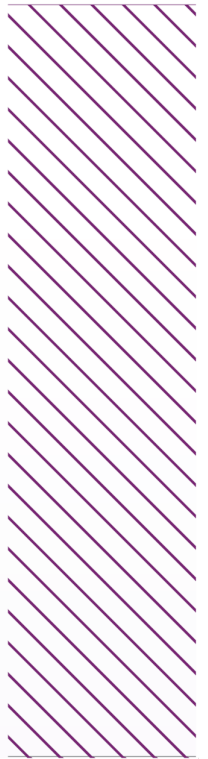




# KIDMIN CONFERENCE

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## THE OAKS CHURCH

Red Oak, Texas  
March 11-13, 2020

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### GENERAL SESSIONS

Refresh, revitalize and  
renew passion for Christ

.....

### SUPER SESSIONS

Dig deep into the  
philosophy of "Why"

.....

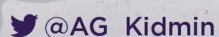
### WORKSHOPS

Develop skills in 100+ practical,  
hands-on workshops

## VENDOR POLICIES AND PROCEDURES

**KIDMIN.AG.ORG/  
CONFERENCE**

CONNECT WITH US:



#AGKidmin20





## THE EVENT

### Who Comes to the AG Kidmin Conference:

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1,200 - 1,600 attendees are expected in Red Oak, TX. Those in attendance include pastors, children's pastors, leaders from BGMC, Girls Ministries, JBQ and Royal Rangers, and other interested parties.

### The Event, GCAG, Exhibitors, and Sponsors:

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The AG Kidmin Conference will hereinafter be referred to as "**The Event.**" The General Council of the Assemblies of God will hereinafter be referred to as "**GCAG.**" Exhibitors and/or sponsors will hereinafter be referred to as "**Purchaser.**"

### Standards:

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The Assemblies of God is a church fellowship. Smoking, alcoholic beverages, profanity, and immodest apparel are contrary to the church standard. The use of raffles and other games of chance are prohibited; however, drawings for free merchandise and prizes are permitted. **GCAG** reserves the right to restrict **Purchasers** which may be considered objectionable.

## ELIGIBILITY

**GCAG** reserves the right to refuse **Purchasers** if, after the acceptance of the **APPLICATION/CONTRACT**, information is presented that would be inconsistent with the standards supported by **GCAG**.

### Criteria for Eligibly:

1. **Competition.** There may be occasions when a **Purchaser** may have a product that directly or indirectly competes with those offered by **GCAG** and its affiliates. These will be considered on a case-by-case basis, and in most cases, will be denied.
2. **Products/Services.** **GCAG** asks that **Purchasers** offer products and/or services which will directly benefit and enhance the ministries of our churches and ministers. The following are among that WHICH CANNOT BE DISPLAYED AND/OR SOLD:
  - a. books, CDs, videos/DVDs FROM OTHER VENDORS (those not about/for your specific company/ministry);
  - b. food products of any kind, such as health food products;
  - c. personal care products, such as perfume and beauty products.
3. **Missions Agencies.** There shall be no missions agencies allowed (U.S. or international) without the approval of Assemblies of God Children's Ministries, Assemblies of God U.S. Missions, or Assemblies of God World Missions.
4. **Colleges/Universities.** There shall be no colleges or universities allowed that are in competition with Assemblies of God schools.
5. **Exhibit Purpose.** **Purchasers** cannot:
  - a. Secure booth space simply to market products with no intent to have follow-up with churches and pastors.
  - b. Secure booth space for the purpose of providing prominence to products and services which are issue oriented and would generate undue controversy.
  - c. Secure booth space to provide a platform to survey or test ideas; products and services are to be credible and have a proven business record.
  - d. Recruit, solicit, or sell outside of the exhibit zone (i.e., concourses, general sessions, etc.), unless included in a sponsorship package or purchased workshop.



## APPLICATION/CONTRACTS:

In order for *Purchasers* to participate at *The Event*, the *APPLICATION / CONTRACT* must be completed in its entirety through *The Event* Online Portal. The Executive Leadership Team (ELT) will give final approval. **It is understood this application will become a contract upon acceptance by the ELT.** For exhibit space, acceptance is based upon the location selected in the exhibit hall, rates, terms, and conditions, which all are included in the *APPLICATION / CONTRACT*. A similar process is required for sponsorship packages.

