

# 97<sup>th</sup> Church of God of Prophecy International Assembly

Louisville, Kentucky • July 25-29, 2012

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*The Church of God of Prophecy International Assembly is held biennially and is the governing body of the church. It is a time for which the ministry and laity come together to celebrate the past and receive direction for the future.*

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## Mission

Empowered by the Holy Spirit, through prayer, we will plant churches and equip leaders to carry out the biblical mandate to make genuine disciples of all the peoples of the world, to the glory of Christ our Lord, Head of the church.

## Vision

The Church of God of Prophecy will be a Christ-exalting, holiness, Spirit-filled, all-nations, disciple-making, church-planting movement with a passion for Christian union.

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## Exhibitor Packet

On behalf of the General Overseer of the Church of God of Prophecy, Bishop Randall Howard and the International Assembly Task Force you are invited to consider participating as an exhibitor during the Church of God of Prophecy's 97<sup>th</sup> International Assembly.

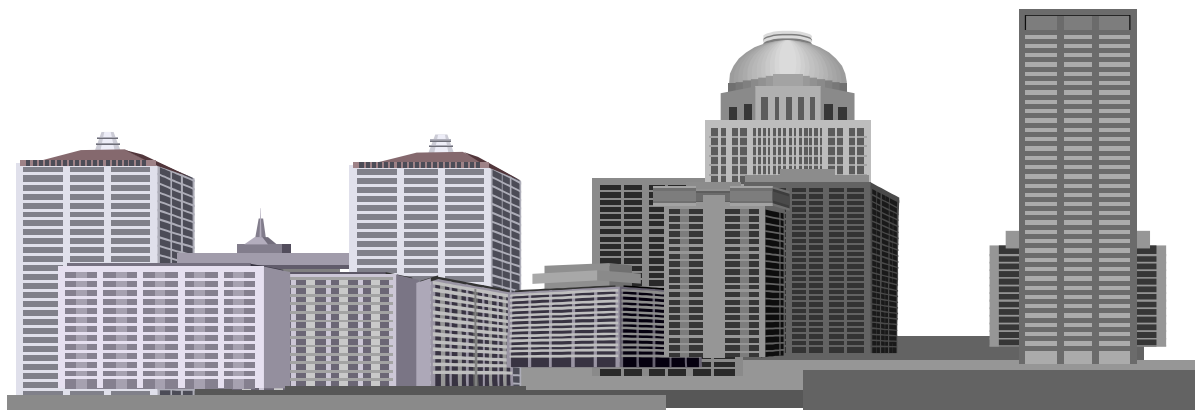
The primary purpose of the Exhibit Hall is to offer information and material to help the ministries of the Church of God of Prophecy in fulfilling the great commission of reaching the lost with the message of Christ. The Exhibit Hall is approximately 68,000 square feet in size and will feature:

- **Informational exhibits**, featuring the ministries and programs of the church. Ministries/Departments featured will be Children's, Women's, Youth, Global Outreach, Leadership Development, One Accord Resources, Communications, Editorial/*White Wing Messenger*, Stewardship, Tomlinson College, Heritage Ministries/Fields of the Wood, World Language, etc.
- **White Wing Christian Bookstore** offering resources, gifts, books, music, church supplies and other tools to assist in other aspects of the Ministry.
- **Outside exhibits** offering an array of church and ministry support, resources, gifts, etc.
- **A food court** will also be available in this area along with seating for simply a time of sharing.

**Questions may be directed to Diann Stewart, Exhibits Coordinator**  
**[cogopexhibits@cogop.org](mailto:cogopexhibits@cogop.org) ✦ 423.559.5432**  
**fax 423.559.5438**

**FOR SPECIAL DISCOUNT RATES CONTACT  
THE EXHIBITS COORDINATOR**

# Exhibits Policies & Information



## 97<sup>th</sup> International Assembly - Louisville, KY Kentucky International Convention Center Exhibit Dates July 25-28, 2012

### The Convention

More than 6,000 delegates and visitors are expected to attend. Those in attendance include pastors, Christian education directors, youth, children's and music ministers, Sunday school workers, evangelists, church growth specialists, and others.

### Purpose

The International Assembly of the Church of God of Prophecy, (henceforth referred to as COGOP) aims to acquaint our constituency with business and ministry leads, which will benefit and enhance their ministries. The Exhibit Hall is not meant to be a marketplace, but a service to our attendees.

### Standards

The Church of God of Prophecy is a church denomination. Smoking, alcoholic beverages, profanity, and immodest apparel are contrary to the church standard. The use of raffles and other games of chance is prohibited. **(Give aways are encouraged, that are not in violation of this code.)** The International Assembly of the COGOP reserves the right to restrict exhibits which may be considered objectionable.

