

General Conference 2016

Exhibitor & Sponsor Policies and Procedures

Portland, Oregon May 10—20, 2016

GENERAL CONFERENCE OF THE UNITED METHODIST CHURCH

GENERAL CONFERENCE SALES & SERVICES TEAM

SALES

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Who Comes to General Conference?

More than 6,500 participants will attend. Those include approximately 860 delegates from around the world, general agencies staff, bishops, pastors, lay leaders, church administrators, music ministers, students, family members and others.

General Conference & the UMC Facts & Figures

The General Conference is the legislative body of The United Methodist Church held every four years. The approximately 860 delegates are the key decision makers who influence **11,927,152** United Methodist members:

- 7,526,642 U.S. Membership
- 4,400,510 Membership outside U.S.

[Read more demographics...](#)

Exhibitor/Sponsor = Purchaser

Throughout this document, “Exhibitor,” “Sponsor” will hereinafter be referred to as “**Purchaser**”. The General Conference 2016 will hereinafter be referred to as “**GC2016**.” The Oregon Convention Center will hereinafter be referred to as “**OCC**”. The United Methodist Church will hereinafter be referred to as “**UMC**”. The Exhibit Hall will hereinafter be referred to as “**The Exhibit Hall**”. The Commission on the General Conference will hereinafter be referred to as the “**Commission**.”

The Purpose

The **Commission** would like to acquaint our Church constituency with business and ministry resources that will benefit and enhance their ministries. **Purchasers** are encouraged to display and share information about products, services and resources that support the ministries of the local church and church members at the “**GC2016**” – **Exhibitor and Sponsor area**. This ten day event offers many opportunities to make valuable contacts.

Social Standards

GC2016 is a UMC Fellowship. Smoking, alcoholic beverages, profanity, and immodest apparel are inconsistent to the church social principles and standards. The use of raffles and other games of chance are prohibited; however, giving free merchandise and prizes are permitted.

Eligibility

The **Commission** reserves the right to refuse **Purchasers** if, after the acceptance of the **Application/Contract**, information is presented that would be inconsistent with the Social Principles of The United Methodist Church.

Criteria for Eligibility

1. **Competition:** There may be occasions when a **Purchaser** may have a product that directly or indirectly competes with those offered by the **Commission** and its affiliates. These will be considered on a case by case basis.
2. **Product/Services/Resources:** **Purchaser** must offer product/services/resources that will benefit and enhance the ministries of our churches and ministries. The following are among that which cannot be displayed and or sold:
 - a. Books, CDs, videos/DVDs from other vendors (those not about/for your specific company/ministry);
 - b. Food products of any kind, such as health food products;
 - c. Perfume and beauty products.
3. **Exhibit Purpose:** **Purchasers** may not “recruit, solicit, or sell” outside of the exhibit area (i.e., during sessions, presentations, etc.), unless included in a sponsorship/advertising package.
4. **Proven Business Record:** **Purchasers** must have a proven business record with their products/services/resources. Exhibits are not to provide a platform to survey or test ideas; rather, to provide products/services/resources which are credible and proven.

It is understood that this application will become a

contract upon acceptance by the *Commission*. Acceptance is based upon the diagram of exhibits, rates, terms and conditions, which constitute a part of, or are included in the *Application/Contract*.

Booth Specifications and Policies

1. All individual 10' x 10' booth spaces include:
 - a. 8' high pipe/drape backdrop
 - b. 3' high matching pipe/drape side dividers (all drape being flame retardant)
 - c. 1 identification sign, 7" x 44"
2. Additional furniture, electrical, telephone, floral needs, etc., are available at additional cost.
 - a. All tables must be finished or draped.
 - b. *Purchasers* must have a company ID sign, either provided by the decorator (as stated above), or on your own. **Your assigned booth number(s) needs to be on the ID sign. Booth assignments will be made by October 30, 2015.**
3. **Flying signage:** No banners, signs, or structures may be suspended from the ceiling without written approval from Oregon Convention Center services (OCC).
4. **Height Guidelines – Displays:** Booth displays and backgrounds may not obscure the view of adjacent *Purchaser*. In linear configured booths, backgrounds and/or product displays may extend out from the booth back line half the depth of the booth and from that point to the aisle a maximum of 3' high. (*See Booth Construction Specifications*).
5. **Height Guidelines – Equipment:** Typically, no special signs, booth construction (including backdrops), media equipment, or lighting fixtures are permitted in excess of booth back wall (8' in height) in linear configured booths. If booth will vary from this standard it requires "OCC" approval.
6. **Finished Sides:** Booth backgrounds and/or product displays must have a "finished" side portion of the exhibit so they will not be unsightly or objectionable to adjacent *Purchaser*. "OCC" reserves the right to have such finishing drapery added at the *Purchaser's expense*.
7. **Sound Levels:** The playing of loud music, videos, noise making devises, or any sort of distractions to other *Purchasers* is not permitted. **Music Authorization:** All *Purchasers* using live or recorded music are required to provide proof of

legal authorization (i.e., you are the copyright owner; you have written permission from the copyright owner, you have a copyright license covering the music). If you are unable to provide this documentation means you cannot use live or recorded (audio and/or video) music in your exhibit booth. Proof of music authorization must be received by **November 2015**.

