

**Church of God of Prophecy
2015 Tennessee State Convention
Exhibit Request Form**

*Omega Center International in Cleveland, Tennessee
July 17-19, 2015*



MINISTRY/COMPANY INFORMATION

Company _____
Street Address _____
City _____ State _____ Zip _____
Phone _____
Web Address _____

PRIMARY CONTACT

Name _____
Street Address _____
City _____ State _____ Zip _____
E-Mail _____
Phone _____ Fax _____

SET-UP and REMOVAL

Set up begins Friday, July 17, 2015 4 at 10:00 am and must be completed by 5:00 pm. Any exhibitor tardy or missing by 3:30 pm will forfeit the space. Removal begins Sunday, July 19, 2015 and must be completed by 5:00 pm.

RATE

Exhibit space during the convention is available at a cost of \$75.00 for the entire convention. This rate includes one covered 6' x 2' foot and two folding chairs. Access to electricity is limited and is available on a first come, first served basis. Exhibits will be located throughout the lobby area of the convention venue.

Please return this form and your \$75.00 payment to the Tennessee State Office by Friday, July 3, 2015. Please review and agree to the Terms and Conditions on the following pages. Please mail this form and check payments to:

Church of God of Prophecy
ATTN: State Convention Exhibits
P.O. Box 2319
Hendersonville, TN 37077-2319
E-mail: smckinley@cogop.org, Fax: 615.827.0140

For more information contact: Shaun McKinley, Convention Coordinator
E-mail: smckinley@cogop.org, Telephone: 423.559.5100

We the above signed Ministry/Company, having read and agreed to the Terms and Conditions, for exhibitor space for the 2015 Church of God of Prophecy Tennessee State Convention.

Company _____

By: _____ Date _____

We are requesting access to electricity, if available.

We are requesting additional tables (\$15 each)

EXHIBITOR POLICIES, TERMS, and CONDITIONS

The following rules and policies will govern exhibitor booths for the 2015 Tennessee State Convention. Please read carefully.

1. All Booths Include:

- One covered 6' x 2' table
- Two folding chairs

2. 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 payment. We reserve the right to shift space if it becomes necessary to do so.

3. Payment and Cancellation of Exhibit Space:

Payment in full for booth space must be received by the Church of God of Prophecy, ATTN: State Convention Exhibits, on or before Friday, July 10, 2015. We have the right to resell any booth space that is not paid in full by this date. Payments should be sent to:

Church of God of Prophecy
ATTN: State Convention Exhibits
P.O. Box 2319
Hendersonville, TN 37077-2319

4. Default of Occupancy:

Any exhibitor failing to occupy their contracted exhibit space by Friday, July 17, 2015 at 7:00 pm is still obligated to pay the full cost of such space.

5. Use of Space:

The exhibitor's display, equipment, and materials shall be confined to their booth space. Height of display may be up to eight feet tall and eight feet wide. If exhibitor's display exceeds the eight-foot restriction, we must be notified by Friday, July 10, 2015. We reserve 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 our 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 and will be supplied a table cloth. We reserve the right to require exhibitors to remove any sign, literature, etc., that is not in accordance with the morals,

tone, or attitude of the Church of God of Prophecy. 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.

6. Subletting Space:

No exhibitor shall assign, sublet, or share the space allotted without the written consent of the Church of God of Prophecy Tennessee State Office.

7. Limitations of Liability:

The exhibitor shall be fully responsible to pay for any and all damages to Omega Center International which results from any act or omission of the exhibitor. The exhibitor agrees to defend, indemnify, and hold harmless the Tennessee Church of God of Prophecy and Omega Center International, 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, Omega Center International, or any part thereof.

Further, neither the Church of God of Prophecy 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 the Church of God of Prophecy and Omega Center International to prevent. In the event of a cancellation, a full refund will be made to the exhibitor.

8. Exhibit Removal:

We ask that exhibitors not teardown or remove any portion of an exhibit during the convention hours without permission being secured from the exhibit coordinator. Removal can begin when the convention closes Sunday, July 19, 2015 by no later than 2 pm.