**Exhibit Space Registration Form**

 Missouri Conference 2019

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| Organization:  |  |  |  |  |
| Mailing Address: |  |  |  |  |

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 City State Zip

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Time

Items offered at my booth/table: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ My non-refundable registration fee of $100.00 is enclosed for 8’x8’ booth space.

\_\_\_ My non-refundable registration fee of $50.00 is enclosed for 4’x8’ table space.

\_\_\_ I understand that the exhibit space is not to be shared by another person or entity.

\_\_\_ I will maintain a positive and supportive position toward the UPCI and the Missouri District.

\_\_\_ I understand that neither the MO District Conference, nor The Sanctuary, is responsible for any

 lost or stolen items.

\_\_\_ I would like electrical hookup. \*(We will try to accommodate any electrical needs, but there is

 not a guarantee.)

 I need \_\_\_\_\_\_ 8’x8’ booth space(s) at $100.00 each

 I need \_\_\_\_\_\_ 4’x8’ table space(s) at $50.00 each

Exhibit Hall is found down the northwest hallway on the north side of the church (opposite side from the Highway.) Exhibit space must be completely torn down and all products removed immediately following the Friday night service.

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

**Please return this form with non-refundable fee(s) to: Missouri District UPC, Attn: Exhibit Registration, PO Box N, Florissant, MO 63031 or Email to: office@modistrict.com**

**Booth/Table spaces are reserved once payment and signed form is received, and you have received notification that your application has been approved.**

**Missouri District Conference**

**Exhibit Space Guidelines**

* Exhibits should be ministry focused, aiming to contribute to the spiritual growth of churches, families and individuals.
* All exhibit staff will maintain a positive and supportive position toward the United Pentecostal Church, the Missouri District of the UPCI, and The Sanctuary.
* Any material shared, distributed or shown at your space must be supportive of the Missouri District and the United Pentecostal Church.
* Your promotional materials (such as brochures, freebies etc.) are only to be distributed at your organization’s designated space and nowhere else on campus.
* Exhibitor displays must be kept inside space boundaries. Aisles must be clear.
* Booth spaces are 8’x8’ with a table. Table spaces are 4’x8’ with a table. No table coverings provided.
* Space is to be used solely by the organization registered and is not to be shared by another person or entity.
* You are responsible for your housing, meals and transportation.
* The MODCM, The Sanctuary, and the UPCI, are not responsible for any lost or stolen items.
* If an exhibitor is a for-profit entity selling items unrelated to ministry, they should be working to support the ministry of the United Pentecostal Church and Missouri District Conference.
* ALL items offered for sale, must be cleared by MODCM booth/table manager two weeks in advance of Missouri Conference to avoid duplication of products.

**Setup, Tear-down and Hours of Operation:**

* Exhibits are available for setup after 12:00 p.m. on Wednesday, July 17.
* Exhibits must be fully setup by 5:00 p.m. on Wednesday, July 17.
* Open Hours are from 6:00 pm to 10:00 pm Wednesday, July 17

 9:00 a.m. to 12:00 p.m., and from 6:00 p.m. to 10:00 p.m. Thursday and Friday, July 18-19.

* Exhibits are NOT to be dismantled during any meeting or service.
* Exhibits must be taken down and removed no later than Friday immediately following evening service, July 19.

By signing below, I agree that I have read and will abide by the Exhibit Space Guidelines as defined above. I understand that failure to do so will result in immediate exhibit closure during Missouri Conference and denial of future exhibit requests.

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Signature of Contact Person Date