8. **Clean/Presentable Booth Space:** *Purchasers* are responsible for maintaining a neat and clean booth.
 - a. Cartons are not to be stacked in the aisle during open hours.
 - b. For trash removal, place empty cartons at the rear of the Exhibit Hall in order to maintain a professional appearance.
 - c. Shipping cartons/boxes are to be stored with "OCC" or placed beneath a draped table completely out of sight.
 - d. Material placed behind a booth backdrop must not be visible from a side aisle or by an adjacent *Purchaser*.
 - e. Masking drapes will be required and the charges bill to the *Purchaser*.
 - f. The Fire marshal may require exhibitors to store shipping containers and boxes of materials with "OCC" as per city codes.
9. **Popcorn/Helium Balloons:** The making and distributing of popcorn and helium balloons are prohibited.
10. **Confetti/Glitter/Rice:** The use of throwing of confetti, glitter or rice is prohibited.
11. **Stickers:** Adhesive-backed (stick-on) decals or similar items are not permitted and may not be distributed within the facility or parking areas (i.e., bumper stickers, promotional "fun" stickers, etc.) Any cost incurred by the facility for the removal of these will be charged back to the *Purchaser*.
12. **Children:** For safety and insurance reasons, children under the age of 18 are only permitted in the Exhibit hall during open Exhibit Hall hours, avoiding booth set-up and tear down. *Purchasers* are to refrain from engaging children under age 18 in booths as representatives.
13. **The General Conference of The United Methodist Church** name, emblem, logo, and other United Methodist names, emblems and logos cannot be used in any form to imply that an exhibit is a part of or endorsed by **GC2016**, the *Commission*, or any other United Methodist

entity or affiliate.

➤ **Booth Fees**

- Prime location (20): \$1200
- Standard location (130): \$900
- Select the dates of attendance:
_____ Entire Conference: May 6 - 21
_____ May 6/7 – May 13/14
_____ May 15 - 20

BOOTH FEES REMAIN THE SAME THROUGHOUT THE CONFERENCE.

The Exhibit Hall Schedule

SUBJECT TO CHANGE

Friday, May 6 thru Sunday, May 8

- ✓ 8:00 am – 5:00 pm Set-up all exhibits

Sunday, May 8 **No set-up past this day**

- ✓ 2:00 pm – 2:30 pm Exhibitor Orientation
- ✓ 3:00 pm – 4:00 pm Exhibits Inspection

Monday, May 9 thru Friday, May 20 / SUBJECT TO CHANGE

- ✓ 9:00 am – 6:pm **Exhibits Open**
- Exhibits must be staffed during all open hours
- Attendees will be required to have a registration badge to access **the Exhibit Hall**.

Friday, May 20

- ✓ 9:00 am – 2:00 pm
- ✓ 2:00 pm – 10:00 pm **Begin Dismantle**
- **Early dismantle must be prearranged**

Saturday, May 21

- ✓ 8:00 am – 12:00 pm **Dismantle all space**

Purchaser Set-up and Tear-down

Payments

Full payment is required with the **Application/Contract**. **No booth space will be reserved until full payment has been received.** Payments can be made by credit card (American Express, Discover, Master Card, and Visa) or by check. Checks are to be made payable to General Council on Finance and Administration (GCFA). Do not combine exhibit fee payments with any other registration and/or function fees. Only exhibit space and name badge fees may be paid together.

Space Assignments

Exhibit spaces will be assigned on a first-come, first-served basis according to preferences indicated on the **Application/Contract**. If selections are already reserved, space will be assigned as close to the request(s) submitted. The Commission reserves the right to shift space at any time if necessary. No space will be reserved without a completed application and full payment. Telephone reservations will not be accepted.

1. **Assigning Space:** No **Purchaser** shall assign, sublet, or apportion the whole or any parts of space assigned, or exhibit therein, or permit any

other person/company to exhibit therein any goods other than those manufactured by or for the exhibitor. Exhibit space shared by two or more parties must be indicated on the **Application/Contract**.

2. **Literature/Materials:** Except for official convention materials, no literature may be placed in the Exhibit Hall, on cars, distributed in the lobby, or elsewhere. Except for official convention posters and signs, no posters, placards, signs, banners, or similar items, may be posted or displayed except in exhibit booths unless included in a sponsorship/advertising package. See Rules
3. **Non- Purchaser:** Persons/companies not assigned booth space in the Exhibit Hall will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit Hall unless included in a sponsorship/advertising package.

The Exhibit Hall Location

Exhibits are located in the **OCC** level one, **Halls A, A1, and B. GC2016** registration is located in **Pre-function C** lobby area.

