

General Rules and Regulations for Conference Vendors

After a potential exhibitor has read through the entire exhibitor packet, completed and signed the necessary pages, and paid in full by the noted deadline (2 weeks before conference start date unless otherwise stated), the application then goes through review by the GraceStory board. Upon approval by the board, you will receive a confirmation email and receipt from GraceStory Ministries, Inc. letting you know your application has been approved, and you are accepted as an exhibitor.

Please do not assume you are approved by simply returning your application and deposit or payment in full. An approval will be emailed to you as a confirmation. If your application is rejected for any reason, you will also be notified, and your deposit or full payment will not be processed or will be refunded. If you have not received confirmation within 24 hours of payment, please email us at vendors@gracestoryministries.com.

Space

No vendor is permitted to extend its exhibit outside the designated booth area, and vendor signage should not extend above 8 feet high without the prior authorization of GraceStory. GraceStory reserves the right to refuse any vendor and/or vendor exhibit in whole or in part without comment. All decisions made by GraceStory are final.

Vendor shall not share purchased booth space(s) with any other company or organization or display materials for any other company or organization, including catalogs, brochures, and fliers. No printed matter including catalogs, brochures, and fliers may be distributed in the vendor hall other than at your reserved booth space.

GraceStory shall not be held responsible for contents of Vendor's booth(s) on premises.

Assignment of Space

Vendor's booth placement is at the sole discretion of GraceStory, without regard to the date of Vendor's registration. GraceStory reserves the right to alter locations of Vendor's booth(s) as listed in the confirmation packet official floor plan, as deemed advisable and in the best interest of the Conference. GraceStory has the absolute discretion to grant or deny any vendor exhibit, and to later revoke vendor contracts initially granted. GraceStory may also restrict, alter, or close exhibits at the GraceStory convention under certain circumstances.

Payment / No Refund Information

Vendor may reserve booth space with \$75.00 fee paid in full. Vendor may pay by check or credit card. Vendor application may be completed and mailed to GraceStory or scanned and emailed to vendors@gracestoryministries.com. The contract will be complete and in effect when full payment is received by GraceStory. If Vendor application is approved, all related vendor payments for the related booth space are non-refundable.

Rules of Decorum

Vendor must be acceptable to Christian attendees. Vendor agrees that he/she/it will not criticize other vendors, attendees, speakers, or GraceStory except to a GraceStory Board member. Children attending conference and/or helping volunteer at booths must be aged 13 years or older.

Care of Vendor Space

Vendor must keep his/her/its booth clean, manned, and in good order.

Vendor must be ready for display by Registration Opening Time on Friday, and cannot begin to dismantle booth space until completion of last vendor break listed on Saturday schedule. (Each vendor will be emailed a schedule prior to conference.)

Vendor must leave his/her/its booth in good order after the booth has been dismantled on Saturday, and shall break down and dispose of all cardboard boxes and refuse. If a vendor fails to dispose of cardboard boxes and refuse, vendor shall incur a mandatory "clean-up" fee of \$50.

Damages

Vendor is liable for any damage caused to the building floors, walls, curtains, drapes, to standard booth equipment, or to another vendor's property.

Unoccupied Space

If Vendor fails to occupy space contracted by 2 PM on Friday, or fails to comply in any respect with the terms of this agreement without prior permission from GraceStory, then GraceStory shall have the right to use such space in any manner without releasing Vendor from paying the sum agreed upon in the vendor contract.

Limitations

Distribution of printed matter, souvenirs, or other articles in the vendor hall shall be restricted to the space(s) of the vendor. **Music or audiovisual sound shall not be audible more than 8 ft. from contracted booth space.**

No helium balloons are permitted.

Food samples are subject to venues rules and to health department requirements for the city, county or state in which the event is being held.

Furniture/Booths

Each booth is provided with one (1) 6 or 8 ft. table and two chairs. Additional décor, tablecloths, etc. can be ordered from Davison Event Rentals 513-348-8545 as needed.

Electricity

Vendors requiring electricity must request and pay for this from each respective convention center as needed; our church locations often have it included and available for free. (Each electrical drop consists of one duplex receptacle. Vendor is responsible for providing the appropriate extension cords needed to extend the power from the drop site to where it will be utilized.) Electricity order forms can be found on convention center websites prior to conventions as needed.

Shipping and Storage (Drayage)

Vendors that need to ship items to the convention center may NOT ship directly to the church, convention center or area hotels. (This is prohibited by the venue locations as they are not set up to receive and sign for shipments. Shipments may be returned if the convention center or hotels are unable to sign for or store the shipment, or they may charge exorbitant service fees associated with storing your items.)

