

# 2010 North American Children's Ministries Conference

## Exhibitor Packet

### WELCOME!

The CMA/NGM's 2010 North American Children's Ministries Conference is certainly an event you will not want to miss! *This year, we are partnering with National Girls Ministries, the Pentecostal Assemblies of Canada, KidzMatter Inc., and Boys and Girls Missionary Challenge with the goal of making this conference the absolute best possible!* This conference will be attended by Children's and Girls Ministries' Pastors, Leaders, Ministry Directors, and Volunteer Teams from all across the nation! It is our goal through this conference to connect, equip, and resource those in attendance to lead the children of this generation as effectively as possible! Below, you will see in-depth details regarding the different options we have available to those desiring to exhibit at the conference. If at any point you have questions or would like further information, please don't hesitate in contacting us! We look forward to serving together!

### GENERAL INFORMATION

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**Location:** Millennium Hotel—St. Louis, Missouri

**Date:** March 1-4, 2010

**Target Audience:** Children's and Girls Ministries' Pastors, Leaders, Ministry Directors and Volunteer Teams

**Anticipated Attendance:** 1,000 - 1,500

**Format:** This year, we are offering two Base Options to choose from, plus numerous additional options—thus allowing you the ability to choose whichever options best fit your needs without a lot of “extras” that may not hold as much interest for you. The different options are listed below, with more specific details for each option following. To apply for Exhibit Space and any Additional Options, please fill out completely the **Exhibitor Application** located at the bottom of this packet and return it to our office.

*All applications must be received by **January 29, 2010**; however, please note that, if received before **September 7<sup>th</sup>, 2009**, a **20% discount** applies.* While full payment is ordinarily required with the application in order to reserve exhibit space, this year, a deposit of only **\$200** will be necessary to accompany those applications received before **December 31<sup>st</sup>, 2009**. The remaining balance will then be due by **January 29, 2010**. Please see the Exhibitor Application below under “Payment” for additional information.

**Please Note:** The Additional Options listed in this packet are available only in conjunction with one of the Base Options. The only exceptions to this would be the Conference Notebook Ads and the Virtual Exhibit Hall, which would also be available to vendors not taking part in one of the Base Options.



## BASE OPTIONS

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- **General Exhibit Space: \$600**
- **Premium Exhibit Space: \$800\*** (*first-come, first-served*)

*\*Premium Exhibit Space is based upon placement in a preferred location with greater visibility in the exhibit hall. Also, please note that any additional booth spaces needed will be at full price.*

## ADDITIONAL OPTIONS

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Virtual Exhibit Hall	\$100
½-Page Conference Notebook Ad	\$125
Full-Page Conference Notebook Ad	\$175
Logo on Conference T-Shirt*	\$175
Graphic Slide (3 max per exhibitor)	\$125 (1), \$150 (2), \$175 (3)
Computer Sponsorship*	\$250
Breakout Room Banners* (5 max per exhibitor)	\$350
Hallway Banners*	\$500
Conference Bag Insert*	\$500
Ballroom Banners*	\$1,000
In-Session Promotional Opportunity*	\$1,500
Workshop Opportunity*	\$1,500

*\*Marked Options are limited in availability and will be provided on a **first-come, first-served** basis—you will want to reserve your options soon, as these options will sell out quickly! Please refer to the “Additional Option Details” section below for more information on availability and eligibility.*

## RETURNING EXHIBITORS DISCOUNT

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We are offering a **special discount** to those exhibitors who have been with us at a previous event! All returning exhibitors will receive a **20% discount** off the total price of their exhibit space plus all additional options! We appreciate your partnership in Children’s Ministries/Girls Ministries and are excited to offer this discount as a way of saying “thank you”! If you are a returning exhibitor, please mark the appropriate box in the *Exhibitor Application* located at the



end of this packet. There is no deadline for this discount other than the deadline for application in general. This discount does not stack with the June 1<sup>st</sup> early application discount.

## **CONFERENCE GIVE-AWAYS**

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This year we will be offering some great give-aways to our conference attendees. If you would like to promote your ministry or organization by taking part in this, please make sure to fill out the appropriate section of the *Exhibitor Application* located at the end of this packet. Give-aways must be high-quality and are subject to approval by the Children's Ministries Agency and National Girls' Ministries.

