancy

**ANY EXHIBITOR THAT FAILS TO OCCUPY ITS EXHIBIT SPACE BY THE END OF PUBLISHED SET-UP HOURS, LEAVES THE EXHIBIT SPACE UNATTENDED DURING EXPOSITION HOURS, OR BEGINS DISMANTLING OF EXHIBIT SPACE PRIOR TO THE CLOSE OF THE EXPOSITION BY TCN, MAY FORFEIT ITS RIGHT TO THE EXHIBIT SPACE AND ITS ELIGIBILITY TO EXHIBIT AT FUTURE TCN EVENTS.**

## Cancellation Policy

All booth cancellations must be received in writing (email acceptable); no telephone cancellations will be honored. For cancellations received by April 1, 2019, the booth fee less \$300 per booth nonrefundable charge will be returned; from April 2 to May 1, booth fees less \$600 deposit per booth will be returned. Cancellations received after May 1, 2019, will forfeit full payment. TCN retains the right to resell any booth space cancelled by Exhibitors and retain the proceeds for TCN's own account.

## Downsizing of Space by Exhibitor

All requests for reduction of exhibit space must be in writing and shall become effective upon receipt by TCN. A fee of 20% of the difference in the cost between the originally assigned exhibit space and the cost of the reduced exhibit space requested will be charged through April 1, 2019. From April 2 through May 1 a fee of 50% of the difference in cost between the originally assigned exhibit space and the cost of the reduced exhibit space requested will be charged. Commencing May 2, 2019, exhibitors requesting reduction in space will receive no refund for any difference in cost. Furthermore, show management has full authority to relocate any exhibitor after downsizing of space.

## Cancellation or Postponement of Exposition

In the event that the Exposition is postponed for any reason, the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the Exposition, the obligations of the parties under this Agreement shall be automatically terminated and all payments made by Exhibitor under this Agreement shall be refunded to Exhibitor, less a pro-rata share of expenses actually incurred by TCN in connection with the Exposition.

## Payment of Debts

Exhibitors are required to make all payments for exhibit space as outlined in the Exhibit Booth and Advertising Contract. Exhibitors are further responsible for ensuring that there are no outstanding debts owed by them to TCN. If all payments and outstanding debts are not paid in full by April 30, 2019, TCN retains the right to cancel the Exhibitor's space without further notice and without obligation to refund moneys previously paid and to re-sell any exhibit space assigned.

## Exhibitor Services Kit

An Exhibitor Services Kit will be sent to the Exhibitor. The Exhibitor Services Kit will include pertinent information regarding the Exposition including, but not limited to, additional rules and regulations, display rules, installation/dismantle schedules, registration information, Official Contractor order forms and pricing, shipping and drayage, utilities and building services, audio/visual, and additional visibility opportunities.

## Arrangements of Exhibits

Exhibitor agrees to abide by all exhibit display guidelines published in the Exhibitor Services Kit. The Charlotte Convention Center exhibit hall is not carpeted and carpeting is not included in the booth fee. In the area five feet forward from the rear of the booth, display material may be placed up to a height not exceeding eight feet from the floor. All exhibitors must remain within the confines of their own exhibit space, and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other exhibitors. TCN shall have the right to demand modification of the appearance of dress of persons or mannequins used in conjunction with displays or demonstrations. Exhibits not conforming to these specifications, or which in design, operation, or otherwise, are deemed objectionable by TCN in its sole discretion, will be prohibited.

## Handling and Storage

TCN and the owners or managers of the facility where the exposition is to be held will not accept nor store display materials or empty crates and Exhibitor shall make its own arrangements for shipment, delivery, receipt, and storage of such materials and empty crates. Such arrangements may be made through the Official Drayer, and Exhibitor shall in any event provide the Official Drayer with copies of all bills of lading. All shipments and deliveries to the Exposition shall be prepaid. Exhibitor shall not incur any obligation to the Official Drayer merely by reason of providing copies of any bills of lading hereunder.

## Exhibitor Operation and Conduct

(A) **EXHIBITORS MAY NOT SCHEDULE PRIVATE FUNCTIONS OR EVENTS WHICH CONFLICT WITH OFFICIALLY SCHEDULED TCN EVENTS;** (B) The use of live animals is prohibited in the Exposition; (C) The use of objectionable amplifying or lighting equipment is prohibited; (D) Exhibitors may not use strolling entertainment, nor distribute samples, magazines, or advertising materials in any area outside of their booth; (E) It is the Exhibitor's responsibility to ensure that models' and/or artisans' appearance and dress will not be offensive to modest tastes. Furthermore, artisans and models are not permitted to perform or appear outside of the contracted booth space during show hours; (F) Food and beverage may be dispensed from Exhibitor's booth within the following guidelines: (i) Exhibitor must obtain written approval from TCN; (ii) Distribution area must be kept clean and attractive; (iii) All attendees must have the opportunity to sample; (iv) Cooking may not take place in the booth without prior written approval from TCN; (vi) Any food and beverage distributed must be arranged through the facility where the Exposition is held.

