



# Baptist General Convention of Texas Baptist Chaplaincy Relations

## Chaplain Training Event 11-14 September 2022

On behalf of Baptist Chaplaincy Relations, it is our pleasure to invite your ministry/organization to exhibit at the 2022 Chaplain Training Event being held at the Hilton Anatole located at 2201 N. Stemmons Fwy, Dallas, TX, 75207. The meeting dates are Sunday – Wednesday, September 11-14, 2022. We have a goal of 350 chaplains, pastors, spouses, and visitors for this meeting.

- EXHIBIT SPACE: Each 10 X 10 space includes a 6' table [covered & skirted], 2 standard chairs, and waste basket.
- Carpeting is provided in the exhibit area.
- Spaces are offered on a first come, first reserved basis. Limited to one (1) space.
- Requests for additional spaces will be determined after July 25.
- **Application Deadline is September 1st.**
- PRODUCT SALES ARE PROHIBITED.
- No hanging banners are permitted.
- Candles and open flames are prohibited per fire code.
- Helium balloons are allowed, you will be charged an “excessive clean-up fee” for balloons that float to ceiling. Helium tanks require fire marshal approval.
- 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 **September 1, 2022**, at [txb.org/chaplaincy](http://txb.org/chaplaincy).

### **Please note exhibit categories.**

**INTERNAL Exhibitors** – BGCT/BGAV Institutions/Organizations/Universities, WMU of Texas, TBM, Denison Forum and the Historical Museum

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

- SHIPPING/COST: Shipping of exhibit and display materials and resources is the sole responsibility of the exhibitor. The Hilton Anatole Hotel does not accept, store, or ship freight or packages for exhibitors. Shipments may be scheduled using the Hilton Anatole’s **in-house Fed-Ex business center** for shipping and receiving. Packages that arrive prior to (5) days earlier than your event will be subject to storage fees from the FedEx office. To scheduled use this link for pricing and instructions: [Hilton FedEx Office](#).
- MATERIAL PREPARATION: Anticipating 350 participants, we recommend that you not print more than 60% or 200-220 pieces as giveaways for your exhibit.
- EXHIBITOR LOAD-IN/SET-UP: Sunday, September 11, 1:00 - 4:30 pm. There are designated areas for move in/out for exhibitors. Exhibitors are only permitted to move resources through service corridors and not through public areas. Chaplaincy exhibitors are assigned to Stemmons Ballroom docks, west of the atrium entrance. This will be a come and go set up time, we will not offer assistance for loading or unloading.
- EXHIBIT HOURS:
  - Sunday, September 11, 5pm – 9pm
  - Monday, September 12, 8am – 5pm
  - Tuesday, September 13, 8am – 5pm
  - Wednesday, September 14, 8am – Noon
- EXHIBITOR STORAGE: Resources (boxes, crates, additional equipment) are not permitted to be stored in foyers or service corridors. Additionally, the hotel is not responsible for theft or damage to any property or items left in the exhibit areas.
- EXHIBITOR TEAR-DOWN: Wednesday, September 14, Noon. There are designated areas for move in/out for exhibitors. Exhibitors are only permitted to move resources through service corridors and not through public areas. Chaplaincy exhibitors are assigned to Stemmons Ballroom docks, west of the atrium entrance.

- **PARKING:** Standard vehicle guest lot parking at the Hilton Anatole, Dallas, is \$22 per day. All empty trailers/oversized vehicles are prohibited from parking on hotel property. Off-site parking is available within walking distance of the hotel, Lot 5. This lot is an unsecured and a non-marshalled lot. Vehicles left at the hotel dock will be towed at the owner's expense.
- **BOOTH ASSIGNMENTS:** Booth numbers will be issued at check-in at the Chaplaincy Training Event.
- **FREE WIRELESS INTERNET:** Complimentary high speed wi-fi is available in all public areas.
- **ADDITIONAL INFORMATION:** Log onto the Chaplain Training Event website at [txb.org/chaplaincy](http://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 from only 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](mailto:chaplaincy@texasbaptists.org).