## **ADDITIONAL OPTION DETAILS**

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### **Virtual Exhibit Hall:**

Those choosing this option will receive listing in the Virtual Exhibit Hall on the Conference Website. In order to receive this listing, the exhibitor's logo must be submitted in digital format. This logo will then be linked to a website of the exhibitor's choice.

**Requirements:** All logos must be submitted as 120 x 120 high-resolution .JPG files.

### **Notebook Ads (1/2-Page and Full-Page):**

This option will provide the exhibitor with a Full-Color Ad in the Conference Notebook. All Notebook Ads must be submitted in digital form.

**Requirements:** Must be submitted as print-ready .PDF or .JPG files with crop marks, .5" bleed, embedded fonts, and support files included. Full-page ads will be 8 ½"W x 11"L; Half-page ads will be 8 ½"W x 5 ½"L.

### **Graphic Slide:**

These promotional slides will be shown on the main conference screens before the beginning and at the end of each General Session. All Graphic Slides must be submitted in digital form. There is a limit of 3 slides per exhibitor.

**Requirements:** Must be a 10"W x 7.5"L high-resolution .JPG with .5" bleed.

### **Logo on Conference T-Shirt (LIMIT – TBA):**

The back of this year's Conference T-Shirts will display the logos of those who choose this option. All logos must be submitted in digital format.

**Requirements:** All logos must be submitted as square, black and white, high-resolution .JPG files.

### **Conference Bag Insert (LIMIT – 5):**

Each Conference Attendee will receive a Conference Bag at registration for the event. Promotional inserts are subject to approval by CMA/NGM and must be high-quality pieces. Those eligible for an insert will be contacted with an exact quantity needed. These pieces can be shipped to our office at:



Children's Ministries Agency  
Attn: Jon Stem  
1445 N. Boonville Ave.  
Springfield, MO 65802

### **Computer Sponsorship (LIMIT – 6):**

Desktop computers will be provided at the event for use by attendees who wish to access the internet. Those choosing this option will have the home-page of one of the desktop computers set to the website of their choice. The desktop background will also display the sponsor's logo, and a sign set above the computer will announce whom the computer is sponsored by.

### **Breakout Room Banners (LIMIT – 60)**

These banners will be placed in the rooms in which our Conference Breakouts will be taking place. CMA/NGM will provide the banners and banner stands. After the Conference is dismissed, the exhibitor will receive the banner (excluding the stand) to keep.

**Requirements:** Breakout Room Banner Ads must be submitted as 30"W x 72"L high-resolution .PDF files.

### **Hallway Banners (LIMIT – 12)**

These larger banners will be placed in the hallways leading to the Ballroom in which the General Sessions will be taking place. CMA/NGM will provide the banners and banner stands. After the Conference is dismissed, the exhibitor will receive the banner (excluding the stand) to keep.

**Requirements:** Hallway Banner Ads must be submitted as 72"W x 36"L high-resolution .PDF files.

### **Ballroom Banners (LIMIT – 4)**

Those who choose this option will have premium placement for their large banners—inside the General Session Ballroom. CMA/NGM will provide the banners and banner stands. After the Conference is dismissed, the exhibitor will receive the banner (excluding the stand) to keep.

**Requirements:** Ballroom Banner Ads must be submitted as 120"W x 72"L high-resolution .PDF files.

### **In-Session Promotional Opportunity (LIMIT – 4)**

This option will provide a 5-minute window on-stage during one of our General Sessions for exhibitors to present their ministry, organization, or resources to conference attendees. Presentation times are allotted on a first-come, first-served basis. Those eligible will be notified of their presentation time prior to the start of the Conference. Whether speaking or showing a video, the presenter will be expected to operate within the 5-minute time limit.

