



## CMC South 2018 Exhibitor Guidelines

### FOCUS

The primary goal of the exhibition is to encourage one-on-one and small group consultation between mission agencies and attendees. We ask that agencies come with the primary objective of developing positive relationships with convention participants. The theme for CMC South 2018 is ***“Living in Light of Eternity: Unleashed! Together for God’s Global Glory.”*** We wish to have a broad spectrum of organizations represented and reserve the right to decline any application upon the sole judgment of the Planning Committee.

### REQUIREMENTS

Organizations wishing to exhibit must meet the following requirements:

- Organizations must be actively participating in the mobilization, equipping and/or sending of Christians to the mission field both near and far, in a bi-vocational position or in the marketplace. (For example, this would include organizations focusing on missions, discipleship and evangelism, and training institutions like seminaries.)
- CMC attendees will cross a broad spectrum of passion and readiness for mission. Organizations that exhibit must offer some kind of practical opportunity for CMC attendees to participate in the worldwide mission enterprise. Practical opportunities could include STM trips, missions training for individuals or churches, long term mission positions, “tent making opportunities,” or other creative ways to actively participate in the Great Commission.
- Organizations must have the ability and commit to partner with us in actively following-up on contacts made during the convention, within 60 days of its conclusion (or by March 1, 2019).
- Organizations may not sell any books or resources from their booth, nor may they accept nor solicit donations. Exhibitors are free, however, to follow-up after the conclusion of the convention regarding donations and materials.

**Each organization will be reviewed to insure a good fit. If you are interested in having an exhibit please contact Mr. Hon-Man Lee at [cmc2018exhibitor@gmail.com](mailto:cmc2018exhibitor@gmail.com), with your organization and a link to your website. Once your organization is approved registration instructions will be forwarded.**

### EXHIBITOR FEES

Cost for each booth:

For applications received by September 9, 2018: **\$400**

For applications received after September 9, 2018: **\$475**

This fee includes:

1. A 8’ space
2. One (1) 6’ covered or skirted table, one chair
3. A listing in the Exhibits section of the convention handbook or App
4. A listing on the convention website, exhibits page.

The primary location of exhibits will be outside the Joint/Chinese/English Program space in the Hilton Americas (2<sup>nd</sup> floor prefunction space). We are offering a *secondary location* for exhibits in the GRB Convention Center adjacent to the workshop rooms & Youth program; these spaces will be offered at a 20% discount. A booth in the primary location will be assigned to you unless you email us requesting the secondary location. ***Spaces in both locations are limited and are available first come, first served!***

### PLEASE NOTE:

- Exhibit representatives must register online and pay the registration fee (\$247 each by 9/9). If a representative cannot attend, **with prior notification** substitutions may be made.

## CMC South 2018 Exhibitor Guidelines cont'd

### STATEMENT OF FAITH

Exhibitors must be in agreement with our [Statement of Faith](#) in order to be eligible to exhibit. We ask that you adhere to the statement of faith and refrain from advocating opposing beliefs for the duration of the convention. <https://www.afcinc.org/en-us/about/statementoffaith,visionmission.aspx>

### SALES AND CONSIGNMENT POLICY

#### **SALES OF ANY KIND BY EXHIBITORS OR SPEAKERS AT CMC SOUTH 2018 ARE STRICTLY PROHIBITED.**

Any exhibitor or speaker who desires to offer for sale books, tapes, CDs or other literature/resources at CMC South 2018, should contact the AFC Resource and Distribution Center which will operate a bookstore during the convention. Your materials may be sold on a consignment basis at the AFC bookstore upon approval of the AFC Bookstore Manager and a signed Consignment Contract with AFC.

For Chinese-speaking inquires please contact [Allen Liu](#) at 717-687-8564 x 238 or at [aliu@afcinc.org](mailto:aliu@afcinc.org). For English-speaking inquires please contact [Anita Martin](#) at 717-687-8564 x 237 or at [amartin@afcinc.org](mailto:amartin@afcinc.org). You may also fax your request to 717-687-6178.

The only exception to this policy is for the official convention recording vendor, for the recording of and subsequent sale of convention session CDs and MP3 files and for the Worship Band(s) sales of their own CD's/MP3's.

### EXHIBITION HOURS

We request that you DO NOT meet with attendees during the morning, afternoon and evening Bible Exposition or Plenary Sessions. You are free to meet with attendees at any other time. A detailed convention schedule will be posted on the website sometime over the summer.

### POST CONVENTION FOLLOW-UP

In an effort to facilitate post convention follow-up AFC will, at the conclusion of the convention, provide you with contact information regarding those attendees who visited your exhibit. **Please remember to ask for and collect BAR CODE CARDS from each person to visit your exhibit.** On the last day of the convention please send your representative to the Registration Area with the bar code cards you have collected. Within a reasonable time a list of contact information will be provided.

