



TEXAS BAPTISTS®

Baptist General Convention of Texas Annual Meeting Exhibitor Qualifications and Guidelines

Qualifications to Exhibit

BGCT Ministry Office, BGCT Institutions/Universities (*BGCT elected Trustees*), WMU of Texas, TBM, Denison Forum and Historical Museum are offered priority exhibit space each year at the annual meeting of the BGCT.

Other organizations may be offered opportunity to exhibit at annual meetings based on the following criteria:

- There must be space available after all BGCT affiliated ministries, as defined above, have requested space.
- The organization must offer unique, positive church-related resources and services that would be appropriate for and of interest to Texas Baptist churches.
- Appropriate licensing and Texas State Sales Tax certificate must be available, if required, but does not guarantee approval.
- The organization must submit an application for exhibit space each year.
- Applications are reviewed for approval by the Committee on Annual Meeting.

Guidelines to Exhibit:

Taking orders, either paper forms or online is acceptable as long as no goods are exchanged on site and applicable sales tax is applied at time of payment. Selling products from individual exhibit booths at the BGCT Annual Meeting is only allowed in the Market Place designated on the exhibitor floor. Exhibitor wishing to sell products from exhibit booths must select the Market Place category and pay the associated exhibit space fee.

BGCT Annual Meeting Market Place

The BGCT will make available a Market Place area for Christian book publishers, sales-oriented organizations, etc. The products and vendors in the Market Place will be selected by a BGCT staff work group in consultation with the Committee on Annual Meeting. Chosen items will help meet the broad needs and requests of Texas Baptist churches. Exhibitors in this designated area must adhere to certain business license and sales and use tax regulations. Exhibitors are responsible for making the necessary arrangements to adhere to the State of Texas sales tax regulations. Appropriate licensing and Texas State Tax certificate must be available, if required, but does not guarantee approval.

Miscellaneous

The balance on all booths shall be paid thirty (30) 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 on the basis of 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 from only the contracted space. No food or drinks can be sold by the exhibitors in the exhibit hall.

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

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. Only the company name that appears on the application will be listed in the official program.

All vendors are subject to sound-level standards that will be set by the BGCT Annual Meeting Event Staff.

Standards of design and safety will be upheld in the exhibit hall. Booth design and exhibit is not to extend into the aisle and must be no taller than 15 feet.

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 annual 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. Approval for the display of any electrical, mechanical, or chemical device, the use, operation or presence of which, in the opinion of the local Fire Marshal, the Convention Hall manager or BGCT Event Director might be hazardous in a public place, will not be permitted.

Waiver and Indemnification

In consideration for allowing you to participate as an exhibitor at this event, exhibitor agrees the Baptist General Convention of Texas, its directors, trustees, officers, insurers, instructors, volunteers, and successors agents and employees (collectively “agents and employees”) are not liable for any claims, actions, causes of action, liabilities, or any damages of any kind whatsoever, including damages to or for the theft / loss or destruction of the exhibitor’s property or injuries to the exhibitor, and/or exhibitor’s representatives, agents, or employees. All claims for any such theft/loss, damage, destruction or injury are expressly waived by the exhibitor. Exhibitor also agrees to indemnify, defend, and hold harmless the BGCT and its agents and employees from and against any suits, actions, losses, and claims or injury to any of the exhibitor’s representatives, agents, or employees. The BGCT, its agents and employees will not be liable for failure to hold the BGCT Annual Meeting 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 BGCT which makes it impossible or impractical to hold the BGCT Annual Meeting.

By indicating acceptance of this Agreement, exhibitor affirms that exhibitor has read and understands this Waiver and Indemnification and is freely and voluntarily granting a complete and unconditional release of liability to the greatest extent allowed by Texas law. Exhibitor has had the opportunity to review these guidelines, ask questions, and seek legal counsel prior to agreeing to these qualifications and guidelines.

All booth numbers will be issued at check-in at the BGCT Annual Meeting.

To help protect your material, while the exhibit hall is closed, you will be required to wear an “Exhibitor Badge” for entry into the hall.

Exhibitor Cancellation Policy

The BGCT will refund an Exhibitor Fee according to the following schedule:

91+ days in advance of the Annual Meeting	100% refund
61-90 days in advance	50% refund
31-60 days in advance	25% refund
30 day or less in advance	No refund