**Requirements:** If showing a video during this time, it must be pre-approved by the Children's Ministries Agency and National Girls' Ministries. A DVD of the presentation (if showing a video) or a script detailing what is to be presented (if speaking) will be due to our office for review by **December 4, 2009**. It can be sent to the following address:



Children's Ministries Agency  
 Attn: Jon Stem  
 1445 N. Boonville Ave.  
 Springfield, MO 65802

**Workshop Opportunity (LIMIT – 7)**

This year, we are providing several resource-driven workshops. This option provides an exhibitor with the opportunity to lead one of these hour-long workshops for a group of Conference Attendees. The exhibitor must be one which provides quality resources to children's leaders; eligibility for this option is subject to the discretion of the Children's Ministries Agency and National Girls' Ministries. If eligible, the exhibitor will be contacted with more specific information.

**CONFERENCE PROMOTIONS TIMELINE**

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Virtual Exhibit Hall Logo Due	At Time of Application
Computer Sponsor Desired Web Address Due	
Logo for Conference T-Shirt Due	December 4, 2009
All Banner Ads Due	
Graphic Slides Due	January 29, 2010
Conference Bag Inserts Due to CMA/NGM	
Conference Notebook Ads Due	

**\*Please send a CD/DVD of all digital items via mail to:**

Children's Ministries Agency  
 Attn: Jon Stem  
 1445 N. Boonville Ave.  
 Springfield, MO 65803

*(If small in size, you may send digital items via e-mail to [jstem@ag.org](mailto:jstem@ag.org))*

**Please Note: We cannot guarantee the inclusion or use of items that are received after the dates listed above.**

**ADDITIONAL INFORMATION**

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**ELIGIBILITY:**

The General Council of the Assemblies of God reserves the right to refuse exhibit space to any exhibitor if, after the acceptance of the Application/Contract, information comes to the attention of the General



Council that (in the reasonable judgment of the General Council) demonstrates that the proposed exhibit would be inconsistent with the standards espoused by the General Council. Also, please note that Exhibitors must offer products/services not in conflict with the same or similar to those offered by Gospel Publishing House or in conflict with other headquarters ministries. Among other items, this includes Sunday School curriculum, children's church curriculum, and mid-week curriculum. ***If you have questions as to whether the products or services you provide are in conflict with GPH, please do not hesitate to contact me.***

## **APPLICATION/CONTRACT:**

Submission of the Exhibitor Application does not guarantee booth space or participation in the event. All Exhibitor Applications/Contracts must be approved by the Children's Ministries Agency and National Girls' Ministries. Exhibitors must use only the official *Exhibitor Application/Contract* for your exhibit business, and please make certain all information is correct and complete. The Application/Contract for this event can be found at the end of this packet. It is understood that this Application, which will become a Contract upon acceptance by the Children's Ministries Agency and National Girls' Ministries, is based upon the rates, terms, and conditions which constitute a part of, or are included, in this Application/Contract.

## **LIABILITIES:**

The General Council of the Assemblies of God, Inc., shall not be held responsible for the safety of exhibits against robbery, fire, or accident; this includes accident to the exhibitor and employees. Security will be provided during non-exhibit hours.

## **EXHIBITOR INSURANCE:**

Each exhibitor is required to provide The General Council of the Assemblies of God, Inc., a certificate of insurance showing liability of \$1,000,000. The General Council of the Assemblies of God, Inc., **must** be named as the additional insured. *Failure to provide this certificate of insurance nullifies the Application/Contract and a person/company cannot exhibit at this convention.*

**Procedure:** The exhibitor asks his/her insurance agent or broker to provide this original document; the effective dates on the document are to be **March 1-4, 2010**. The exhibitor is to mail or fax this certificate to the Children's Ministries Agency or National Girls' Ministries no later than **January 15, 2010**. You can purchase a temporary policy by calling (417) 862-2781, ext. 3229.

**\*Please Note:** *Special arrangements have been made for all credentialed Assemblies of God ministers who wish to be Exhibitors. Please call (417) 862-2781, ext. 4093, and ask for Tammy for further information.*

## **LIVE OR RECORDED AUDIO/VIDEO:**

Each exhibitor using live or recorded music and/or video either in a booth or in a general session presentation is required to provide The General Council of the Assemblies of God, Inc., proof of legal authorization. Music authorization documentation must be submitted to the Children's Ministries Agency or National Girls' Ministries no later than **January 29, 2010**. Failure to provide this documentation will result in the inability to use said music/video.

