



Baptist General Convention of Texas Baptist Chaplaincy Relations

Chaplain Training Event 12-15 September 2023

On behalf of Baptist Chaplaincy Relations, it is our pleasure to invite your ministry/organization to exhibit at the 2023 Chaplain Training Event being held at the Shearer Hills Baptist Church, 12615 San Pedro Ave, San Antonio, TX 78216. The meeting dates are Tuesday - Friday, September 12-15, 2023. We have a goal of 200 chaplains, pastors, spouses, and visitors for this meeting.

- EXHIBIT SPACE: Each 10 X 10 space includes an 8' height back drape. 3' height side drape, 6' table [covered & skirted], 2 standard chairs.
- Spaces are offered on a first come, first reserved basis. Limited to one (1) space.
- **Application Deadline is August 14th.**
- PRODUCT SALES ARE PROHIBITED.
- No hanging banners are permitted.
- Candles and open flames are prohibited per fire code.
- No amplified entertainment is allowed.

REGISTER: Only complete applications including full payment who meet application requirements will be considered. Complete and submit the exhibitor registration form online by **August 14th, 2023**, at txb.org/chaplaincy.

Please note exhibit categories.

INTERNAL Exhibitors – BGCT/BGAV Institutions/Organizations/Universities, WMU of Texas

EXTERNAL Exhibitors – All other organizations that provide ministry-related services not governed by or under the operating authority of the BGCT or BGAV.

- MATERIAL PREPARATION: Anticipating 200 participants, we recommend that you not print more than 60% or 120 pieces as giveaways for your exhibit.
- EXHIBITOR LOAD-IN/SET-UP: Tuesday, September 12, 3pm - 5pm.
- EXHIBIT HOURS:
 - Tuesday, September 12, 7:30pm – 9pm
 - Wednesday, September 13, 7:30am – 5pm
 - Thursday, September 14, 7:30am – 5pm
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- **EXHIBITOR STORAGE:** Resources (boxes, crates, additional equipment) are not permitted to be stored in foyers or hallways. Additionally, BGCT is not responsible for theft or damage to any property or items left in the exhibit areas.
- **EXHIBITOR TEAR-DOWN:** Thursday, September 14, 5pm
- **PARKING:** Available at Shearer Hills Baptist Church
- **WIRELESS INTERNET:** Not available
- **ADDITIONAL INFORMATION:** Log onto the Chaplain Training Event website at txb.org/chaplaincy for updated event information, schedule, speakers, special events and digital resources.

Miscellaneous Exhibitor Policy & Procedures

The balance on all booths shall be paid fifteen (15) days prior to the event date. Spaces are not considered sold until payment is received. No exhibitor will be able to set up until balance is paid in full.

The BGCT reserves the right to cancel any contract if there is a conflict with the principles of the Baptist General Convention of Texas. The BGCT shall admit exhibitors based on space availability and other criteria established by BGCT policy and these guidelines.

There is no space for exhibitors outside the official exhibit area. No roving entertainment or advertisement will be allowed. Posting and/or distribution of literature, samples or souvenirs is permitted only from the contracted space.

No exhibitor shall assign, sublet, or share the whole or part of the booth space allotted nor permit the solicitation of business by others within this space. The exhibitor agrees for him/herself and employees to use contracted space for lawful purposes only and will conform to all laws, ordinances, and regulations. The sharing of booth space is prohibited except between divisions of the same company or between companies co-marketing a product.

The exhibitor is responsible for transportation, set-up, tear-down and return transportation of all exhibit materials and promotional items.

All vendors are to keep fire safety in mind by keeping aisle ways clear and by using fire-retardant products if props or display products are used. All exhibits must be constructed and operated in a manner that will not provide any safety hazards. Construction shall be fixed in position for the duration of the meeting. No exhibit that violates any municipal or state law, rule, or regulation, including safety codes, will be permitted. No combustible decorations such as canvas, cloth, crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior, or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All combustible materials (i.e., crates and boxes) shall be limited to a one-day supply and maintained in an orderly fashion. Storage of combustible materials behind or under exhibits is prohibited.

All decorations, drapes, acoustical materials, table coverings and other decorative materials shall be flame resistant to the satisfaction of the local Fire Marshal.

The Baptist General Convention of Texas dba Texas Baptists, its agents and employees are not liable for damages to or for the theft, loss, or destruction of the exhibitor's property or injuries to the exhibitor, his/her representatives, agents, or employees. All claims for any such theft/loss, damage, destruction, or injury are expressly waived by the exhibitor. The Texas Baptists will also be exempted from or indemnified for any claims or injury to any of the exhibitor's representatives, agents, or employees. Texas Baptists, its agents, and employees will not be liable for failure to hold the Texas Baptists Chaplaincy Training Event as scheduled.

Payments for booth space will be returned in that event, except for reason of fire, or any act of God, or public enemy, or strike, or epidemic, or any law or regulation of public authority, or any cause beyond the control of the Texas Baptists which makes it impossible or impractical to hold the Texas Baptists Chaplaincy Training Event.

We are here to serve you. Feel free to contact us if you have any questions. Thank you!
We look forward to your participation this year!

If you have questions/comments, please e-mail: chaplaincy@texasbaptists.org.