



## ICM19 Partner Policies and Information

### THE CONFERENCE

More than 150 delegates are expected to attend the fifteenth Institute of Children's Ministry (ICM). Those in attendance will include children's pastors, Christian education directors, ministers, Sunday school workers, child evangelists, and others from the United States, Canada, and Caribbean.

### PURPOSE

The goal of the ICM is to inspire and equip leaders and volunteers of Children's Ministry. This is achieved through varied learning opportunities led by some of the foremost leaders in Children's Ministry, free take-home resources, and networking opportunities.

### PROMOTION

More than 2,000 churches have received promotional materials as well as advertisements on our website, weekly e-newsletters sent to more than 3500 individuals, and our monthly publications with more than 3500 subscribers.

### STANDARDS

The Church of God of Prophecy is a Christian denomination. Smoking, alcoholic beverages, profanity, and immodest apparel are contrary to the church's values. The use of raffles and other games of chance is prohibited. The Children's Ministries office of the COGOP reserves the right to restrict exhibits that may be considered objectionable.

### EXHIBIT LOCATION

Exhibits are located in the main area of the conference location, where general sessions will be held.

### EXHIBIT HALL HOURS

The Exhibit Area officially opens at 2:00 p.m. on Thursday, November 7, 2019. The exhibits officially close at 1:00 p.m. on Sunday, November 10, 2019. A detailed schedule of the week's events is available upon request so that you are able to effectively plan when your exhibit should be open.

### BOOTH FEE

Price stated is per 10' x 10' booth space; see "Booth Specifications and Policies" for additional information. The booth fee is for space, limited furniture, two exhibitor name badges, and two conference notebooks. The cost shall be \$150 per booth. Multiple booths are permitted.

### APPLICATION/CONTRACT

The Exhibits Coordinator will handle all exhibit contract registration and questions. Use only the official Exhibit Space Application/Contract and the Exhibition Registration Form for your exhibit business, and make certain all information is correct and complete.

It is understood that this Application, which will become a Contract upon acceptance by the Exhibits Coordinator, is based upon the floor plan of exhibits, rates, terms, and conditions, which constitute a

part of, or are included in, this Application/Contract.

### LIABILITIES

The Institute of Children's Ministry Planning Team, the Children's Ministries Office of the Church of God of Prophecy, the Exhibits Coordinator, and the Church of God of Prophecy shall not be held responsible for the safety of exhibits against robbery, fire, natural disasters, or accident; nor accident to the exhibitor or their employees. Security will not be provided during non-exhibit hours. The exhibits area will be locked, and access will be denied after hours.

### PAYMENTS

Full booth fee payment is required with the Application/Contract. No refund for cancellations after October 1, 2019. The date upon which the notice of cancellation is received in our office shall apply as the official date of cancellation.

Application/Contracts will be accepted by fax or mail, but ONLY with full payment by credit card or check payable to Church of God of Prophecy.

## **CONFERENCE MATERIALS/ MEALS/LODGING**

Exhibitors will be given access to conference meetings. Conference participants will be housed and fed at the conference site. If you stay on-site, the lodging charge will be \$98 per night. If you stay off-site, there is a \$25 fee per person charged by the conference center. The total meal package (9 meals) is \$105. Cost per meal is not yet available.

Badges will not be mailed prior to the convention. Exhibitor badges must be picked up at the ICM Registration Desk upon arrival. Badges will be held under the exhibitor's name. When the badges are picked up, you will be marked "present" and no refund considerations apply.

## **BOOTH SPECIFICATIONS AND POLICIES**

1. All booth spaces are 10' x 10', and a booth identification sign consisting of two lines of copy stating the exhibitor's name, city and state, and booth number.
2. No banners, signs, or structures may be suspended from the ceiling.
3. No special signs, booth construction (including backdrops), media equipment, or lighting fixtures are permitted in excess of 8' in height, without prior approval from the Exhibits Coordinator.
4. Exhibitors are responsible for maintaining a neat and clean booth. Materials placed behind a booth backdrop must not be visible from a side aisle or by an adjacent exhibitor. You may be required by the Fire Marshal to store your shipping containers and boxes with the exhibitor, as per city codes.
5. During open hours, empty cartons are not to be placed

- in the aisles; exhibitors are responsible to take empty, disposable cartons to the designated area.
6. The playing of loud music, videos, or any sort of distractions to other exhibitors will not be permitted in booths.
7. The Church of God of Prophecy name and emblem, and other national program names and emblems, cannot be used in any form to imply that an exhibit is a part of or endorsed by the Church of God of Prophecy.

## **SET-UP AND MOVE-OUT**

Exhibits must be set up on Thursday, November 7, 2019, by 2:00 p.m. The exhibit area will open at 9:00 a.m. for set-up. Any empty space at 1:00 p.m. on Thursday will be reassigned to fill that space to maintain an attractive exhibit hall. The exhibits will open at 2:00 p.m. on Thursday, November 7, 2019.

Dismantling of exhibits may not begin until after 5:00 p.m., Saturday, November 11, 2019, unless otherwise arranged ahead of time with the Exhibit Coordinator; exhibit materials must be completely removed by 1:00 p.m. on Sunday, November 12, 2019.

## **ELIGIBILITY**

The Church of God of Prophecy reserves the right to refuse exhibition space to any applicant for any reason. In addition, the Church of God of Prophecy reserves the right to refuse exhibit space to any exhibitor if, after the acceptance of the Application/Contract, information comes to the attention of the Church of God of Prophecy, which in the reasonable judgment of the Church of God of Prophecy, demonstrates that the proposed exhibit would be inconsistent with

- the standards espoused by the Church of God of Prophecy.
1. Exhibitor must offer products/services not in conflict with the same or similar to those offered by or in conflict with other Church of God of Prophecy ministries.
  2. Exhibitor must offer products/services that will directly benefit and enhance the ministries of our churches and ministers.
  3. The exhibits are not for the purpose of providing prominence to products/services, which are issue-oriented and would generate undue controversy.

## **CONFERENCE SPONSORSHIP OPPORTUNITIES**

There are several areas of potential sponsorship within this conference such as registration packets, meals, notebooks, name badges, resource flyers, and door prizes. Please contact the Exhibits Coordinator if you are interested in promoting your organization through this venue.

Prices for ads within the Conference notebook are as follows:

½ Page—\$50  
Full Page—\$90

The deadline for sponsorship for this conference is August 1, 2019.

## **CONTACT**

For further information, please contact:

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