## **SALES TAX:**

Exhibitors are responsible for obtaining their own state sales tax exemption for the event. If not exempt, they must collect sales tax. In either case, necessary forms can be obtained from the Missouri State Department of Revenue.



## **SPACE ASSIGNMENTS:**

Exhibit spaces will be assigned on a first-come, first-served basis. The Exhibits Coordinator reserves the right to shift exhibitor space at any time if he deems it necessary to do so. No spaces will be reserved without a written application and paid deposit. Space will not be reserved by telephone. Except for official conference materials, no literature may be placed in the hotel foyer, on cars, distributed in the lobby, or elsewhere. Exhibitor posters, placards, signs, banners, or similar items may be posted or displayed only in exhibit booths. Exhibitors who are provided booth space free of charge may be asked to pay a minimal fee in order to cover the cost of booth set-up. Persons/companies not assigned space in the exhibit areas will be prohibited from exhibiting, distributing material, or soliciting business in the exhibit areas or elsewhere.

## **INTERNET/PHONE LINES:**

Wireless internet will be provided at the Conference free of charge. However, telephone lines used for Credit Card payments will not be provided. If a telephone line is needed for this purpose, it is the responsibility of the exhibitor to contact the Millennium Hotel at (314) 241-9500 in order to request this service.

## **PAYMENTS:**

Those applications received before December 31<sup>st</sup>, 2009, are eligible to pay only a \$200 deposit to reserve exhibit space. Remaining balances/all other payments are then due before January 31<sup>st</sup>, 2010. We recommend getting your application in early because space is limited, and we expect to sell out.

## **SHIPPING:**

Exhibitors must cover any charges relating to the shipment of their materials to the conference location. CMA or NGM will not be required to pay shipping costs for any exhibitor unless previously agreed upon in writing. Exhibitors will also be responsible for transporting their own shipped materials from the hotel's receiving dock to their booth location.

*Please Note:* The Millennium Hotel *does* charge shipping and receiving fees in addition to your regular shipping costs. You will be charged these fees when you pick up your packages on site. Please note that you will be required to present a picture ID in order to receive your packages and accept the charges. For additional information regarding these charges, including information on exact amounts, please contact the Millennium Hotel at (314) 241-9500. If you wish to ship supplies directly to the hotel, please address the shipment to:

*Hold for: "Your Name and Arrival Date"  
"Your Group Name and Contact"  
Millennium Hotel St. Louis  
200 South 4<sup>th</sup> St.  
St. Louis, Missouri 63102*

## **CANCELLATION:**

Exhibit space cancellations or changes **must** be in writing. To see individual event cancellation dates, please see the Application/Contract for each event available online at [www.cmaconferences.com](http://www.cmaconferences.com).



## HOUSING RESERVATIONS:

Exhibitors are responsible for making/canceling their own hotel/motel accommodations. However, those exhibitors who choose to stay at the **Millennium Hotel in St. Louis** will receive an **additional \$40 off** the total cost of their exhibit per room booked.

*In order to receive this discount, confirmation of the booked hotel room(s) must be submitted along with your application. If, after submitting this confirmation, an exhibitor were to cancel the reservation and stay elsewhere, payment of the total discounted amount would be required.*

## REGISTRATION & MEALS:

Exhibitors will receive complimentary Conference Registration for one individual, allowing that individual to participate in all conference events and meals/breaks. Any additional registrations desired by the exhibitor will be at the cost of \$99 per person. If additional registrations are desired, please fill out the appropriate section of the Exhibitor Application.

## SCHEDULES, SET-UP, AND TEAR-DOWN:

The event schedule along with the **Exhibitor Schedule** can be found online at [www.cmaconferences.com](http://www.cmaconferences.com). The event has a specific set-up and tear-down schedule. Please pay close attention to this schedule. An early teardown fee of **\$100** will be charged for all exhibitors tearing down prior to the designated time. All exhibitors are responsible for having their booth areas clean and presentable by the start of the conference; also, when tearing down, it is the exhibitor's responsibility to make sure their booth area is clean and that all trash, boxes, and product have been removed. Failure to do so will result in a clean-up fee of **\$100**.