Fire Marshal's Rules

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless pre-approved by the Fire Marshal's office.
2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
3. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshal's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structures are to be left open.
5. All natural gas lines used to run a fireplace etc. must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut-off valves to the appliances and to the building as well. All natural gas fireplace displays must have a safety pilot kit providing automatic shut-off if no flame is detected. Each fireplace must additionally have a Carbon Monoxide detector with alarm and a protective barrier to safeguard against risk of being burned. No wood burning fireplaces are permitted.
6. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.

7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or **Fire Marshal's Rules Continued** taped in place; and battery cables taped or batteries removed.

8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.

9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.

10. Empty cardboard boxes are not to be stored within booths overnight.

11. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES MUST BE RELOCATED BY THE EXHIBITOR UPON REQUEST.

How Do I Register

First download and get acquainted with the **GC2016-Exhibitor and Sponsor (Purchaser) Policies and Procedure Guide**. This will help you with all the criteria of eligibility, logistics, etc.

Then register:

- [ONLINE Registration](#) There is **no telephone** registration please.

Purchaser Registration Badges

An exhibiting company is issued up to two (2) complimentary name badges per space reserved, which are non-transferable to other individuals. Any additional badges are \$15 each. Badges can be picked up at the Pre-Function C Registration Desk upon arrival, held under the company name. For security reasons, exhibitor badges must be worn to gain access to **The Exhibit Hall** for booth set-up/tear down, as well as during published **Exhibit Hall** open hours.

Housing Registration

A block of hotel rooms will be reserved for **Purchasers**. Upon approval of your application, housing information will be communicated to you.

Governmental and Convention Center Regulations

Purchasers will abide by all other provisions of application rules and regulations of government regulations. Each Purchaser must comply with taxable sales by the city/state in which the convention is held.

Cancellations

Exhibit space cancellations/changes must be in writing. **No refunds will be made after January 2016**. The date upon which the notice of cancellation is received in **General Council on Finance and Administration** will apply as the official date of cancellation.

The **Commission** reserves the right to rent any cancelled booth space to another **Purchaser** without obligation to return any part of the original **Purchaser's** paid fee if the cancellation notice was received after January 2016.

Payments for booth space will be refunded if the conference is cancelled by an event which makes it impossible or impractical to hold the conference.

Liabilities

The **Commission**, and its affiliates, shall not be held responsible for the safety of exhibits against robbery, fire, or accident; nor accident to the **Purchaser** or their employees. Security will be provided during no-exhibit hours.

Certificate of Insurance

All **Purchasers** must provide a **Certificate of Insurance** with your **Application/Contract** naming the **Commission** as the additional insured for the dates of May 6 – 21, 2016. The certificate must show general liability coverage of \$1,000,000 minimum, per occurrence. Please include this Certificate of Insurance with your Application/Contract. The Certificate of Insurance must be received by November 2015. Failure to provide the required proof of insurance will result in the **Purchaser** not being able to exhibit at **GC2016**. Further, the participant promises to hold harmless the **Commission** and its representatives and affiliates, including employees and its volunteers, for any injury related to the activity.

DEADLINES

- ✓ November 2015 Proof of Music Authorization Due
- ✓ By November 2015 Exhibit Cancellation Requests Due (in writing)
- ✓ January 29, 2016 Certificate of Insurance Due

Contact Information

Should you have any questions, contact Bobby Lee Smith: blsmith@gcfa.org; call 615-369-2407 (direct) or 615-767-2100 (mobile) or Jehan Zarate: izarate@gcfa.org; call 615-369-2408 (direct) or 615-948-3546 (mobile)

GC2016-Purchaser Application/Contract

SALES & SERVICE TEAM

- ◆ **Bobby Lee Smith**, *Manager of Corporate Partnerships*, blsmith@gcfa.org; 615-767-2100 (mobile)
- ◆ **Jehan Zarate**, *Sponsorship Fulfillment Coordinator*, izarate@gcfa.org; 615-948-3546 (mobile)
- ◆ **Sarah Hotchkiss**, *Business Manager General Conference*, shotchkiss@gcfa.org
- ◆ **Raquel Perez-Molloy**, *Assistant Business Manager*, rperezmolloy@gcfa.org

General Conference 2016

May 10 – 20, 2016

Contact Information:

- Business/Organization Name
- Contact Person
- Title
- Address
- City, State, Zip
- Phone & Ext. – Business – Home – Cell
- Fax
- Email

Booth Selection:

See Policies & Procedures Guide for complete booth space information. If selected space is not available, alternative space will be assigned.

- First Choice
- Second Choice
- Third Choice

Special Instructions or Requests:

Booth Selection Cost:

- Qty. Booths
- Unit Cost
- Total

TOTAL COST:

CONTRACT:

- It is understood this application will become a contract upon acceptance by The *Commission*

FOR GC2016 OFFICE USE ONLY

- Date Received
- Total Charge
- Booths #'s
- Ledger #

- Acceptance is based upon the diagram of exhibits, rates, terms and conditions, which constitute a part of, or included in this contract.
- A Certificate of Insurance naming the *Commission* as the additional insured for the dates of May 6 – 21, 2013, showing general liability coverage of \$1,000,000 minimum must accompany this contract.

Contact Person Signature

X _____

Today's Date _____

Submit by email to _____