Compliance

Vendor agrees that his/her/its representative shall be admitted and shall remain from day to day solely in strict compliance with the rules herein. GraceStory reserves the right to reject, eject, or prohibit Vendor or Vendor representative(s), with or without giving cause. If cause is not given, liability shall not exceed the return to Vendor of the amount of rental unearned at the time of ejection. If Vendor or its exhibit is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

Liability

GraceStory does not guarantee Vendor against loss or damage of any kind. GraceStory has leased space to Vendor with the agreement that Vendor shall hold GraceStory harmless from any and all liabilities from any cause. By signing the Contract for Vendor Space, Vendor expressly releases and agrees to indemnify GraceStory, its employees and representatives and the Facility, its employees and representatives from any and all claims for such loss, damage, or injury.

Unforeseen Events

If the contracted-for venue premises management causes this event to be cancelled, then this contract shall be terminated, and Vendor shall waive any claim for damages or compensations except the prorated return of the amount paid for space rented. GraceStory will process such refunds as quickly as practicable.

Christian Brotherhood

Vendor shall refrain from making any private or public disclosure of any issues he/she/it may have with GraceStory or with other vendors regarding policies or items they sell. The GraceStory board will review any such issues brought to it.

Appropriate Materials

Vendors are responsible to review materials for items which might be offensive to the primarily Christian attendees. The appropriateness of material shall be at the sole discretion of GraceStory.

Sales Tax and/or Vendor License

Vendors are responsible to pay their own state sales tax and are also responsible to obtain any required Vendor licenses as required by the state of Ohio with relation to your individual booths.

Vendor Hall Hours for GraceStory Conference

Exhibitor or their representative shall man the booth during exhibitor hall hours as specified for each venue in vendor packet (will be emailed to participating vendors within the month before conference):

- *NO EARLY TAKE DOWNS ON SATURDAY per the exhibitor agreement. EXHIBITOR UNDERSTANDS AND AGREES THAT EXHIBITOR MUST MAN HIS/HER BOOTH(S) ON FRIDAY AND SATURDAY DURING THE HOURS THE EXHIBIT HALL IS OPEN.
- **CHECK OUT PROCEDURES**— **Time: Saturday after last Vendor Break (See specific event schedule); No early take-downs. Procedure: Before** you begin take-down, please return all badges/lanyards to the registration table to be used for the next convention. A \$5 replacement fee may be charged for each badge/lanyard that is not returned. Re-use helps us keep costs down for exhibitors and attendees.

Vendor Booth Placement

Vendor understands and agrees that Vendor's booth placement(s) are at the discretion of GraceStory regardless of the date registration is received.

Your booth staff / volunteers: First, be sure to update your booth staff and volunteers on the exhibitors' rules and regulations. **Next, prior to the event, please share the booth leaders contact information and cell phone number with all your staff and volunteers if you have staff or volunteers that will be participating in shift changes. Below are details on transition procedures of booth staff and volunteers.**

Volunteer / Booth Staff Procedures

Two lanyards/badges are provided per booth. More than three or four people in a 8 x 10 booth space is crowded. All booth staff coming in who also want to go to speaking sessions will need a convention registration as an attendee of the convention in order to attend speaking sessions.

Please make a plan ahead of time as to where to meet your volunteers / staff when they arrive.

If you have volunteers coming in shifts, please provide them with your booth leader's cell phone number to call or text when they arrive so your staff can meet them at the entry with their lanyard. Sharing contact information with your staff and volunteers will save them time from waiting in our registration lines. Often, upon their arrival, booth volunteers are not sure what they should do or what booth they should go to when they arrive. Please make a plan ahead of time so they are able to reach you when they arrive. If volunteers or staff will be attending speaking sessions, a convention registration is needed. Lanyards/badges will not get them into speaking sessions.

Dispute Resolution

Vendor understands and agrees that GraceStory may refuse or revoke Vendor registration for any reason. Any dispute, claim, or controversy that arises out of or relates to this Contract, or to its breach, shall be settled by Christian arbitration. The written decision of the arbitrator shall be final and binding on all parties, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. There shall be no appeal from the decision of the arbitrator.

Internet Usage/Connection at the Venues

Vendor understands that internet connection may not be offered free of charge by the convention centers. Please be aware that vendors may need to purchase the service usage from the service provider if the vendor accepts credit cards on site of the convention. Pricing for service may vary depending on venue location.

We greatly appreciate your business!

Direct any questions to Wilma Lavy vendors@gracestoryministries.com.