***Special Note: Along with the time inherent in all breaks throughout the schedule for attendees to view exhibits, we have also built break times into the schedule that will be specific to the exhibit hall. You will want to take advantage of the additional exposure resulting from these scheduled times! Our lunch and dinner times have also been extended in order for all attendees to have additional time to check out the great resources you provide!***

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## THANK YOU!

Thanks for making it all of the way through this packet AND for your interest in partnering together with our team for this great event! If you have any further questions, please don't hesitate to contact us, and we will do our best to serve you as quickly and efficiently as possible! We are looking forward to seeing you at our 2010 North American Children's Ministries Conference!

### Jon Stem

Administrative Coordinator  
Children's Ministries Agency  
[jstem@ag.org](mailto:jstem@ag.org)  
(417) 862-2781 ext. 4009

### Heather Scranton

Finance and Projects Coordinator  
National Girls Ministries  
[hscranton@ag.org](mailto:hscranton@ag.org)  
(417) 862-2781 ext. 4073



# 2010 National Children's Ministries Conference

## Exhibitor Application

Contact Information			
<b>Business/Organization:</b>			
<b>Representative(s):*</b> (the first name listed here will receive the complimentary conference registration; others will receive only the nametag unless specified under "additional registrations" below)			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Extension:</b>	<b>Fax:</b>	
<b>E-mail Address:</b>			

*\*Please list all representatives who will be present at your booth, as they will receive nametags upon arrival at the conference.*

**IN ORDER TO VALIDATE THIS CONTRACT:**

**APPLICATION** – Please print with black ink or type all information.

**PAYMENT** – Payment is required by either **check** or **credit card** in order to reserve your space. **However**, if paying by check, it is still **required** that you list a credit card in the payment information below. This credit card *will not* be charged unless you incur a fee during the conference such as the **early teardown fee** explained above. If such a fee is incurred, you will be notified, and the credit card you list will be charged the amount of the fee.

- If submitting by **check**, attach a check for payment of the booth fees, payable to **Children's Ministries Agency** with the memo "NACMC Exhibitor Fees." Please mail check/application to the following address:  
*Children's Ministries Agency  
 Attn: Jon Stem—Personal and Confidential  
 1445 N. Boonville Ave.  
 Springfield, MO 65802*
- If submitting by **credit card** (Visa, MasterCard, or Discover), you may fax your application. You may fax the forms—once completed in full—to (417) 862-2650 with Attn: to Jon Stem.
- If application is being submitted before **September 7<sup>th</sup>, 2009**, you will be receiving a 20% discount off of your total cost, and a deposit of \$200 will be required to reserve your space. If this applies to you, please mark the appropriate box below under "Early Application Discount/Deposit."

**AGREEMENT** – By your signature, you state the following:

- We have read the 2010 Exhibitor Packet & Application, including standards and eligibility, and agree to abide by the rules, regulations, and guidelines stated therein.
- Only the products and/or services notated in this Application are those we specifically propose to exhibit. Any change will immediately be reported in writing to the Exhibits Coordinator of the Children's Ministries Agency or National Girls' Ministries.
- We understand that failure to submit the Exhibitor Insurance described in the Exhibitor Packet will result in our inability to exhibit at this Conference.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 2010 NCMC ORDER FORM

### BASE OPTIONS

	Number of Tables	COST	My Cost (Qty X Cost)
<b>General Exhibit Space</b>		\$600	
<b>Premium Exhibit Space</b>		\$800	
<b>Additional Registrations*</b>	Number of Registrations:		
Names of additional Registrants:		\$99	
<small>*Exhibitors receive one complimentary Conference Registration. Additional Registrations are \$99 per registration.</small>			<b>TOTAL</b>