### Booth Fees

10' x 10' booths are available for **\$1,000.00**, see "Booth Specifications and Policies" for additional

information. For Early Registration discounts contact the Exhibits Coordinator. The booth fee is for space, limited furniture, and 2 exhibitor name badges. Multiple booths are permitted.

### Exhibit Hours

The Exhibit Hall is open from 9:00-6:30 daily and closes at 6:00 pm Saturday, July 28. Exhibit booths must be staffed the full hours the Exhibit Hall is open.

### Tentative Hours/Dates

Tuesday, July 24 (setup)	1:00 pm – 7:00 pm
Wednesday, July 25	9:00 am – 6:30 pm
Thursday, July 26	9:00 am – 6:30 pm
Friday, July 27	9:00 am – 6:30 pm
Saturday, July 28	9:00 am – 6:00 pm
Saturday, July 28 (vacate)	6:00 pm – 10:00 pm

**All exhibitor booths must be dismantled and cleared from the Coliseum by 10:00 pm July 28.**

### Application Contract

The Exhibit Coordinator's office will handle all exhibit contract registration and questions. Use only the official Exhibit Space Application/Contract and the Exhibition Registration Form for your exhibit business and make certain all information is correct and complete.

It is understood that this Application, which will become a Contract upon acceptance by the Exhibits Coordinator, is based upon rates, terms and conditions, which constitute a part of, or are included in this Application/Contract.

### Exhibit Location

Exhibits are located in the Kentucky International Convention Center, Exhibit Hall 2D.

### Housing

A list of available housing facilities is available on the International Assembly website, [www.cogop.org](http://www.cogop.org). Neither White Wing Publishing House nor the Church of God of Prophecy is responsible for reservations or housing liabilities of exhibitors. Early reservations are recommended.

### Children and Family Members

Exhibitors are welcome to bring family members to the convention. They must be registered. Exhibitors are to refrain from engaging children under age 18 in booths as company representatives; children under age 18 will not be registered with an exhibitor badge. For your convenience, enclosed is a registration form for registering your family members. The Exhibits Coordinator's office will not register any persons other than approved exhibitors.

### Liabilities

Neither the General Assembly Task Force, White Wing Publishing House, the Exhibits Coordinator, nor the Church of God of Prophecy shall be held responsible for the safety of exhibits against robbery, fire, natural disasters, or accidents; nor accident to the exhibitor or their employees. Security will be provided during non-exhibit hours.

### Exhibitor Insurance

Each exhibitor is required to provide insurance coverage for his product within the Kentucky International Convention Center.

### Exhibitor Music Authorization

Each exhibitor using live or recorded (audio and/or video) music is required to provide the Exhibit Coordinator proof of legal authorization

(e.g., you are the copyright owner, you have written permission from the copyright owner, you have a copyright license covering the music). Failure to provide this documentation nullifies the Application/Contract and a person/company cannot exhibit at this convention.

The exhibitor is to mail this documentation to the Exhibits Coordinator no later than June 24, 2012.

### Sales Tax

Each exhibitor is required to file and report proper documentation for all sales following the Kentucky sales tax law. Kentucky has a 6.0% sales tax with exceptions for food and prescriptions.

### Space Assignments

Exhibit spaces will be assigned on a first-come-first-serve basis according to preferences marked on the Application/Contract (front row, middle row, end-cap, etc.). If these selections are already taken, the Exhibits Coordinator will assign your space. The Exhibits Coordinator reserves the right to shift space at any time if it's necessary to do so. No spaces will be reserved without a written application and full payment. Space will not be reserved by telephone.

No exhibitor shall assign, sublet, or apportion the whole or any part of space assigned, or exhibit therein, or permit any other person/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 Exhibit Space Application/ Contract.

**Except for official convention materials, no literature may be placed in the convention 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. **Any breach of this policy may result in removal of your exhibit from the convention.**

### Exclusions

Persons/companies not assigned space in the Exhibit Hall will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit Hall.

## Payments

Full booth fee payment is required with the Application/Contract. **No refund for cancellations after June 1, 2012.** The date upon which the notice of cancellation is received in our office shall apply as the official date of cancellation.

Application/Contracts will be accepted by On-line registration, fax or mail, but **ONLY** with full payment by Credit Card or check. Space will not be reserved until payment is received in full.

## Cancellations

Exhibit space cancellations or changes must be in writing. The Exhibits Coordinator reserves the right to rent any canceled booth space to another exhibitor without obligation to return any part of the original exhibitors paid fee after June 11, 2012. The date upon which the notice of cancellation is received in our office shall apply as the official date of cancellation. Notify the Exhibits Coordinator no later than June 1, 2012 for consideration of a partial refund.

## Registration/Badges

An exhibiting company is issued two (2) complimentary name badges, which are nontransferable to another individual. Additional badges are \$5.00 each for those pre-registered and \$10.00 each on-site; replacement badges will be issued upon payment of an additional \$1.00 fee per badge.