Exhibitors and their representatives shall at all times conduct themselves in a professional manner and shall not disparage or libel fellow exhibiting companies, member companies, TCN, or the employees of aforementioned organizations (and Exhibitor expressly waives any, if any, First Amendment right of free speech to the contrary), or engage in other activities detrimental to the event. If exhibitors do engage in such conduct, TCN reserves the right to cancel the Exhibitor's space without further notice and without obligation to refund moneys previously paid and to re-sell exhibit space assigned. TCN further reserves the right to reject Exhibitor's application to exhibit in future shows of TCN.

## Protection of Exhibit Facility and Liability

Exhibitor shall, at its expense, promptly pay for or repair any and all damage to the exhibit facility, booth equipment, or the property of others caused by the Exhibitor or any of its employees, agents, contractors, or representatives. This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between TCN and Exhibitor. EXHIBITOR HEREBY AGREES TO, SHALL AND DOES **INDEMNIFY, RELEASE, HOLD HARMLESS, AND DEFEND** TCN AND ITS AGENTS AND EMPLOYEES (collectively, "TCN" for this provision) FROM AND AGAINST ANY AND ALL LIABILITY, RESPONSIBILITY, LOSS, DAMAGE, COST, OR EXPENSE OF ANY KIND WHATSOEVER (INCLUDING INTEREST AND ATTORNEY'S FEES) WHICH TCN MAY INCUR, SUFFER, BE PUT TO, PAY, OR BE REQUIRED TO PAY, RELATING TO OR ARISING FROM ANY INTENTIONAL OR NEGLIGENT ACT OR OMISSION BY EXHIBITOR OR ANY OF ITS EMPLOYEES, REPRESENTATIVES, OR AGENTS (collectively, "EXHIBITOR" for this provision). TO THE FULLEST EXTENT PERMITTED BY LAW, EXHIBITOR RELEASES TCN FROM ALL LIABILITY, DAMAGES, CLAIMS, CAUSES OF ACTION, AND EXPENSES (INCLUDING ATTORNEY'S FEES) THAT MAY BE INCURRED BY EXHIBITOR AND THAT ARISE FROM OR RELATE TO EXHIBITOR'S PARTICIPATION IN THE TRADE SHOW ACTIVITIES AND/OR ANY ACT, OMISSION, NEGLIGENCE OR COMPARATIVE FAULT OF TCN. IN NO EVENT SHALL TCN BE LIABLE TO EXHIBITOR FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR LOST PROFIT DAMAGES.

## Security

TCN will provide limited guard service over the days of the Exposition (normally after hours) and will exercise reasonable care with respect to the protection of the Exhibitor's materials and display. Beyond this, TCN, the Exposition facility, or any officer or employee thereof will not be responsible for the safety of the property or the Exhibitor or its agents and employees from theft, damage by fire, accident, or any other cause. Exhibitor is required to provide all insurance and/or policy riders to cover all booth contents.

## Exhibiting Codes and Agreements

Exhibitor hereby agrees to be bound by all exposition rules and regulations outlined here, in the exhibit show brochure, and in the Exhibitor Service Kit, and any additional rules, regulations, and information as may be adopted by TCN. Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations of the facility where the exposition is held; (ii) any rules or regulations of said facility; (iii) the terms of all leases and agreements between TCN and the managers or owners of said facility; (iv) the terms of any and all leases and agreements between TCN and any other party relating to the Exposition; and (v) all Federal, State, and local laws, codes, ordinances and rules. If any provision in these Terms and Conditions or the rules and regulations referred to herein is held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision, rule or regulation and the Terms and Conditions shall be construed as if the invalid, illegal, or unenforceable provision had not been included.

## Governing Law; Venue

These Terms and Conditions shall be governed by the laws of the state of Texas without regard to conflicts of law provisions. All disputes between Exhibitor and TCN and relating to or arising from these Terms and Conditions shall be decided by a state or federal court located in Dallas, Dallas County, Texas and all parties consent to the jurisdiction of such courts; provided, however, that, as a condition to filing any judicial proceeding, the dispute shall first be submitted to one-half day of mediation in Dallas, Dallas County, Texas with a third-party mediator and party representatives present in person.