### Payments:

*\*Please reference the Sponsor & Exhibitor Event Kit for all booth and package prices.*

For a confirmed booth space or package, full payment is required with the *APPLICATION / CONTRACT*. **No booth space will be reserved until full payment has been received.** Payments can be made by credit card (American Express, Discover, MasterCard, Visa). Do not combine exhibit fee payments with any other registration and/or function fees. Only exhibit space, sponsorships, and name badge fees may be paid together. If making full payment by check, please mail to:

The General Council of the Assemblies of God  
Attn: Convention Services Group  
1445 N. Boonville Ave  
Springfield, MO 65802  
Attn: Kevin Bernal

*Exhibit Registration and final payment deadline is **January 31, 2020**. We recommend getting your application in early because space is limited, and we do expect to sell out.*

### Space Assignments:

Exhibit spaces will be assigned in the order in which they are confirmed. Booth preference should be indicated in the *ONLINE PORTAL*. If selections are already reserved, space will be assigned as close to the request(s) submitted. Convention Services Group reserves the right to shift space at any time, if necessary, for logistical purposes. **Telephone reservations will not be accepted.**

1. **Subletting Space.** No exhibitor shall assign, sublet, or apportion the whole or any parts of their assigned space, or exhibit or permit any other person or

company to exhibit therein any goods other than those manufactured by or for the exhibitor. Exhibit space shared by two or more parties must be indicated on the **APPLICATION / CONTRACT**.

2. **Literature/Materials.** Except for official convention materials, no literature may be placed in the Exhibit Hall, on cars, distributed in the lobby, or elsewhere. Except for official convention posters and signs, no posters, placards, signs, banners, or similar items, may be posted or displayed except in exhibit booths unless included in a sponsorship package.
3. **Non-Exhibitors.** Persons or companies not assigned booth space in the Exhibit Hall will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit Hall unless included in a sponsorship package.

## Booth Amenities:

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All individual booth spaces include:

- Dimensions of **(based on purchase)** wide, 8ft high and 6ft deep.
- Covered 6' or 8' standard table *upon request*
- 2 chairs **(more for larger packages)**
- Trashcan

## Booth Guidelines:

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1. **Height Guidelines.** Booth displays and backgrounds may not obscure the view of neighboring exhibitors.
  - a. No special signs, booth construction (including backdrops), media equipment, or lighting fixtures are permitted in excess of these heights, including the 8' back wall. IF THE BOOTH WILL VARY FROM THIS STANDARD, IT WILL REQUIRE APPROVAL FROM CONVENTION SERVICES GROUP AND POSSIBLY INVOLVE MOVING TO A DIFFERENT SPACE TO ALLOW FOR THE VARIANCE.
2. **Finished Sides and Masking Drapes.** Booth backgrounds and/or product displays must have finished side portions of the exhibit; this allows for optimal presentation. Convention Services Group reserves the right to finish undone spaces at the exhibitor's expense.
3. **Sound Levels.** The playing of loud music, videos, noise making devices, or any sort of distractions is not permitted.



4. **Clean/Presentable Booth Space.** Exhibitors are responsible for maintaining a neat and clean booth.
  - a. Do not stack cartons in the aisle during open hours.
  - b. Please take empty cartons (for trash removal) to the trash bin that will be provided.
  - c. All combustible items (i.e., shipping cartons/boxes, materials) are to be stored- nothing stored under exhibit tables or inside the booth. This is a requirement from the Fire Marshal as per city codes.
5. **Popcorn/Balloons.** The making and distributing of popcorn and balloons or balloons filled with helium are prohibited.
6. **Confetti/Glitter/Rice.** The use or throwing of confetti, glitter, rice, or other similar items is prohibited.
7. **Stickers.** Adhesive-backed (*stick-on*) decals or similar items are not permitted and may not be distributed within the facility or parking areas (i.e., bumper stickers, promotional fun stickers, etc.). Any costs incurred by the facility for the removal of these will be charged back to the exhibitor.
8. **Handouts and Giveaways.** Any giveaways or materials to be handed out from the booth MUST be approved prior to the event. Please submit your request to [lmooney@ag.org](mailto:lmooney@ag.org) prior to **February 12, 2020**. We reserve the right to remove any materials that are not pre-approved for this conference.
9. **Children.** For insurance and safety reasons, children under the age of 18 are ONLY permitted in the Exhibit Hall during OPEN Exhibit Hall hours. Children under the age of 18 are NOT permitted during booth set-up and tear down for any reason. Exhibitors are to refrain from engaging children under age 18 in booths as representatives.
10. **Logo.** The General Council of the Assemblies of God name, logo, or other national program names and logos cannot be used in any form to imply that an exhibit is a part of or endorsed by **GCAG**.