AFC strongly encourages you to follow-up with these valuable contacts within 60 days of the convention and specifically indicate areas where people can serve or partner with you in fulfilling the Great Commission.

### HANDBOOK

During exhibitor registration you will have the opportunity to purchase ads in the convention handbook / app.

### DISPLAY

All exhibit materials must conform to the city and state requirements.

It is the exhibitor's responsibility to ensure safe exhibit booth construction. Drapes, signs, banners, acoustical materials, decorating materials, plastic cloth and similar materials must be flame retardant or fabricated from inherently fireproof materials. The exhibitor should have a certificate of flame retardant available for review. Public Assembly Officer may at his or her sole discretion perform a flame test of exhibit materials. The use of any material that cannot be made flame retardant is prohibited.

In addition, Helium balloons, fog machines, lasers, confetti and candles are NOT ALLOWED. Care should be taken to avoid other safety hazards such as loose cords. During the convention you are responsible for keeping your exhibit area neat and clean.

### CONDUCT

Aggressive recruiting or sales techniques are inappropriate at all times. Be creative and respectful in your methods of communicating.

## **CMC South 2018 Exhibitor Guidelines cont'd**

### **SECURITY**

A minimum of security will be provided. Please take care to secure all valuable items when you are not present at your exhibit. ***AFC will not be responsible for any items that are lost or stolen.***

### **CONVENTION PROMOTION / PUBLICITY**

Displaying agencies are encouraged to obtain quantities of the CMC South 2018 brochure and other promotional material for distribution to your constituency. Please indicate on your application how many you can use effectively.

### **PROTECTION OF HOTEL/CONVENTION CENTER PROPERTY**

Mission representatives may NOT paste, thumbtack, nail or otherwise affix signs or posters to ANY walls.

### **CANCELLATION POLICY**

**Cancellation requests must be received in writing before September 9, 2018,** in order to receive a refund. A refund of \$375 (\$300, if you chose the discounted location) will be made. **No refund of exhibitor fees will be made after September 9, 2018.**

### **LIABILITIES**

Mission agencies assume the entire responsibility and liability for losses, damages, and claims arising out of attendees injury from their displays, damage/loss/theft to their displays, equipment, and other property brought upon the premises of the hotel, whether for exhibition, presentation, personal or any other use, and shall indemnify and hold harmless Ambassadors for Christ, and the hotel agents servants and employees from any and all such losses, damages and claims. We encourage you to contact your insurance agent to be sure you are adequately covered for business and personal equipment taken on the road.

### **TERMS**

We will only consider exhibitor applications that are complete and accompanied by payment in full. Please send in your application as soon as possible as booths will be assigned on a first-come, first-served basis.

### **RIGHTS**

The CMC Planning Committee reserves the right to decline any application at its sole discretion. The Committee also reserves the right to make the final decisions on number of exhibit spaces available, the number of exhibitors, and placement thereof.

### **Requirement of the Hilton Americas:**

**Exhibitor Responsibility Clause:** To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as "Exhibitor" in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless **Hilton Americas - Houston** ("Hotel"), Hotel's owner (**Houston First Corporation**), Hilton Worldwide, Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), as well as Ambassadors for Christ, Inc "Chinese Mission" ("Group"), from and against any and all claims or expenses arising out of Exhibitor's use of the Hotel's exhibition premises. **Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined**

## **CMC South 2018 Exhibitor Guidelines cont'd**

**single limit for personal injury and property damage.** The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

### **NEW!**

**For 2018 Exhibitors are being invited to participate in the program via workshops.** We have reserved a small number of Chinese and English workshop slots for exhibitors. After you register as an exhibitor, in your confirmation email there will be a link to the form where you can submit your workshop proposal.

#### Requirements:

- Your organization must be a registered exhibitor.
- Workshops should have an interactive format
- Workshops are to provide practical information. Participants should leave prepared to get involved in one of the following ways: Learn, Pray, Go, Send, Welcome, Mobilize.
- **You may not promote your ministry/organization, nor may you sell or solicit donations during your workshop.**
- Workshops are 75 minutes long. Plan to present for no more than one hour, reserving the last 15 minutes for Q&A.

The deadline for submission is Sept 9. ALL proposals submitted by the deadline will be reviewed by the Program Committee; and the ones that are the best fit with the rest of the program will be selected. **We make no guarantee of any kind that your proposal will be accepted.** Organizations will be notified by Sept 24 of the outcome of their submission.

#### Other Information

- After CMC we will provide an honorarium of \$300 for each exhibitor workshop given at CMC South.
- No other support is offered. You/your organization will be responsible for the costs of your exhibit, registration, meals, travel, lodging and any other expenses.

### **Sponsorship Opportunities**

We are also looking for complimentary organizations and ministries that would be willing to collaborate with CMC as a sponsor for the convention. If you are interested in learning more please let the Exhibitor Coordinator know and they will provide more information.