Badges will not be mailed prior to the convention. Exhibitor badges must be picked up at the Exhibitor Registration Desk in the East Hall upon arrival. Badges will be held under the company name. When the badges are picked up, you will be marked "present" and no refund considerations apply.

**REMINDER:** Exhibitor badges are a means of helping provide security to your booth and its contents by restricting entry to the Exhibit Hall by authorized persons only. Please wear your exhibitor badge to enter prior to daily opening and during your work hours in the Exhibit Hall.

## Booth Specifications and Policies

1. All booth spaces are 10' x 10' with an 8' backdrop and 36" side divider, trash receptacle, and a booth identification sign consisting of two lines of copy stating the exhibitor's name, city and state, and booth number.

2. All tables must either be finished or draped.
3. Exhibitors must have a company identification sign, either the one provided by the decorator (as stated above) or your own.
4. Exhibitors must display their booth number.
5. No banners, signs, or structures may be suspended from the ceiling.
6. In all booths, backgrounds, and/or product displays 8' high may extend out from the booth back line 2' the depth of the booth and from that point to the aisle a maximum of 4' high.
7. Booth backgrounds and/or product displays must have "finished" side portions of the exhibit so they will not be unsightly or objectionable to adjacent exhibitors. The Exhibits Coordinator reserves the right to have such finishing done at the exhibitor's expense, billing the exhibitor for charges incurred.
8. No special signs, booth construction (including backdrops), media equipment, or lighting fixtures are permitted in excess of 8' in height, without prior approval from the Exhibits Coordinator.
9. Exhibitors are responsible for maintaining a neat and clean booth. Shipping cartons/boxes are to be stored with the Convention Decorator or placed beneath a draped table(s) fully out of sight. Materials placed behind a booth backdrop must not be visible from a side aisle or by an adjacent exhibitor; masking drapes will be required and the charges billed to the exhibitor. You may be required by the Fire Marshal to store your shipping containers and boxes with the decorator, as per city codes.
10. During the Exhibit Hall open hours empty cartons are not to be placed in the aisles; exhibitors are responsible to take empty, disposable cartons to an area assigned by the center.
11. **The playing of loud music, videos, or any sort of distractions to other exhibitors will not be permitted in booths.** To avoid the embarrassment of being asked to turn your music down or off please to this rule. See "Exhibitor Music Authorization" elsewhere in this information.

12. The Church of God of Prophecy name and emblem, and other national program names and emblems, cannot be used in any form to imply that an exhibit is a part of or endorsed by the Church of God of Prophecy.

### Decorator Service Kit

Complete information will be mailed to approved exhibitors in advance of the convention. Booth furniture and equipment are available from the official decorator, George Fern Company, at additional cost to the exhibitor. Draping and other decorative materials must be flame retardant.

### Shipping, Handling, Storage

The exhibitor must make arrangements for materials to be shipped to the convention city prior to the scheduled set-up time Tuesday, July 24, 2012 at 1:00 pm, as per instructions in the Decorator Service Kit. Shipments must be prepaid by the exhibitor and at his own risk and expense. Pre-convention storage of displays and materials is to be arranged by the exhibitor with the convention decorator. Do not ship direct to the convention center (*no exceptions*) or your motel/hotel.

### Set-up and Dismantling

Exhibits must set up Tuesday, July 24, 2012, between 1 pm and 8 pm. AN EMPTY SPACE AT 8:00 am ON WEDNESDAY, July 25, MAY BE REASSIGNED TO FILL THAT SPACE TO MAINTAIN AN ATTRACTIVE EXHIBIT HALL. Booth inspection will be at 8:30 am, Wednesday, July 25, with all exhibits opening at 9:00 am.

Dismantling of exhibits will be from 6:00–10:00 pm Saturday evening, July 28th.

**The exhibit hall must be vacated by 10:00 pm. Early dismantling by an exhibitor will jeopardize whether or not the person/company will be permitted to exhibit at future national and international conventions of The Church of God of Prophecy.**

### Government and Convention Center Regulations

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 convention is to held. See “Sales Tax” elsewhere in this information.

### Eligibility

**The Church of God of Prophecy and White Wing Publishing House reserve the right to refuse exhibition space to any applicant for any reason.** In addition, the Church of God of Prophecy 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 Church of God of Prophecy which in the reasonable judgment of the Church of God of Prophecy, demonstrates that the proposed exhibit would be inconsistent with the standards espoused by the Church of God of Prophecy.

1. **Exhibitor must offer products/services not in conflict with the same or similar to those offered by White Wing Publishing House or in conflict with other COGOP ministries. Non-compliance will result in dismissal from the conference without a refund.**
2. Exhibitor must offer products/services, which will directly benefit and enhance the ministries of our churches and ministers.
3. The exhibits are not for the purpose of providing prominence to products/services, which are issue-oriented and would generate undue controversy.