## Cancellations:

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Exhibit space or Sponsorship cancellations and/or changes must be submitted in writing and will be refunded with the exception of a \$500 cancellation fee. **No refunds will be made after January 31, 2020.** The date upon which the notice of cancellation is received in Convention Services Group will apply as the official date of cancellation.



**GCAG** reserves the right to rent any cancelled booth space to another exhibitor without returning any part of the original exhibitor's paid fee if the cancellation notice was received after **January 31, 2020**.

Payments for booth space will be refunded if *The Event* is cancelled by any circumstance which makes it impossible or impractical to hold *The Event*.

### Certificate of Insurance:

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All exhibitors that are not a department of the **GCAG** or a consolidated affiliate covered under **GCAG's** insurance must provide Convention Services Group a **Certificate of Insurance** naming The General Council of the Assemblies of God as the additional insured for the dates of **March 11-13, 2020**. This certificate must show general liability coverage of **\$1,000,000 minimum**, per occurrence. Please include this **Certificate of Insurance** with your **APPLICATION / CONTRACT**. Exhibitor insurance can be purchased through **GCAG** if you do not carry the required limit. The cost for the insurance is approximately \$170. To request an application for the exhibitor insurance, please contact the Corporate Insurance office at 800-545-2761. Once you've received and completed the application, it should be forwarded with your payment directly to K & K Insurance as indicated on the form.

The **Certificate of Insurance** from your insurance carrier or K & K Insurance must be received by **February 14, 2020**. Failure to provide the required proof of insurance will result in the exhibitor not being able to exhibit at *The Event*. Further, the participant promises to hold harmless the sponsor (The General Council of the Assemblies of God) and its representatives, including employees, and its volunteers, for any injury related to the activity.

### Liabilities:

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**GCAG** shall not be held responsible for the safety of exhibits against robbery, fire, or accident; nor accident to the exhibitor or their employees. Security will be provided during all hours of *The Event*, including when the exhibit hall is closed.

## Children and Family Members:

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Exhibitors are welcome to bring family members to the convention. Exhibitors are to refrain from engaging children under the age of 18 as company representatives in the booth space. Children under 18 will not be registered with an Exhibitor badge.

## Exhibitor Registration Badges:

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An exhibiting company is issued up to 2 (*or more depending on purchased package*) complimentary name badges per space reserved unless otherwise indicated by purchased sponsorship package. Additional badges are **\$25 each** through January 31, 2020. After **January 31, 2020**, each additional badge will cost \$35.

Exhibitor badges can be picked up at the Exhibitor Registration Desk upon arrival, held under the company name. For security reasons, exhibitor badges must be worn to gain access to the Exhibit Hall for booth set-up/teardown, as well as during published Exhibit Hall open hours.

## Exhibitor Setup and Teardown:

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1. **Personally Owned Vehicles (POV's).** POV's are scheduled to unload beginning Tuesday from 7a.m.-10 p.m.
  - a. **POV Load-In/Load-Out Policy.**
    - i. Exhibitors handling their own Load-In/Load-Out: Exhibitors may handle their own hand-carried materials in and out of the church. Exhibitors who prefer to unload their own rental trucks are strongly recommended to make sure that it is equipped with a lift gate to assist in unloading.
    - ii. Exhibitors needing assistance with Load-In/Load-Out: Exhibitors that require the use of a dock to have their vehicle unloaded will be unloaded by GCAG Equipment Committee.
2. **Use of Dollies, Forklifts, etc.**
  - a. **Powered Equipment:** Any materials requiring the use of powered equipment for delivery (i.e., forklifts, electric pallet jacks, etc.) must be handled by the GCAG Equipment Committee.
  - b. Exhibitors MAY use their own manual dollies, hand carts, flat carts and pallet jacks



3. **Parking.** Daily in/out parking will be available to all exhibitors. Please refer to parking map that will be sent closer to *The Event* date.
4. **Equipment Space Clearance.** A 3' clearance must be maintained between all event-related equipment and all permanent facility structures (i.e., walls, columns, pillars, fire hose columns, doors, etc.) during move-in/out. At no time shall any event-related equipment be permitted to lean against walls or columns. Any repairs required due to damage caused by non-adherence to this policy will be billed to you at prevailing labor and material rates.
5. **Early Dismantling.** Early dismantling of exhibit space is not permitted. If an exhibitor proceeds in this manner, this will jeopardize opportunities to exhibit at future national AG events.