### CONFERENCE ADDITIONAL OPTIONS (Please check desired options)

	CHECK BOX	ADDITIONAL INFORMATION	COST	MY COST (Qty X Cost)
<b>Virtual Exhibit Hall</b>	<input type="checkbox"/>	Desired Website Link:	\$100	
<b>½ -Page Notebook Ad</b>	<input type="checkbox"/>		\$125	
<b>Full-Page Notebook Ad</b>	<input type="checkbox"/>		\$175	
<b>Logo on Conference T-Shirt</b>	<input type="checkbox"/>		\$175	
<b>Graphic Slide</b>	<input type="checkbox"/>	Quantity (3 max):	\$125 (1), \$150 (2), \$175 (3)	
<b>Computer Sponsorship</b>	<input type="checkbox"/>	Desired Homepage Address:	\$250	
<b>Breakout Room Banners</b>	<input type="checkbox"/>	Quantity (5 max):	\$350	
<b>Hallway Banners</b>	<input type="checkbox"/>		\$500	
<b>Conference Bag Insert* (subject to approval)</b>	<input type="checkbox"/>	Type of insert:	\$500	
<b>Ballroom Banners</b>	<input type="checkbox"/>		\$1,000	
<b>In-Session Promotion (subject to approval)</b>	<input type="checkbox"/>	Type (video, speaking, etc.):	\$1,500	
<b>Workshop Opportunity (subject to approval)</b>	<input type="checkbox"/>		\$1,500	
			<b>TOTAL</b>	

*\*If you are applying for the Conference Bag Insert Option, please include a sample of your insert with this application for approval.*

**Please Note:** If option limit has already been reached, or if ineligible for any option, you will be contacted and will not be charged for that option.



FINAL TOTALS		
	<b>Base Options Total</b>	
	<b>Additional Options Total</b>	
	<b>SUBTOTAL</b>	
*See "Returning Exhibitors Discount" section of Exhibitor Packet for more information on this discount	<b>Returning Exhibitors Discount – 20%</b>	- _____
*See "Housing Reservations" section of Exhibitor Packet for more information. Please make sure your booking confirmation is enclosed with this application.	<b>Millennium Hotel Discount – \$40 per room booked</b>	- _____
	<b>TOTAL DUE</b>	

Attn: **Central Mail** – Outside Exhibitors 001-01-193-4306-387 ; In-House Exhibitors 001-01-193-4307-387 ; Questions about type of exhibitor – contact Jon Stem – ext. 4009 & forward a copy to CMA/Jon Stem

**Conference Give-away:**  Yes! I would like to promote my ministry/organization by contributing a give-away for the 2010 National Children’s Ministries Conference!

- If so, what would you like to give away? \_\_\_\_\_
- Can we provide a link to this item/resource on our website?  Yes  No  
Website Link: \_\_\_\_\_

**Early Application Discount/Deposit:**  This application is being submitted *before September 7<sup>th</sup>, 2009*, and I will be receiving a 20% discount off of my total cost (does not stack with the Returning Exhibitors Discount).

*You may either pay in full now, or pay the \$200 deposit required to reserve your space (full payment being due January 29, 2010.) Regardless of which payment option you choose, please make sure you fill out the rest of the application as normal, inputting your "Total Due" amount as your total cost. You will only be required to submit payment for the \$200 deposit. If paying with credit card, you will only be charged that amount. All Deposits are non-refundable.*

- I would like to pay my Total Due in full at this time.
- I have filled out the application as normal, but will be paying only the \$200 deposit at this time (applies only to applications submitted before December 31<sup>st</sup>, 2009).

**Thank you** for taking the time to accurately fill out the *Exhibitor Application* for the CMA/NGM’s 2010 National Children’s Ministries Conference! Please include payment information on the following page:



# PAYMENT INFORMATION

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AUTHORIZED BY (please print): \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Please complete the information below regardless of payment method:**



CARD NUMBER:

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TOTAL AMOUNT OF ORDER	CARD EXPIRATION DATE	PRINT NAME	SIGNATURE OF CARDHOLDER
\$	/		

**Paying by Check? Please send application along with check to the address below:**

**Mail:**

Children’s Ministries Agency  
 Attn: Jon Stem  
 1445 N. Boonville Avenue  
 Springfield, MO 65802-1894

**FAX:**

(417) 862-2650

**Questions?**

Jon Stem - (417) 862-2781 x 4009