### Fire Department Requirements for All Exhibits:

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For the protection of the facility and for those guests either working or attending an event, the guidelines are as follows.

Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways and aisles must be kept clear and unobstructed. Fire lanes must be maintained at all times.

### **ALL EXHIBIT CONSTRUCTION AND DECORATION MATERIAL MUST BE FLAME RETARDENT.**

- **All woodwork**, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- **Plywood** less than ¼" in thickness must be flame-retardant-treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame-retardant marking/labeling verified.
- **Combustible containers** such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area.
- **Combustible materials** such as pamphlets and other paper products shall be limited to a one-day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths.

- **All fabrics**, films, draperies, curtains, and similar furnishings must be flame resistant as demonstrated by testing in accordance with the National Fire Protection Agency (NFPA) 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- **Acoustical and decorative material** including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame retardant.
- **Additional flame-retardant treatments** shall be applied in accordance with the appropriate product direction.
- **The use of Styrofoam products** for set construction is not permitted.
- **Oil cloth, tar paper, nylon, plastic cloth, and certain other plastic materials** that cannot be rendered flame retardant through spray or dip application are prohibited.
- **Vertical carpet** is also prohibited unless it is flame retardant.
- **Documentation:** Please have the material's fire resistive documentation available prior to the show opening and available for review upon request on-site. If documentation for the material is not available, proof of satisfactory flame retardancy may include a field flame test based on NFPA 701. This will require the material to have a 1" x 4" sample cut. Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.

## Exhibitor Housing:

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A list of recommended lodging can be found on the conference website, <https://kidmin.ag.org/events/conference/AGKidmin2020/lodging>

## Sales Tax:

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Exhibitors will abide by all other provisions of application rules and regulations of government agencies. Each exhibitor must comply with taxable sales by the city/state in which *The Event* is held.

Each exhibitor must be prepared to collect, verify, and remit local and state sales taxes (termed "Transaction Privilege Tax" or "TPT"). For information on sales tax please visit: <http://dor.mo.gov/business/sales/sales-use-exemptions.php>



KIDMIN  
CONFERENCE

THE OAKS FELLOWSHIP RED OAK, TX | MARCH 11-13, 2020

KIDMIN.AG.ORG/CONFERENCE

## SCHEDULE

*(For a full conference schedule, please see the Event Kit).*

### Tuesday, March 10

- 7:00am - Exhibitor Load-In/Setup
- 6:00pm - 9:00pm - Attendee Registration OPEN (Optional)
- 10:00pm - ALL Exhibits Set Up and Ready
- No set up past this day.

### Wednesday, March 11

- 7:00am - Exhibitor Access
- 8:00am - Exhibits Open (Optional)
- 11:30am - 12:30pm - Lunch (Provided)
- 1:30pm - Exhibits Open (Official)
- 6:30pm - Exhibits Close (Optional)
- 9:00pm - Exhibits Close (Official)

### Thursday, March 12

- 7:30am - Exhibits Open
- 8:00am - 9:00am - Break with Refreshments in exhibit area
- 11:30am - 1:00pm - Lunch
- 2:50pm - 3:30pm - Break with Refreshments in exhibit area
- 6:00pm - Exhibits Close

### Friday, March 13

- 7:30am - Exhibits Open
- 8:00am - 9:00am - Break with Refreshments in exhibit area
- 11:30am - 1:00pm - Lunch
- 2:50pm - 3:30pm - Break with Refreshments in exhibit area
- 6:00pm - 11:59pm - Exhibits Close followed by Teardown and Load Out

**Early dismantle will not be permitted.**

Exhibits must be staffed during all open hours. All attendees will be required to have a registration badge to access the Exhibit Hall.

*\*Special Note: You will want to take advantage of the additional exposure resulting from these scheduled times. Our lunch, and snack times have been extended in order for all attendees to have additional time to check out the great resources you provide.*